

FAMILY HANDBOOK

2007-2008



MEMORIAL ELEMENTARY SCHOOL

119 Winn Street

Burlington, MA 01803

Telephone: (781) 270-1721

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Burlington School Committee

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5 Gloria Circle; (781) 272-1464

Christine M. Monaco
18 Corcoran Road; (781) 272-8922

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Burlington Public Schools Administration

Dr. James Picone, Interim Superintendent of Schools (781) 270-1801

Cynthia Marchand, Assistant Superintendent for Curriculum & Instruction (781) 270-1804

Dr. Cathleen Estep, Director of Pupil Services (781) 270-1822

Craig Robinson, Director of Finance & Operations (781) 270-1815

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 Laws, 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.

The School District has duly appointed individuals responsible for the overall monitoring, auditing, and ensuring of compliance with this policy. Ms. Cynthia Marchand and Mr. Craig Robinson are the Sexual Harassment/Complaint Management Facilitators. Dr. Cathleen Estep is Coordinator of Nondiscrimination Compliance including Civil Rights and Title IX. For compliance issues regarding employment activities, employees should contact: Ms. Cynthia Marchand, Assistant Superintendent and Harassment Officer, at 781-270-1804, or Mr. Craig Robinson, Director of Finance & Operations and Harassment Officer, at 781-270-1815. For compliance issues regarding educational activities, contact: Dr. Cathleen Estep, Director of Pupil Services and Title IX and 504 Officer, at 781-270-1822. 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 at Burlington Public Schools, 123 Cambridge Street, Burlington, MA 01803.

Burlington Public Schools

TEL (781) 270-1721
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rickershauser@burlington.mec.edu

Karen K. Rickershauser,
Principal

MEMORIAL SCHOOL
119 WINN STREET
BURLINGTON, MA 01803

September, 2007

Dear Parents and Guardians of Memorial Students,

On behalf of the entire staff, I am pleased to welcome you to an exciting year of learning and growing at Memorial School.

Memorial is a school community committed to providing a safe, respectful, and joyful environment for children to learn and to grow. This handbook is a guide to policies and procedures here at school, but also contains guidelines for you and your child that will help us to maintain this nurturing environment. Please read it over and share appropriate sections of it with your child, especially the sections regarding bus behavior, cafeteria and playground, student conduct, and bullying. Discussing these sections will help him or her to understand how their actions affect others, and what he or she can do, personally, to create an overall sense of safety and well being for everyone at school. It will also be a way for you to voice your support of maintaining an orderly and calm school atmosphere conducive to learning.

We are partners in the education of your child. From both research and experience, we know that when schools and families work together, children are more engaged in their work, more excited about learning, and experience greater success in the classroom. Sharing the handbook with your child and returning the attached slip is one way to participate in the partnership. Becoming involved here at Memorial is another way, and there are many opportunities for doing so. I hope that you will join the PTO to support the many wonderful offerings they provide for students and families, participate in one of the committees that make them happen, find some time to volunteer in the school, or become a member of the Memorial School Council. Together we can make a difference for your child and all of the children who attend Memorial School.

In addition to your support, we value your input. If you have a question, comment, or concern about your child's classroom experience, please contact your child's teacher. I am available to assist you in any way that I can, and can be reached at 781-273-7647. Please know that your call or visit is always welcome!

Sincerely,

Mrs. Rickershauser

MEMORIAL SCHOOL FACULTY & STAFF

Principal: Mrs. Karen Rickershauser, ext. 7647

Secretary: Mrs. Kathleen Bogosh, ext. 7647

Nurse: Mrs. Leslie Hunter, ext. 1724

Guidance Counselor: Ms. Jessica Naugler, ext. 1722

Kindergarten: Mrs. Carole Breton, Teacher, Room 105, ext. 7731

Mrs. Martha Stokken, Assistant, Room 102, ext. 7033

Mrs. Sandra Coates, Teacher, Room 102, ext. 7732

Mrs. Adrienne Gerbrands, Assistant, Room 105, ext. 7761

Mrs. Debra Sullivan, Room 104, ext. 7760

Ms. Crystal Grigway, Assistant, Room 108

Grade 1: Mrs. Michele Burnham, Teacher, Room 108, ext. 7734

Mrs. Mary Lou Martin, Room 106, ext. 4638

Mrs. Carol McGrath, Room 107, ext. 7733

Grade 2: Mrs. Barbara Nelson, Room 103, ext. 7756

Mrs. Suzanne Siegel, Room 101, ext. 7034

Grade 3: Mrs. Margie DeSimone, Room 114, ext. 7735

Mrs. Karen Ferullo, Room 119, ext. 1755

Mrs. Alice Giovannello, Room 115, ext. 7743

Grade 4: Mrs. Tara Olshaw, Room 121, ext. 5316

Ms. Holly Soper, Room 122, ext. 5315

Grade 5: Mrs. Valerie Burns, Room 113, ext. 7744

Mrs. Crystal Keating, Room 116, ext. 7750

Library/Media: **Specialist** Mr. Steve Levin; **Assistant**, Mrs. Gayle Field, ext. 7656

Technology Specialist: Mrs. Paula Weldon, Room 117, ext. 1725

Art Teacher: Mrs. Donna York, Room 109, ext. 7763

Music Teacher: Mrs. Beth Mosier, Room 110, ext. 7753

Instrumental Music Teacher: Mr. Mark Napierkowski, ext. 7032

Physical Education Teacher: Ms. Lynda Bannon, ext. 7729

Italian Teachers: Mrs. Mary Guerriero & TBA

Reading Specialist: Ms. Marjorie Johnson, Room 120, ext. 7738

Literacy Tutor: Mrs. Virginia Bucknam, Room 120, ext. 7738

Chapter I Tutor: Mrs. Nancy Canty, Room 120, ext. 7738

Special Education Teacher: Mrs. Rebecca McCabe, Room 111, ext. 7746

Speech Pathologist: Mrs. Judith Havens, ext. 1825; **Assistant:** Bethany Folger

ELL Tutor: Mrs. Suzette Jones, Room 111, ext. 7746

Adaptive Physical Education Teacher: Mrs. Carol Nicholas

Occupational Therapist: TBA

Physical Therapist: Janet Coppola

Social Worker: Ms. Elsa Lichman, ext. 7759

Permanent Substitutes: Mrs. Melanie Duncan

Cafeteria Staff: Mrs. Chris Stevens, Mrs. Roberta Bamberg, Mrs. Susan Robinson, ext. 1723

Custodians: Mr. Bob Ganley & Mr. Mike O'Regan

Extension numbers can be directly dialed using the following exchanges:

Ext. #s beginning with 17 or 18 __ = 270; 53 __ = 238; 70 or 76 __ = 273; 77 __ = 221.

A Brief History of the Memorial School

"It is now a suburban industrial town at the junction of the Boston–Merrimac corridor, but for most of its history Burlington was almost entirely agricultural, selling hops and rye to Boston and supplementing that income with small shoe-making shops. Early railroad expansion passed the town by, limiting its early development, and Burlington continued to cure hams for the Boston market and produce milk, fruit and vegetables. This picture changed drastically, however, as soon as Route 128 was built. The highway kicked off an enormous expansion, and between 1955 and 1965 Burlington was the fastest growing town in the state. In one five year period, its population tripled as residential and commercial retail development exploded creating the town's present character." (Burlington, Massachusetts. Reference.com. *Wikipedia, the free encyclopedia*. http://www.reference.com/browse/wiki/Burlington,_Massachusetts. accessed: September 05, 2006).

The 1950s was an exciting time for the town of Burlington. It was growing by leaps and bounds from a sparsely populated farming community to a flourishing suburban town.

A school building committee was appointed in March, 1952, to recommend a site for an elementary school building, as well as to obtain cost information and report back its findings to Town Meeting. At that time, the school facilities in town comprised the high school, Union School, and the annex, totaling twenty-three classrooms.

In January of 1953, the townspeople voted overwhelmingly the sum of \$675,000 to construct and equip what became the Memorial Elementary School. It would become the first of eight school buildings to be built in the town in just a little less than two decades.

The school was built on the Walker Farm property, on the south side of Winn Street. Ground was broken in April 1954. It opened in September with 650 pupils, 50 more than the ideal capacity. At the end of December, it would realize an enrollment of 715 pupils. The school housed grades one through four, and consisted of twenty classrooms plus a conference room for a special class.

A bronze plaque, selected by the Board of Selectman and the Burlington Allied Veterans Council honoring the men of Burlington who gave their lives in World War I & II and the Korean conflict, was erected and dedicated. It reads, "The Town of Burlington gratefully remembers those who made the supreme sacrifice." Memorial School was dedicated on May 30, 1955 by a town grateful for their sacrifice.

We at Memorial School are strongly committed to the implementation of the Burlington Public School's Mission Statement, Vision, and Core Values.

The mission of the Burlington Public Schools is to help all students:

- acquire organized knowledge,
- master physical and intellectual skills, and
- understand ideas in ways that foster a positive self-image and lead to life long learning, self-sufficiency, and responsible citizenship.

The Burlington School Department Vision is “striving for excellence” and will be accomplished by:

1. Helping students achieve their highest potential by providing a rigorous balanced curriculum.
2. Employing highly qualified teachers, administrators and support staff who are committed to the Burlington mission statement.
3. Encouraging parents to take an active role in their children's education through involvement with the schools to enhance student academic success.
4. Providing opportunities for community members to participate in school activities to reinforce the goals and advantages of providing quality educational programs for every student.

Core Values

1. All students' potential for excellence should be developed by the schools.
2. A program of study that has the same academic objectives for all students should be provided by the schools.
3. A sensitivity to students' differing learning styles and intellectual development should be reflected in the educational environment.

All students have access to all academic and non-academic programs at the Memorial School.

AGE REQUIREMENTS FOR ENTRANCE

A child entering kindergarten must be five years old by August 31st of the entering year. A child entering first grade that has not attended public kindergarten in Burlington, must be six years old by August 31st of the entering year.

Registration

Kindergarten registration takes place in February. Parents enrolling their children in school are responsible for providing the following information: *birth certificate, proof of residency, official immunization and physical examination records, and a Pupil Information Card.* Please keep the school updated on any changes such as home phone, address, alternate emergency contacts, employer, health information including the names of doctors and dentists, and custody information. In the case of an emergency, it is essential that we are able to reach families in a timely fashion.

ARRIVAL

Memorial School doors open for students at 7:55 AM. For safety reasons, it is important that children are never dropped off before 7:55 unless they are enrolled in the *Before School Program* (see page 14), which begins at 7:05 AM. If they travel to school by bus, they enter through the front door. If transported by car, children enter through the door at the end of the primary wing. Upon arrival, all students go right to their classrooms where they are greeted by their teachers. **Our school day officially begins at 8:10 AM**, when students should be in their classrooms and ready for morning announcements. To assure optimum learning and maximum teaching time, students need to be present and on time every day.

Tardiness

Children are tardy when they arrive at school after 8:10 AM. For safety reasons and to avoid being marked absent, children who arrive after 8:10 must report to the office accompanied by an adult and be officially signed in.

ATTENDANCE

School attendance is required by law beginning in Grade 1, or beginning in September of the calendar year in which he or she reaches the age of six. Regular attendance at school is important for your child's continuing progress. Arranging vacations during weeks scheduled on the school calendar will eliminate disruptions in the learning process. Classroom discussion and interaction often provide the main focus for learning. *For this reason, make-up work cannot be provided in advance of a student's departure. If missing time is unavoidable, please confer with your child's teacher upon your return regarding missed instruction and work.*

Child Safe/School Absentee Line

If a child is going to be absent for any reason, the parent or guardian must notify the school via the School Absentee Line at 781-273-7649 by 8:15 AM on the day of the absence. There will be an answering machine to record your call. Please state the child's name, grade level, teacher, and expected date of return. For your convenience, you may call the day before your child is to be absent after 3:00 PM. When you know your child will be absent for

more than one day, please state that clearly in your message, including the estimated date of return if known. If the teacher reports your child absent and we have not received a call on the Absentee Line, a Child Safe Volunteer will call your home or office between 8:30 a.m. and 9:30 a.m.

Upon their return to school, children must bring in a note explaining the reason for their absence. For prolonged absences, please notify the office and the classroom teacher. Also, please remember that if your child is late and arrives after 8:10, unless you accompany her/him to the office and sign-in, she/he may be marked absent and you will receive a Child Safe call. *Child Safe* and the *School Absentee Line* are wonderful services that help keep children safe and eliminate needless worry for parents and the school.

Early Dismissal

Although we strongly encourage parents to schedule doctor's, dentist's, and other appointments during non-school hours, on very rare occasions it may be necessary to dismiss a child early for an appointment. When this happens, parents should write a note to the teacher, explaining who will pick up their child and when. The student should give the note to the teacher at the beginning of the school day. Children will only be dismissed from the office to a parent, legal guardian, or other authorized individual. As in all situations when parents or visitors enter the building, please report to the office and use the appropriate sign-in/sign-out sheet.

BACK TO SCHOOL NIGHT

In September, each school in Burlington hosts a Back to School Night for parents and guardians. The purpose of this special evening for adult family members is to share grade level curriculum and classroom expectations. Please refer to the School Newsletter for specific dates and times.

BIRTHDAY CELEBRATIONS/INVITES

Birthday celebrations and classroom holiday parties are held at the discretion of the individual teacher. Please check with your child's teacher at Back to School night to learn about her/his policy regarding birthday treats to share with the class.

Home parties that will not include all students in a class must be arranged outside of school. Passing out invitations in school only to selective friends may hurt the feelings of those who are not included. Please use the Post Office for sending invitations in order to avoid both hurt feelings and lost envelopes. Also, please make your own transportation arrangements for after school parties. Most of our school buses cannot accommodate additional riders.

Family Directory

A family directory is published each year to provide contact information for Memorial families. In order to receive a family directory, you must be willing to include your own contact information in it. Please look for a notice regarding the directory at the start of the school year, and note the date of return. If you do not receive one, please call the office.

BOOK PURCHASES

At the individual teacher's discretion, monthly newsletters for book purchases are sent home with your child through the classroom teacher. This is an opportunity to purchase books at discount prices. Research shows that children who own books are more likely to read and to be more successful students throughout their school lives. In addition, a Book Fair is often held in November or early December in conjunction with a local bookstore. This is a great way to do holiday shopping, with a percentage of the sales going to the school library.

BUS TRANSPORTATION and SCHOOL TRAFFIC

By Bus

In the morning, bused students should be at their bus stop five minutes before the scheduled time, and wait at least five minutes after the scheduled time. They should stand off the roadway a safe distance from where the bus stops, line up when the bus approaches, and wait for the bus to reach a complete stop before approaching. **All students who ride the bus are expected to behave in a courteous, safe, and responsible manner at the bus stop and on the bus.**

Buses arrive and depart from the circular driveway in front of the school. Massachusetts State Law requires all students to stay seated until the bus comes to a complete stop. Once the bus stops, students must leave the bus in an orderly fashion, one at a time. **All parents are asked to talk with children about the bus rules and safe and kind behavior at the bus stop and on the bus.** Frequent reminders will go a long way in helping us to keep our buses physically and emotionally safe.

Bus Rules

1. Stay in your seat until the bus stops.
1. Keep hands and feet to yourself. No fighting.
2. Tell the bus driver about dangerous or destructive behavior.
3. Keep hands and objects inside the bus.
4. Limit 3 people to a seat.
5. Use an "indoor voice" and kind words.
6. Be kind to everyone. Do not pick on or tease others.
7. Remember that seat saving is not allowed.
8. Listen to the bus driver and do what the bus driver says.

Riding the bus is a privilege, which is easily revoked when students do not follow bus rules. All bus drivers have preprinted forms to report violations to the principal. When an offense occurs, consequences will be at the discretion of the principal.

Below are typical disciplinary responses:

- 1st offense of receiving bus conduct report -- student is warned to improve behavior; parent is called.
- 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. The decision is made by the principal/administration.
- In cases of property damage, parents and guardians will be held liable.

Changes in Dismissal Procedures

In the interest of safety, on any day that a child's transportation plans are altered, a note must be written to the classroom teacher to describe the change. We do understand that sometimes a situation arises during the day that necessitates a change. If it is necessary to change your child's transportation plans during the school day, please make every effort to contact the office before your child's scheduled lunchtime to ensure that your child's teacher receives the information. Buses are held up until all children are accounted for, so please help us ensure student safety by keeping us fully informed well before dismissal time.

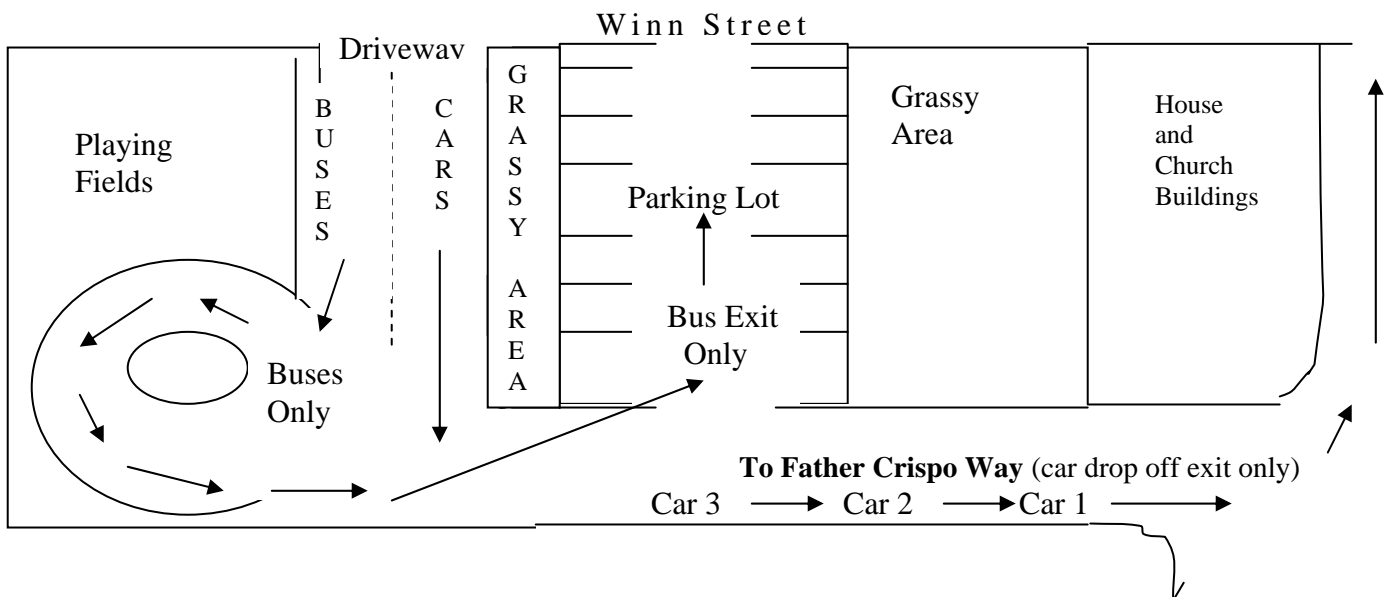
By Automobile

When dropping children off in the morning or picking them up at dismissal time, all vehicles must stay to the left upon entering school grounds **forming a single file line** as they wait their turn to pull up to the curb. **There is room for just three cars at curbside.** Once children have exited (or entered) the vehicle on the passenger side (curbside), please exit school grounds by going straight up the hill and turning left onto Father Crispo Way, which empties on to Winn Street across from Peach Orchard Road.

From Safety Officer Schipilletti (of the Burlington Police Department):

- **DO NOT PASS VEHICLES IN FRONT OF YOU;**
- **DO NOT EXIT THROUGH THE PARKING LOT.**

If you need to enter the school with your child in the morning (to carry in a special project, purchase lunch tickets, etc.), you must park in the parking lot and enter the school through the FRONT door. Under no circumstances should children be crossing the traffic line between the lot and the school without an adult. **DO NOT ENTER OR PARK IN THE CIRCLE (flagpole) OR IN FRONT OF THE MAIN ENTRANCE, as this is the area designated for bus drop-off and pick-up.** For the safety of everyone - children, parents, and staff members - please follow these very important guidelines.



CAFETERIA/Dining Room

The lunch period for all students is 25 minutes long. Although lunchtime is designed to be a social and relaxing time away from the classroom, students are asked to be aware of the needs of others when using voices, lining up, and choosing a seat.

The following guidelines for appropriate lunchtime behavior are posted in the cafeteria.

Memorial Lunch Room Rules

(or What to Do When You're in the "Dining Room" at Memorial)

1. Always use an indoor voice and kind words.
2. Sit on your chair and stay in your seat.
3. Raise your hand if you have forgotten something.
4. Use appropriate manners (please, thank you, chew with your mouth closed, etc.)
5. Eat your own lunch and extras, not someone else's.
6. Clean up your area (table top and floor) when you are finished.
7. Wait quietly at your table to be dismissed when lunch is over.

CELL PHONES/ELECTRONICS

Students' use of cell phones and electronic toys is prohibited during the school day. Students should not bring them to school.

CHILD CARE PROGRAMS

Fee-based **Before and After School Programs** are available to elementary children Monday - Friday, and on days when the opening of school is delayed due to snow or other emergencies. The Burlington School District offers childcare at Francis Wyman School, both before and after school, and at Memorial before school. Please call **(781) 270-1708** for information about these district-sponsored child care programs. The YMCA also provides after school child care at Memorial. Please call **(781) 935-3270 x 404** for details.

CLASS PLACEMENT

Creating class lists is a very involved and thoughtful process. Our goal is to create classes that are balanced academically and socially to meet the needs of each learner. Although the principal is responsible for approving the class assignments of children, teachers and support staff spend a great deal of time carefully weighing the following factors as placement decisions are made:

- | | | |
|------------------------|--------------------------|-------------------------------------|
| -boy/girl distribution | -student learning styles | -manageable instructional groupings |
| -class size | -teaching styles | -peer relations |
| -special needs | -special academic needs | -social dynamics |
| -heterogeneous balance | -work habits | -written parental comments* |

*If you feel your child has needs the school may not be aware of, or if you wish to share information about your child's learning style or the teaching style you feel is most effective with your child, please comment on those issues in writing and send them to the principal by the first Tuesday after April vacation. Parental requests for a child to have, or not to have, a specific teacher cannot be considered in the placement process. Teacher assignments will be indicated on the final report card in June.

COMMUNICATION & PUBLICATIONS

Backpack Folder

Each child receives a **Backpack Folder** during the first week of school. You should expect to see the folder come home every Thursday with a variety of school and community information and materials including the *Memorial School News* and samples of your child's work. Children are expected to return the folder to their teacher no later than Monday of every week. A *Monthly Menu* will be included on the last Thursday of each month. Individual teachers and specialists may also send home newsletters and information sheets. Please set aside a few minutes each week to read the *Memorial School News* and other items in the folder, and speak with your child about their contents.

Connect-Ed

Connect-Ed is a school-to-parent automated telephone communication system that allows school personnel to notify families about important events, information, or emergencies. To receive these messages, please be sure that the school has current telephone numbers. At the start of each year, a gold form is sent home to collect *new* or *updated* phone numbers that will be entered into the system. Please remember to return the gold form to school with your child as soon as possible **ONLY** if the information has changed since the previous school year.

Memorial Web Page

Visit the **Memorial Web Site** on the school department's web site. Go to: www.burlington.mec.edu, click on 'schools,' and select 'Memorial.' Although the site is in the process of being updated, you will find important school information such as the handbook, weekly bulletin, minutes of monthly PTO meetings, teacher pages, learning links and more.

CORI

All prospective employees and volunteers, chaperones, and contractors working on school property, are subject to a **CORI** (Criminal Offender Records Information) check by the school department. 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. The Burlington Public 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. **CORI** reports are good for three years from the date of application.

DAILY SCHEDULE for STUDENTS

7:55 AM	Students enter the building
8:10 AM	School day officially begins
10:40-11:05 AM	Lunch for Kindergarten (Recess times at teachers' discretion)
10:50-11:15 AM	Grade 1 Lunch
11:15-11:40	Grade 1 Recess
11:20-11:45 AM	Grades 4 & 5 Lunch
11:45-12:10 PM	Grades 4 & 5 Recess
11:50 -12:15 PM	Grades 2 & 3 Lunch
12:15 - 12:40 PM	Grades 2 & 3 Recess
12:40 PM	Dismissal -- Kindergarten
2:15 PM	Dismissal -- Grades 1-5

DISMISSAL

School dismisses at 2:15 PM (12:40 for kindergarten). For walkers and those children being picked up by parents or designees, it is important to leave the school and grounds as quickly as possible. Walkers and private vehicle riders exit at the far end of the primary wing. For safety reasons, children being picked up by car will wait for their ride and enter the vehicle at curbside only. **They will not be allowed to cross the driveway and enter the parking lot at any time.**

When picking children up at dismissal time, all vehicles must stay to the left hand side of the driveway, **forming a single file line** as they wait their turn to pull up to the curb. **Please note: There is room for just three cars at curbside.** Once children have entered the vehicle on the passenger side (curbside), please exit school grounds by going straight up the hill and turning left onto Father Crispo Way, which empties on to Winn Street across from Peach Orchard Road.

From Safety Officer Schipilletti (of the Burlington Police Department):

- **DO NOT PASS VEHICLES IN FRONT OF YOU;**
- **DO NOT EXIT THROUGH THE PARKING LOT.**

As in the morning prior to 7:55, we do not provide supervision to walkers and riders after approximately 2:25 p.m. Children deviating from their regular dismissal routine must have a note from a parent/guardian authorizing and specifying the temporary change. Play date arrangements should be made outside of school hours, as children will not be allowed to call home during the day to change their regular dismissal routine.

DRESS CODE

There is no specific dress code, but children should wear clothing that is sensible for an educational setting. Parents should keep in mind that children go outside for recess everyday, weather permitting. During cold weather, boots and snow pants are required for playing in the snow; otherwise play will be restricted to hard-topped areas. Sneakers are required in the gym. Hats are to be worn outdoors only, unless there is a special project or

event requiring them. Clothing, shoes, or accessories that could cause a child to trip or cause injury to themselves or others are not appropriate for school. Wearing clothes that contain messages that are disrespectful and/or promote or advertise alcohol, tobacco, drugs, or violence, is in direct contradiction to the principles we are trying to emphasize with your children. Clothing of this type is not appropriate at Memorial School.

FIELD TRIPS

Field trips are a part of the curriculum and are usually a continuation and/or reinforcement of classroom lessons. All children are expected to attend as valuable learning takes place that could not be duplicated in the classroom. In order for your child to participate, a parent or guardian needs to sign a permission slip. If a parent has an objection to their child attending a field trip, it should be discussed with the classroom teacher as soon as possible. If the cost of the trip is prohibitive, please contact the principal.

HEALTH POLICIES

Questions, concerns, and other matters related to your child's health should be directed to our school nurse, Mrs. Leslie Hunter, during regular school hours at (781) 270-1724. All students are required to have updated immunizations and physical examinations on file in the health office before enrolling at Memorial and again, upon entering fourth grade. If your child has a serious allergy or health condition, it is very important to keep the nurse informed and current. All health records and other information are confidential.

For the benefit of your child and other people in the building, please do not send your child to school if she/he has a temperature above 99.0 °F. Children who come to school with a high fever or develop a temperature above 99 ° while in school are required to go home. Should such a situation occur, or should your child sustain an injury, it is important that we are able to readily contact you or an alternate contact. For this reason, when filling out the *Pupil Information Card* during the first week of school, please make sure that all information regarding phone numbers (home, work, cell) and alternate contacts is accurate and complete. If any information changes during the year, please let us know as soon as possible. Although voice mail and beepers are convenient tools, at least one phone number on the card must put us in direct and immediate contact with you or an alternate contact as listed on the card.

Parents/guardians will be contacted at the professional discretion of the nurse. Please let us know in writing if you wish to be contacted any time your child goes to the nurse

If your child needs to take medicine in school, including over-the-counter medications, you need to provide a written medication order from a licensed physician, dentist, or nurse practitioner. Medications must be carried to and from school by an adult in a container issued by the pharmacist. **YOUR CHILD'S NAME NEEDS TO BE ON THE CONTAINER.** A form requiring your signature is available in the nurse's office.

In order to prevent the spread of Communicable Diseases and Infections and ensure rapid recovery with minimum after-effects, students may not attend school during the contagious/infectious period unless a doctor gives written permission to return sooner

than the recommended period of time. For information about specific diseases and infections including time periods for return to school, contact our health office at (781) 270-1724.

HOMEWORK

Homework is designed to reinforce daily work, extend classroom learning, build effective study habits, and encourage students to be creative, independent thinkers and do-ers. One of the most beneficial things parents can do for their children is to provide a quiet, comfortable, and consistent time and space to do homework. At "Back to School Night" your child's teacher will address her/his specific guidelines and suggestions concerning homework. Average time allotments per grade level per night, Monday - Thursday (make-up work, long-term projects, and reading on weekends), are:

Kindergarten - Teacher's discretion **Grades 2 and 3** - No more than 30 minutes
Grade 1 - No more than 15 minutes **Grades 4 and 5** - No more than one hour

The school offers a fee-based **After School Homework & Study Club** for students in grades 3 - 5. When in session, the club meets on Monday, Tuesday, and Thursday afternoons from 2:30 - 3:30. Children may attend either two or three days per week. Parents or designees are responsible for picking up their children. An information letter with a registration form will be sent home in late September for the fall session.

IDEAS for HELPING YOUR CHILD TO BE A SUCCESSFUL STUDENT

1. Provide a suitable work/study area -- a well-lit desk or table, free from distractions.
2. Set aside time for homework and adhere to a daily schedule.
3. Show interest in what your child is learning.
4. Consult with your child but do not do the work for him/her.
5. Limit the time for television and video games, especially during the week.
6. Make books available and read aloud.
7. Encourage your child to do his/her best.
8. Let your child see you reading. It's contagious!

KINDERGARTEN

Memorial School offers a five-day, four-and-a-half-hour kindergarten program for children who have reached the age of five by August 31st. Kindergarten students are transported by bus with other Memorial students in the morning and by a kindergarten-only bus at the end of the session.

The program is child-centered and developmental in its approach, and provides many opportunities for children to develop and practice skills in literacy, math, science, and social interactions. Music, art, and physical education are integrated into instructional units by the kindergarten teachers to both enhance and enrich these learning experiences.

Teachers welcome volunteers who strengthen the program in a variety of ways, including maximizing the effectiveness of center activities. If you are interested and available, please contact your child's teacher.

LOST & FOUND

Parents are urged to discretely label all of their child's belongings such as lunch boxes, raincoats, jackets, hats, etc. If your child's belongings have labels, these items can be easily returned to the owner. There is a lost and found bin in the cafeteria. Please check this area periodically for any of your child's lost or missing items.

LUNCH PROGRAM

The Burlington Public School Lunch Program offers quality meals to students on a daily basis. A weekly menu is published in the *Burlington Times Union*, and a monthly menu is sent home in the Backpack Folder on the last Thursday of the preceding month. The menu includes main selections and alternate selections, along with special event luncheons and price information.

The price of purchasing a school lunch is \$2.25, which includes milk. Reduced meals are available at \$0.40 for families that qualify. Milk is sold separately for \$0.50. Children may also buy snacks or "extras" such as pretzels, cookies, ice cream, etc. for \$0.25-\$0.50.

Students may pay cash for their lunches or milk on a daily basis or purchase tickets to use in place of cash. Tickets may be purchased in any number from the cafeteria. Please remember that we have a no-charge policy. If a child forgets lunch money, he or she may have a peanut butter or cheese sandwich, the vegetable and fruit of the day, and milk, and pay the next day. (This "cheese or peanut butter sandwich" policy is aimed at discouraging children from making a last-minute decision to discard their home-packed lunch for what seems to be a tastier cafeteria offering, without having consulted a parent first.)

Children who received free/reduced lunch last year may continue through September, but families need to complete a new application to qualify as of October 1st. Renewal applications are sent home in Backpack Folders during the first week of school, and need to be returned to the office by the third Tuesday of September for processing. New applicants may obtain a form from the office at any time during the school year.

MOVING

Parents of children leaving Memorial School should notify the school secretary in writing as soon as their plans are finalized so that appropriate arrangements can be made for transferring records.

NEWCOMERS

New Family Night, sponsored by the Memorial School PTO, is an evening for parents and guardians of families new to Memorial School. It is designed to help them begin learning about the school's staff, policies and procedures, and programs and services. It is also an opportunity to start building relationships that will foster the best possible academic, social, and emotional experiences for children. The evening begins with coffee and dessert, and ends with a tour of the school. Please check the School Bulletin for specific dates and times.

NO SCHOOL ANNOUNCEMENTS AND EMERGENCY DISMISSALS

No school and emergency dismissal announcements will be made over the following radio and television stations:

RADIO: WBZ (AM 1030) & WRKO (AM 680)
TELEVISION: BCAT, Channels 4, 5, 7, 9, NECN

In addition, a fire alarm will be sounded at 6:45 AM, consisting of two blasts repeated three times. On delayed opening days, school will begin two hours later at 10:10 a.m. and will dismiss at the regular time, 2:15 p.m. (Please do not call the police, fire, or school department.)
Families will also be notified at home via Connect-Ed.

If students need to be dismissed early because of hazardous weather or another emergency situation, Connect-Ed will be utilized to notify families, and every number on the Connect-Ed sheet will be called. (Please be sure to list on the gold Connect-Ed form every number that should receive these emergency calls. If there are changes during the year, please notify the office to make sure you receive messages sent out using this method.)

It is a good idea to **have a plan in place with your child(ren) as to where they should go should this situation arise.** Make a plan now and review it on a regular basis. Keep in mind that the bus ride home on a stormy day may take considerably more time than usual. *Also, please remember that Kindergarten children will be taking regular buses (not Kindergarten buses) home with grade 1 - 5 students on early dismissal days, including the day before Thanksgiving and the last day of school.*

NOTES from HOME

Your child will need a note if he or she:

- has been absent from school;
- needs to be dismissed early from school;
- is going to a different destination than usual after school;
- is going to the usual destination, but in a different way.

Notes from home should be clearly written, dated, and signed by a parent or legal guardian. Any student absent with a communicable disease may also be required to present a certificate of good health from a doctor or nurse practitioner. Students should deliver notes concerning attendance and dismissal to their teacher first thing in the morning. The teacher will send the notes to the office. These 'rules' are for student safety and family peace of mind.

PARENT INVOLVEMENT

PTO

Our **PTO** meets the first Thursday evening of each month to help provide our children and their families with a variety of enrichment programs, field trips, and other activities/events. All parents and guardians are welcome, and are encouraged to join the PTO and attend meetings. Discussions provide an interesting and informative window into school happenings.

Standing committees such as *Hospitality* and *Landscaping* help to make Memorial a welcoming and pleasant environment for learning and growing. Events such as New Family Night, Pizza/Movie Night, Pancake Breakfast/Arts Festival, Field Day, and End-of-the-Year Family Picnic help to build community and celebrate it too. The success of these events depends on the support and involvement of all. Please read the Memorial School Weekly Bulletin for reminders about PTO meeting dates and times and for information about opportunities to help and get involved.

School Council

The **School Council** meets one afternoon per month to advise the principal in all aspects of school operation. The council's work culminates with a *School Improvement Plan* for the upcoming year. The council is made up of several parents, school educators, and business/community leaders. The principal and a parent serve as co-presidents. **If you are interested in serving on the School Council, please contact the principal at (781) 273-7647 by third Thursday in September.**

Volunteers

Memorial School welcomes volunteers. CHILD SAFE volunteers, office assistants, publishing center assistants, garden enthusiasts, and classroom activity center helpers are some typical roles volunteers might play to enhance the education of students at Memorial. We also welcome those volunteers who are able to share their talents once in a great while, or who can only work out of their own home at irregular hours. Regardless of your experience, skill, and/or limitations, there is a place and a need for you to volunteer here at Memorial! Please contact Mrs. Bogosh at (781) 273-7647 or your child's teacher to find out how you can become involved. (Please note that all volunteers are required to complete a CORI form, available at the Superintendent's office.)

PROGRESS REPORTS AND CONFERENCES

Progress Reports are designed to report individual student performance and behavior based on grade level curriculum standards and topics, plus age-appropriate expectations. There is one report form for grades K - 2, and another for grades 3-5. Progress Reports go home in November, March, and June.

Parent/Teacher Conferences are generally scheduled for the last Friday before Thanksgiving. Classroom teachers will contact parents to arrange mutually convenient appointments. You may request a conference at any time during the school year with your child's teacher and/or other school personnel by calling the school (781-270-1721) and leaving a message on the teacher's voice-mail (found at the front of this handbook), or the office at **(781) 273-7647** and leaving a message with Mrs. Bogosh.

RECESS/PLAYGROUND RULES

Showing good thinking and kindness will ensure that everyone has fun at recess. Please discuss these rules with your child, and encourage him or her to follow them.

General Playground Rules:

1. Stay within the playground boundaries - no going past the woods, the fence, or the cones.
2. Be thoughtful and help make recess fun for everyone. For example, give others a chance to use equipment like slides and swings, and invite children to play with you.
3. Remember to include everyone. No saying "You can't play."
4. Play fair and follow game rules.
5. Do not pick up or throw rocks, sticks, or snowballs.
6. Use the slide appropriately - UP on the stairs, DOWN on the slide.
7. When hanging upside down on the structure, your hands must be able to touch the ground or you are TOO high.
8. Play tag only in the field.
9. If someone appears hurt, or you feel unsafe or see dangerous or destructive behavior, immediately get help from an adult.
10. Use your words to settle disagreements. Physical actions like kicking, hitting, pushing, and shoving are not okay. T-A-G will help you to remember how to do it:
 - T means **talk it over**. Let the person you are having trouble with know how you feel about the situation; be sure to listen to his or her side too. Come up with a solution that is a win/win for both of you.
 - A comes next, if T didn't work. It means **ask the person** to stop whatever it is they are doing that is bothering you.
 - G comes next if A didn't work. It means **get a grownup** to help you solve the problem together.
11. Ask a teacher for permission if you need to go into the school.
12. Share equipment and remember to return all items to the cart at the end of recess. That way, they'll be there to use tomorrow.

SAFETY

Any article or behavior that creates a real or potential hazard to the safety of children or adults, negatively affects performance, or contradicts school policy is not permitted in school. Specifically, guns of any kind, knives or other sharp/pointed objects, wooden or aluminum bats, hard balls, skateboards, roller blades, frisbees, and nail polish or remover should not be brought to school.

SAFETY AND SECURITY

All exterior doors will be locked during school hours. The primary wing door where walkers enter and exit will be unlocked between 7:55 and 8:10. **This door is for students only.**

Parents or guardians entering the building with their children or by themselves need to use the front door. When entering the building during school hours, please ring the bell and wait to be 'buzzed' in; then report to the office.

SCHOOL PICTURES

School pictures are taken every year by a professional studio with advance notice. Individual pictures are taken in September. Class photographs are taken later in the year.

SMOKING

Smoking is prohibited in all public buildings in the town of Burlington. This includes the Memorial School.

SNACKS

Some classroom teachers may allow time for a morning snack brought from home. A nutritious item is recommended. Please check with your child's teacher.

SPECIAL SUBJECTS & PROGRAMS

Art Instruction

Children in grades 1-5 receive one hour of art instruction per week. Lessons are based on classroom curriculum, art history, principles and elements of design, and art around the world. A sampling of the children's work is on display in our corridors on a regular basis. There is an annual Spring Art Festival each year to celebrate and share children's accomplishments in art.

Computer Instruction

A structured program of computer instruction is facilitated and taught by a certified computer resource teacher who works in collaboration with all teachers and specialists in the building. Students learn to use the computer as a tool for research, organization, writing, graphic design, and/or presenting, as well as for curriculum enrichment. The Burlington Public Schools has adopted an acceptable use policy for electronic and Internet network access. Parents sign a document indicating their understanding and acceptance of this policy before their children access the Internet.

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

DARE is a program taught by a Burlington Police Officer. The emphasis is on self-esteem, decision-making, and learning to say NO to drugs, danger, and peer pressure. Each grade level participates in the program. Upon completion of the DARE program in grade 5, students are acknowledged with a graduation ceremony to emphasize their understanding of the program's principles.

Media Center

The Media Center houses books and supplementary materials for children and teachers. The materials provide for curriculum needs for each child. The Media Specialist helps children

and teachers find appropriate material, and provides library skills instruction to each grade level.

Music Instruction and Instrumental Lessons

Children in grades 1-5 have music instruction twice a week during two 30-minute classes. 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 also have the opportunity to take instrumental lessons, sing in the school chorus, and participate in musical performances, plays, and concerts conducted by the music teacher several times a year.

Physical Education

Children in grades 1-5 receive 90 minutes of instruction in physical education per week in two 45-minute classes. The program includes coordination skills such as basic movements, throwing and catching, kicking and dribbling, sports skills such as those that lead to team sports, gymnastics skills, and dance, along with sportsmanship and being a team player. An adaptive physical education program is available for students who have special needs in this area. All children must wear sneakers for gym class. A pair may be kept at school for convenience. Comfortable clothing is recommended.

World Languages

The World Language program at Memorial School focuses on the study of the Italian Language. Students in Grade 1 have one 30-minute lesson per week with a certified teacher of Italian, and Grades 2-5 have two 30-minute lessons.

STATE TESTING (MCAS)

Students in grades 3, 4, and 5 will take MCAS tests in various subject areas. Parents will be notified of specific dates. *It is important that children attend school everyday, but especially during testing sessions.* **Students who do not take a test(s) receive a failing score.** In addition to attending, it is important that children get a good night's sleep and eat a nutritious breakfast every day, but most especially on test days in order to put forth their best effort. More specific information will be sent home with your child as testing dates draw near.

STUDENT CONDUCT

One of our goals in school is to assist children in addressing various issues that arise during progressive developmental stages. These stages are important milestones in their personal and emotional development. One key component in this development is for children to understand their roles and responsibilities in school, family, and community. We must help children become aware of their different roles, understand the importance of assuming responsibility for themselves, and learn strategies to effectively manage their environment. By working with the children and adults of the Memorial community, we strive to help all children reach these milestones.

Based upon Massachusetts School Counselor's Developmental Curriculum Guide

In order to help children understand their own roles and responsibilities and learn strategies to manage their environment, we have adopted the *Responsive Classroom*, a social skills program that builds community and helps children to develop the skills and confidence to deal

with social issues that may arise in their daily lives. As conflict is a natural part of life, it is important for students to develop conflict resolution skills as well as resiliency. The guidance counselor works with various grade levels using a program called *Second Step*, which helps children develop strategies for understanding social situations and dealing with them appropriately. The guidance counselor also forms voluntary friendship groups that give students the opportunity to discuss and develop conflict resolution strategies. Whether students are learning to read, to solve math problems, or to stick up for themselves or someone else, there will be successes, disappointments, and many experiences in between. Our role is to encourage all children and to help them use their mistakes as learning opportunities that will build their character and resiliency.

Last year in the opening months of school, we went through a process of creating School Rules to help students accomplish their goals, otherwise known as "Hopes and Dreams," for the school year. It involved every student in every class, and we now have a Memorial School Constitution, on display outside the office, to live by. This year, each class will generate their list of Hopes and Dreams, create Classroom Rules & Agreements to help achieve them, and discuss consequences for breaking them. This process encourages each student to own and live by the rules we have created together for the well being of all.

Student Code of Conduct

Our School Constitution and rules for the cafeteria, playground, and bus are based on a code of conduct that will maintain a safe and happy environment for children to learn and grow. According to these guidelines, Memorial students are expected to:

- respect the right of students and staff in order to create a safe and secure school environment;
- assist in maintaining an orderly and calm school atmosphere that is conducive to learning;
- be kind and helpful to everyone in our learning community;
- use appropriate language and treat adults and students politely and with respect;
- be truthful and honest at all times;
- obey all school rules and policies.

We would appreciate your support at home in reinforcing and reminding your children about these expectations and guidelines. When schools and families work together, students experience greater educational and personal success.

Classroom teachers remind, reinforce, encourage, and acknowledge students in making good choices on an ongoing basis, but there are times when a visit with the principal or designee is in order. Consequences are most often a conversation that makes the situation a learning experience. Occasionally, however, disciplinary action may be necessary for repeat offenses, serious disregard for the above-listed expectations, etc. This will be at the discretion of the principal or designee. Parents will be notified when disciplinary action is taken.

Bullying

In order to create an environment in which every member is appreciated, respected, and valued, bullying will not be tolerated at the Memorial School. No child should feel unsafe in school due to another child's bullying behavior.

The term bullying shall mean: intentional, repeated written, electronic, or verbal expressions, physical acts, or gestures which a reasonable student under the circumstances should know would or could cause: 1) physical harm, 2) damage to another student's property, or 3) a hostile school environment. The behavior must be severe, repeated, or pervasive, and must interfere with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges.¹

Bullying may be of a social nature or a physical nature. Social bullying may include:

- Excluding or leaving others out
- Spreading hurtful or untrue stories
- Name calling
- Threats or trying to scare someone
- Threats to control another child or their friendship with someone else
- Disrespect for a child's family members
- Disrespect for the property of others

Physical bullying may include:

- Hitting
- Tripping
- Shoving
- Spitting
- Punching
- Pinching

Accusations of bullying should be brought to the attention of the principal immediately. The principal and/or designee will investigate the claim and make a determination regarding steps to be taken. Students whose conduct does not comply with the school's expectations may be subject to disciplinary action as deemed appropriate by the principal or a designee.

Memorial School has a zero tolerance for any kind of bullying behavior. No child should feel unsafe in school due to another child's bullying behavior.

¹ From the *Safe Schools Act*, Commonwealth of Massachusetts

What Bullying is Not

It is equally important for all members of the school community to understand that conflict is not automatically synonymous with bullying. Bullying is NOT two students of about the same age and size arguing with each other, a back and forth banter or teasing, or a shouting match between two disagreeing students. Those are some typical interactions that may occur and will be dealt with, but they are not the same as bullying, which is characterized by intention, repetition, and a power imbalance.

STUDENT RECORDS

Your child's school record is open to your inspection by state law. Please contact the principal for additional information about requests.

STUDENT SUPPORT SERVICES

Chapter I (Formerly Title I)

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

CHAT

CHAT is a general education resource that provides a quick response to a classroom teacher's concerns about a student. When a teacher observes that a child is experiencing difficulties in the classroom, the team convenes to provide suggestions and an objective perspective on methods and approaches to assist and support the child. CHAT is an internal process that does not generate reports to parents, although your child's teacher may tell you that she is seeking the assistance of CHAT and share suggestions and strategies. Meeting notes are not entered into a child's records.

English as a Second Language (or ELL)

A part-time English as a Second Language, or English Language Learners, tutor is available at Memorial School for children in need of this service. Please contact the school Guidance Counselor or Principal for additional information.

Guidance

The Guidance Counselor coordinates some aspects of Chapter 766 for students. They also 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 a problem of an emotional nature, please call the guidance counselor at 781-270-1722.

Learning Center Specialist

The Learning Center Specialist is a Special Education teacher who provides support or specialized instruction to those children who have been identified as having a special need according to the guidelines of Chapter 766 (see below). 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 children to experience success. They are responsible for certain aspects of Chapter 766.

Literacy Support

General education students who are making slower than expected progress in reading and writing development may receive support from either the Reading Specialist or the Literacy Tutor. In this program, small groups of children receive instruction for 30-40 minutes a day, 3-4 days a week. Eligibility for this program is determined by teacher recommendation and assessments.

Reading Specialist

A full-time certified Reading Specialist coordinates all aspects of the literacy program at the Memorial School. The Reading Specialist also provides direct services to children in need of reading support and is a resource and facilitator to the entire school population - students, parents, and staff.

Special Education/Chapter 766

Some children with disabilities require specialized instruction and/or support 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 teachers may refer students they are concerned about to the school Guidance Counselor at **(781) 270-1722**. Within five 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)' signed consent, an evaluation will be conducted and a Team meeting will be held to determine if the child is eligible for special education services. If the child is found eligible, the Team will develop an Individualized Educational Plan (IEP) identifying the necessary services.

In some cases, evaluation Teams determine that a child with a disability requires 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 Memorial School Guidance Office at **(781) 270-1722** or the Burlington Public Schools Director of Student Services at **(781) 270-1822**.

Speech and Language Pathologist

The Speech and Language Pathologist is 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. S/he provides therapy for these children as well as working within the regular classroom delivering a variety of language services.

P.A.C. (Parent Advisory Council)

The Massachusetts Special Education Law mandates that a Parent Advisory Council be formed. The purpose of the PAC is to develop community support for families of children with special needs, and to promote better understanding and communication between parents of special needs children. Any parent who currently has a child on an Individual Education Plan is automatically a member. Inquiries from parents who may have concerns or questions concerning their child, or anyone interested in special education in Burlington, are welcomed. For more information, contact Dennis McCarron at **(781) 273-5663** or e-mail him at dandmmccarron@hotmail.com. Additional information can also be found on the Burlington Public Schools website www.burlington.mec.edu and then clicking on the SPECIAL EDUCATION button on the left.

SUPPLIES AND MATERIALS

The school provides basic supplies and materials for all students. In the spring, teachers provide a list of suggested items to be used in the upcoming school year. You may order a supply kit containing these items through the PTO. They are distributed on or before the opening day of school. The School Store, open throughout the year on Tuesday mornings before school, is a place for students to replenish supplies such as pencils, erasers, rulers, and other needed items at minimal cost.

A smock, which may be left at school, will be needed for art class, and sneakers or athletic shoes are required for gym. A school bag or backpack is recommended for carrying books and other school items to and from school.

TOYS/VALUABLES

Students should leave toys, electronic games or toys, radios, Walkmen, walkie-talkies, cameras, sports cards, Pokemon cards, or other collectibles at home. These items might be lost, broken, or abused at school, and can also interfere with concentration and learning. When in doubt about what your child may bring to school, please keep it at home unless special arrangements have been made with the teacher. Students are not permitted to sell any personal items at school such as candy, sports cards, etc. at any time.

VISITORS

Visitors are welcome at Memorial School. For the safety of everyone concerned, it is mandatory that all visitors (including parents) report to the school office and sign in upon arrival. If you are here for a purpose other than dropping-off or picking up (volunteering, etc.), you will be given a Visitor's Badge. We request that you sign out when you leave.

If a parent needs to bring something to school for their child, please bring it to the office where the child will be called to pick it up at a convenient time. Parents picking up their children for dismissal need to report to the school office also. Your child will be called to the office and safely dismissed from there.

VOLUNTEERS (please see p. 20)

DISCIPLINARY DUE PROCESS

1. **Short Term Disciplinary Sanctions:** Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

2. **Long Term Disciplinary Sanctions:** Prior to the imposition of any disciplinary sanction that might result in the student's suspension for more than ten (10) consecutive school days or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, the decision maker (principal/school committee) will issue a written decision. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term exclusion from school. Where the student is excluded in accordance with M.G.L. c. 71 §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the superintendent. For exclusions imposed by the school committee in accordance with M.G.L. c.76 §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76 §17, M.G.L. c. 71 §37H, M.G.L. c. 71 §37H1/2.

3. **Students with Disabilities:** Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act or who the school has reason to believe might be eligible for special education services are entitled to additional procedural protections when a disciplinary exclusion is considered. Prior to the imposition of any disciplinary sanction that would result in a change in placement, the student's Team will meet to determine whether the student's conduct was a manifestation of the student's disability. If the Team determines that the conduct was a manifestation of the student's disability, shall review any existing behavior plan or, if no such behavior plan exists, conduct a functional behavioral assessment. In many cases, a student with a disability will be entitled to services identified by the student's Team as necessary to provide the student with a free appropriate public education during periods of disciplinary exclusion exceeding ten (10) school days in a given year. For additional information regarding the rights of students with disabilities in the context of school discipline please contact the Burlington Public Schools' Director of Special Education or the building principal.

DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

- (1) The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
- (2) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement", building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). 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.

HARASSMENT

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

the school or against anyone who has cooperated in an investigation of a complaint of harassment will also be subject to disciplinary action.

An individual who believes he/she has been harassed or who has witnessed or learned of the harassment of another person in violation of the District's Non-Discrimination Policy, should inform the school principal or other administrator as soon as possible. If the individual does not wish to speak to the principal or if the principal or the administrator does not address the problem in an effective manner, the individual should inform the Director of Pupil Services (781-270-1822) or the Superintendent (781-270-1801) of the Burlington Public Schools.

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

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

SEXUAL HARASSMENT (By an Adult)

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

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

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

SEXUAL HARASSMENT (By a Student)

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

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

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

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

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

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

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 the complainant to discuss 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 complainant 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.

IV. 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 available 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.

COMPLIANCE

In accordance with student record information, 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 so that the Town Clerk may verify the accuracy of the town census. Parents and eligible students have the right to request this information not be released without prior consent. If you need further information, call the Office of Pupil Services at (781) 238-5694.

The School District complies with all applicable State and Federal laws, including but not limited to Titles VI, VII, IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151B, c.151C, c.76, §5, and c.71B. Ms. Cynthia Marchand and Mr. Craig Robinson are the Sexual Harassment / Complaint Management Facilitators. Dr. Cathleen Estep is Coordinator of Nondiscrimination Compliance including Civil Rights and Title IX. For compliance issues regarding educational activities, contact Dr. Cathleen Estep, Director of Pupil Services, at 781-270-1822, or c/o Burlington Public Schools, 123 Cambridge Street, Burlington MA 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 & Operations, at 781-270-1815, or c/o Burlington Public Schools, 123 Cambridge St., Burlington, MA 01803.

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.