



ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
16 Charter Road, Acton, MA 01720
www.abschools.org

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PARENT COMMUNICATION MAP

2018-2019

August 2018

Dear Acton and Boxborough Parents/Guardians,

Effective communication is an essential aspect of any organization. Given the complexity of a large school district such as ours that includes multiple stakeholders (students, parents/guardians and community members), this is especially true. This *Parent Communication Map* has been designed as a tool to help guide you to the information that you need to effectively resolve concerns related to a wide-range of aspects of our school system.

At any given point in a school year, parents/guardians may find themselves in a position where they have questions or concerns about a particular issue or assistance is required to resolve a problem. This *Parent Communication Map* has been designed to assist by categorizing a wide array of issues and then identifying initial points of contact within the school system. If the desired information has not been obtained, or the issue has not been resolved through this initial contact, then the attached map identifies the “referral” for the next step the parents/guardians may pursue.

I recognize that one of the most common areas to prompt inquiry is related to a student’s progress and experience in a particular classroom. Please note that such inquiries should always be directed to the classroom teacher. As a general rule, while administrators will certainly respond to questions, parents/guardians will be directed back to the classroom teacher as a first step in the process with the belief that most situations can be resolved first at this level of contact.

In addition to the points-of-contact outlined within this map, please remember that the Acton-Boxborough Regional School District website (www.abschools.org) contains extensive school and program information that is often helpful in answering questions.

If you have further suggestions regarding this *Parent Communication Map*, or how communication in general can be improved in our district, please do not hesitate to let me know.

I want to wish you and your child an enriching and successful experience in the school year ahead.

Sincerely,

Peter Light
Superintendent

At ABRSD, our mission is to develop engaged, well-balanced learners through collaborative, caring relationships.

WELLNESS • EQUITY • ENGAGEMENT

ELEMENTARY SCHOOLS

| NATURE OF CONCERN | CATEGORY | INITIAL CONTACT | SECONDARY CONTACT |
|-----------------------------------|---|---|---|
| Policy | Schoolwide | Principal | Superintendent |
| Student Registration | School Registration and Placement Classroom Placement | Registrar Principal | Deputy Superintendent |
| Student Records | Content/Availability Special Education Records | Counselor | Counseling Chairperson Special Education Coordinator/Team Leader |
| Transfers | Within School District (Not Out of District) | Principal/Registrar | Deputy Superintendent |
| Transportation | Busing/Crossing Guards | Principal | Transportation Manager/Director of School Operations |
| Teaching/ Instruction | Performance | Teacher | Principal |
| Student Progress | Academic Progress Social Development | Teacher Teacher/Counselor | Principal Principal |
| Discipline | Classroom Lunchroom Playground/Recess | Teacher Teacher Teacher | Principal Principal Principal |
| Curriculum | Content Content/Policy Policy | Teacher Special Subject Teacher Teacher | Principal/Specialist/Department Head Specialist/Assistant Superintendent for Teaching and Learning Principal/ Assistant Superintendent for Teaching and Learning |
| Learning Concerns | Regular Education/ Learning Concerns Preschool Screening Specialized Transportation Kindergarten Screening | Counselor/Special Educator Early Childhood Coordinator Special Educator Kindergarten Teacher | Counseling Chairperson/Special Education Coordinator/Team Leader Director of Special Education Special Education Coordinator/ Team Leader Principal/Special Education Coordinator/ Team Leader |
| Counseling | Program/Performance | Counselor | Principal/Counseling Chairperson |
| Instrumental Music | In-school Lessons | Instrumental Music Specialist | Director of Performing Arts |
| Extended Day Opportunities | Programs Registration Information | Community Education | Extended Day Coordinator |
| Health | Medical Issues | School Nurse | Chairperson of Nursing |
| On-line Emergency Card | School-related | Principal | Information Management Specialist |

SECONDARY SCHOOLS

| NATURE OF CONCERN | CATEGORY | INITIAL CONTACT | SECONDARY CONTACT |
|--|--|--|---|
| Student Registration | School-related | Registrar in School Counseling Office | Principal |
| Policy | School-related | Principal | Superintendent |
| Administrative Decision | School-related | Principal | |
| Discipline | School-related (including attendance and tardiness) | HS: Dean of Students → Associate Principal // JHS: Assistant Principal | Principal |
| Transportation | Regular Special Needs | HS: Dean of Students → Associate Principal // JHS: Assistant Principal Counselor/Special Educator | Transportation Manager/Director of School Operations Special Education Team Leader/ IEP Team Chair/Director of Special Education |
| Personal or school-related issues that may impact educational performance | Counseling | HS: Counselor → Dean of Students → Associate Principal JHS: Counselor or Assistant Principal | Counseling Department Chairperson/ Special Education Team Leader Principal |
| Student Records | Content/Availability Special Education Records | Counselor | Counseling Chairperson Special Education Team Leader |
| Student Progress | Classroom issues: grades/academic concerns; pupil/teacher relationships | Classroom Teacher | Counselor/Department Leader Assistant or Associate Principal/ Principal |
| Scheduling | Placement/programs: schedules, placement, college/postgraduate admissions, career planning | Counselor | Counseling Department Chairperson Assistant or Associate Principal/ Principal |
| Learning Concerns | Regular Education and Special Needs | Counselor/Special Educator | Counseling Department Chair/ Special Education Team Leader |
| Curriculum: course content Placement: policy information and advice Approval for credit | Departmental | RDL (Regional Department Leader) JHDL (Junior High Department Leader) | Assistant Superintendent for Teaching and Learning |
| Health | Medical Issues | School Nurse | Chairperson of Nursing |
| Athletics | Schedules Team Activities | Coach | Athletic Director |
| Teaching and Learning | Systemwide | Assistant Superintendent for Teaching and Learning | Superintendent |
| Home/Hospital Programming | Systemwide | Counselor/Special Educator | Counseling Department Chairperson Director of Special Education |
| Online Emergency Card | School-related | Principal | Information Management Specialist |

Any concern should be directed first to the teacher, counselor or principal, using the charts provided inside. Should further information and assistance be needed, the following directory may be used. Call (978) 264-4700 to reach all departments.

ELEMENTARY CONTACTS

Curriculum Coordinators: Heather Haines – PreK-6
Mathematics; Peggy Harvey – PreK-12 Digital Literacy;
Jean Oviatt-Rothman –PreK-6 Science; Sharon Ryan – PreK-2
Literacy/Social Studies; Dora Sanchez, Gr. 3-6 Literacy/
Social Studies
Elementary Library/Media Specialist: Connie Long

SPECIAL SUBJECTS

Reading Specialists: Sandy Baron, Kerry Cusick, Danielle Healy,
Amy Omo, Ann Marie Pastor, Noel Powers, Stacey Smith
Art Teachers: Eileen Barnett, Melissa Hayes, Celia Knight,
Heidi Kupferman, Allyson Simes, Beth Warner
Music Teachers: Peter Broggi, Margie Callaghan, Marlee Cassel,
Kerrin Stewart, Kim Ward, Christine Wysokowski
Physical Education Teachers: Kathleen Ammendolia,
William Chan, Robert Guilmette, Peter Knowles,
Mary O'Brien, Jill Reed
Special Education Staff: Check with each building
ELE Staff: Check with each building

BUILDING LEADERS

Blanchard School Principal: Dana Labb
Blanchard School Assistant Principal: Leigh Whiting-Jones
Conant School Principal: Damian Sugrue
Conant School Assistant Principal: Abigail Dressler
Douglas School Principal: Christopher Whitbeck
Douglas School Assistant Principal: Jenna Larrenaga
Gates School Principal: Lynne Newman
Gates School Assistant Principal: Priscilla Kotyk
McCarthy-Towne School Principal: David Krane
McCarthy-Towne School Assistant Principal: Matt McDowell
Merriam School Principal: Juliana Schneider
Merriam School Assistant Principal: Bryant Amitrano

PROGRAM MANAGERS

Counseling/Psychological Services: Hilary Bonnell, Chairperson
Special Education Director: Pam Smith
Special Education Coordinator: Lynne Laramie (Douglas, Gates)
IEP Team Chairpersons: Margo Austein (Merriam),
Allison Leahy (McCarthy-Towne); Barbara Maglione
(Blanchard, Conant)
Preschool Services: Joseph Gibowicz, Early Childhood
Coordinator
English Language Services, PK-12: Maryann Young, ELE Chair.
Nursing Services: Diane Spring, Chairperson
Visual Arts: Leo Muellner, Director
Performing Arts: George Arsenaault, Director
Physical Education/Health: David James, Director
Out-of-District Coordinators: Matthew Kidder, Lynne Laramie
Coordinator of Food Services: Kirsten Nelson

SECONDARY CONTACTS

Department Leaders at the High School

English Language Arts: Dianne Telicki
Mathematics: Bill Noeth
Science: David Baumritter
Social Studies: David Green
World Languages: Sinikka Savukoski

Junior High Department Coordinators

English Language Arts: Christine Bryan
Mathematics: Lisa Nichols
Science: Elizabeth Broadwater
Social Studies: Kellie Carter
World Languages: Jean Diesso

BUILDING LEADERS

Interim High School Principal: Larry Dorey
High School Associate Principal: Beth Baker
Interim High School Associate Principal: Maurin O'Grady
Interim High School Dean: Fred Hohn
High School Dean: Michael Csorba
Junior High School Principal: Andrew Shen
Junior High School Asst. Principal: David Lawrence, Gr. 8
Junior High School Asst. Principal: Jim Marcotte, Gr. 7
Junior High School Asst. Principal: Allison Warren

PROGRAM MANAGERS

Counseling/Psychological Services: Todd Chicko, Chairperson
Psychological Services: Susan Root, Chairperson
Special Education Director: Pam Smith
English Language Services, PK-12: Maryann Young, ELE Chair.
ABRHS Special Education Team Leader: Susan Bohmiller
RJGrey Special Education Team Leader: Tara Kirousis
Nursing Services: Diana McNicholas, Chairperson
Visual Arts: Leo Muellner, Director
Music/Performing Arts: George Arsenaault, Director
Physical Education/Health: David James, Director
Athletics: Steve Martin, Director
Summer School: Jessica Janus, Director
Out-of-District Coordinators: Matthew Kidder, Lynne Laramie
Coordinator of Food Services: Kirsten Nelson

CENTRAL OFFICE

Marie Altieri, Deputy Superintendent
Deborah E. Bookis, Assistant Superintendent for Teaching and Learning
Dawn G. Bentley, Ed.D., Assistant Superintendent for Student Services
David Verdolino, Director of Finance
Amy Bisiewicz, Director of Educational Technology
John D. Head, Director of School Operations
Erin Bettez, Director of Community Education

Peter Light, Superintendent of Schools
Email address: plight@abschools.org