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ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL

36 Charter Road, Acton, Massachusetts 01720

Together we promote respect for self, others, and learning.

JoAnn Campbell, Ed.D.
Principal

August 2015

Dear Parents/Guardians and Students,

Welcome to the 2015-2016 school year! I hope that you are enjoying a lovely and relaxing summer break, and I very much look forward to working with families in the Acton and Boxborough communities when the school year begins.

We here at the high school have been working hard this summer to prepare for the students' return. As you know, we will have a day-long freshmen orientation event on Wednesday, September 2nd. This event will include an assembly, an abbreviated class schedule, counselor meetings, and time for students to gather together for activities at the end of the day. We are very excited that we are able to support our incoming students in this way.

This letter contains lots of practical information about the start of school. As we progress through the year, I will be in touch via e-mail when issues and topics come up that I feel are important to share with you. I do not send a regularly timed message, choosing instead to be in touch as topics arise. Please note, however, that the PTSO sends out a "Weekly Chatter" every Sunday morning, which contains up-to-date information about our calendar, events, and school policies. Please make sure to note your preferences concerning email communication on the School/PTSO Permission page on the PowerSchool Parent Portal (accessible via the ABRHS website).

Start of School

This year school begins for freshmen students with a full day (7:23-2:18) on Wednesday, September 2nd. Student Ambassadors will be available to help Freshmen find their way around the building and answer questions. As this is the official opening day for the district, buses will run and lunch will be served. Students in grades 10-12 will report on Thursday, September 3rd. We will begin the day on September 3rd in Advisory (noted on student schedules), to which all students should report by 7:23.

Student Schedules

Student schedules will be available online through the PowerSchool Parent Portal on Monday, August 10th at 12:00 noon. In order to access PowerSchool, you will use your personalized username and password. If you have not created one, log on to the PowerSchool parent portal and click on "create an account" before logging in. Detailed instructions are available under "Learn More." You will need your student's ID number and old powerschool password to create this new account. If you need to retrieve this information, please contact JPotter@abschools.org. Once you are logged into PowerSchool you will need to complete your child's online emergency information card and the School/PTSO permission page before accessing your student's schedule.

While we have put much work and thought into student schedules and are confident that they will be well received by students and families, we know from experience that some

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of you will have concerns. Because we have limited staff available in the summer, please use the following procedures if you have questions or concerns.

Should a student find an error in his/her schedule or have a simple request to add or drop a non-leveled elective, s/he may access a Schedule Change Request Form on the main page of our website under Quick Links on the sidebar. Students should follow the instructions on this form and submit their requests. The deadline for this process will be August 21st.

At this time, we will no longer accept requests for level changes to a higher-level course. If there are extenuating circumstances, students should contact the department leader. Such requests will not be otherwise entertained.

Lockers

Most schedules contain information regarding lockers. Please do not be concerned if a student's schedule is lacking this information. If that is the case, we will provide that information to the student on the first day of school. Attention seniors: If you will not be using an academic locker during the 2015-2016 school year, please contact Mrs. Haras pharas@abschools.org over the summer or at the beginning of the school year.

Bus Schedules will be posted on our website in late August.

Financial Assistance

For families that may need assistance with school related dues and fees, please read the Financial Assistance Letter 2015-2016 for more information.

Fall Sports and Activities

Most fall sports practices will begin on August 27th. Football begins on August 24th. Please check our website <http://abrhs.abschools.org> and click on the "Athletics" tab for information on each sport. Students trying out for a team must have proof (green form) of a current physical examination on file with the nurses before tryouts. The athletic fee is \$205 per sport per season with a \$820 family cap. Waivers are available for cases of financial hardship.

The Athletic Department will hold a Fall Sports Night on September 8th at 6:30 pm.

This night will be mandatory for all athletes participating in a fall sport, and it is required that each student bring a parent with him/her.

Band Camp begins August 17th (Monday - Thursday, 9am - 9pm; Friday, August 21nd, 9am - 3pm).

Chorus Camp will be Monday, August 24 (8:30am - 1:30pm)

Student IDs/School Pictures

Student pictures will be taken on Thursday, September 10th and Friday, September 11th. Every student will be provided with an ID card. In addition, families may choose to purchase packages of these photographs. Parents will receive information in the mail from the photography company regarding picture ordering procedures. If you have any questions, the phone number for Prestige Portraits for Lifetouch Studios is (800) 426-9533.

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Senior Portraits

To have a senior picture included in the yearbook, each student must have his/her senior portrait taken by Lifetouch Studio. Lifetouch will be on campus August 18th - August 21st and again on October 13th- October 16th and Nov. 12th-13th. Families with questions about portrait appointments should wait to receive the postcard from Lifetouch which will include the contact information – or contact the Yearbook Advisor, Genevieve Hammond - g.hammond@abschools.org. @abschools.org.

Senior Privileges

Seniors who have not yet applied for privileges may pick up application forms beginning the week of August 19th. Forms will be available at the Main Office and Administration Offices. Please follow the instructions on the privilege request form.

Parking

Parking on campus will be available for seniors only, at a cost of \$200 for the year. Those seniors wishing to purchase a parking sticker may report to Room 102 North (Campus Support Room- near the Gazebo entrance) on August 26th through August 28th from 10:00am to 2:00pm. Parking stickers may also be purchased after the school year begins during school hours. Any incoming senior who owes a parking fine from junior year will not be issued a parking sticker until the fine is paid. During school hours parents and visitors are welcome to park in the designated visitor parking spaces at the high school. Please do not park in any non-designated visitor parking space as all other spaces have been assigned to faculty and staff.

The high school campus has specific drop off and pick up areas for parents, students and busses. The direction of traffic flow changes in the morning (7:00 to 7:30am) and the afternoon (2:00 to 2:30pm). We ask that all visitors please follow the direction of the high school campus support staff. The campus support staff are available to answer your questions and direct you through our campus.

Absences

Parents are to notify the Main Office of all student absences. Please call (978-264-3323) on the day of the absence. If parent notification is not received, the absence will be recorded as unexcused. An unexcused absence will be defined as a truancy. Details pertaining to consequences for student truancy will be discussed with students in advisory on the first day of school. As was the case last year, parents can review their child's daily attendance records on the PowerSchool Parent Portal. In order to receive access, you will be required to update your child's emergency contact information and the PTSO permissions first. In accordance with the school policy, each student is granted an opportunity to earn full credit for any course as long as his/her total absences (excused and unexcused) do not exceed 20 days per full year course, 10 days per semester course, or 5 days per semester course meeting on alternate days.

Dismissals

If a student needs to be released early, he/she must bring a note signed by a parent or legal guardian to the Main Office prior to third period on the day of the dismissal. In the event of an emergency, parents may call the Main Office to have their child dismissed on that day. Students returning to school must check in at the Main Office when they arrive. Students leaving campus without following the proper dismissal procedures will be

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considered truant from any class missed. Notes excusing truanancies due to the student's failure to follow the dismissal policy will not be accepted. Upperclassmen with privileges are expected to follow the same dismissal procedures whenever they are going to miss class.

I know this letter contains a lot of information. We do not expect you to remember everything! Please note that all of the information contained here is available on our school website: <http://abrhs.abschools.org>. Links are also provided to both the PTSO and the Counseling Department websites. We encourage you to check all of those sites regularly for information about school happenings, upcoming events, school policies, etc.

Again, I hope that you are enjoying your summer. We look forward to seeing you soon.

Sincerely,

A handwritten signature in cursive script that reads "JoAnn Campbell". The signature is written in black ink and is positioned above the printed name and title.

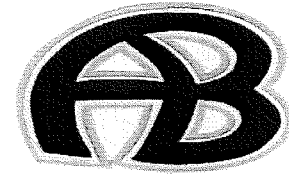
JoAnn Campbell, Ed. D.
Principal



Acton-Boxborough Regional School District

Blanchard Memorial School
493 Massachusetts Avenue
Boxborough, MA 01719
978-263-4569

<http://blanchard.abschools.org>



MR. DANA LABB, PRINCIPAL

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MS. GAIL KESSLER-WALSH, GUIDANCE COUNSELOR

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Our STARR Values:

*Support, Teamwork, Attitude, Respect, and Responsibility
With excellence of mind, imagination and body.*

August 18, 2015

Dear Families,

Once again, I welcome you back to Blanchard! In last year's letter home, I referenced it as a year of 'firsts'. Successively, we are now in year two of the newly regionalized district and the second year of my tenure. Two is considered a lucky number in some cultures. The number symbolizes partnership and represents balance –two of my important priorities. My son, Logan, turned two recently and Christine and I are expecting our second child in early December! So, if the old adage "Good things come in pairs" means anything, I predict this year to be even more successful than the last as we continue to build upon the Blanchard community. Much of this year will be dedicated to finding balance together as part of supporting our new School Improvement goal of Social Emotional Health and Well-being. Our new School Improvement Plan can be found on Blanchard's website: <http://blanchard.abschools.org/>. Click on 'Principal's Page and click the 'School Council' tab. More on this to come in the future!

ONLINE EMERGENCY CARD AND CLASS LISTS

On August 20th at 12:00PM, the Parent Portal on our secure website will open for you to update your child's on-line emergency card. After filling out the on-line emergency card, you will be able to see teacher names and room numbers. There are instructions for creating a new account and for logging in using the student username and password that were distributed last spring. For clarification, the username and password travels with students throughout their time at Acton-Boxborough but you will need to create a new account to get access. On August 27th at 12:00PM, your child's class list will be posted on the Parent Portal.

FIRST DAY INFORMATION

The first day of school for our students is on September 2, 2015. As a reminder, our start time has changed and we are on the 'late schedule' with our day beginning promptly at 9:20 a.m. and concluding with dismissal at 3:30 p.m. Additionally, the 1st & 3rd Thursdays are early dismissal days at 1:00 p.m. Please do not drop off your child at school before 9:05 a.m. as there is no supervision available.

ARRIVAL, DISMISSAL & MORE

Parents/Guardians may use the front loop for student drop off if students are coming to school for band, chorus or any other before school activity. Parents who drive students to school for the regular arrival time will enter the school grounds at the western most entrance and follow the outer horseshoe circling the parking lot. Children will exit cars at the sidewalk at the front of the gym. For safety purposes, ALL students should exit cars on the side of the sidewalk. Students will walk up the sidewalk to the gym entrance. Parents will be directed to use the front loop to drop off students only when all buses have completed their scheduled morning drop-off. If students are not in the classroom at 9:20, they will be marked tardy.

All buses will be loading students in the loop by the front door, therefore all bus students will be dismissed from the gymnasium. All students who are picked up at dismissal will be dismissed from the left hand door of the gym, closest to the fields, at 3:30 p.m. No parents/guardians need to enter the school building at dismissal. Staff will dismiss students to parents individually from the left hand door of the gym. Parents/guardians may wait on the sidewalk by the stairs of gym door #4. You do not need to sign your child out. School Notes will still be required so there will be written documentation of where students are going if they are not using their assigned transportation route. If a School Note has not been received, the student will be sent home by bus.

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

This program is a service to the parents of our students. For each day that your child is absent or tardy, parents are required to call Safe Arrival at 978-264-4293 before 9:30 a.m. of the same morning. The Safe Arrival line records 24 hours a day. Your message will be verified against the school attendance record. If a message is not received, the parent will be contacted to verify the child's absence. Please remember this includes family vacation trips when absenteeism will occur. Unless we are notified to the contrary, we assume that all parents wish to participate in this voluntary program.

Detailed information about bus transportation, lunches and calendars can be found at the district website: <http://www.abschools.org/>. For important bus transportation updates, refer to the A/B website at <http://www.abschools.org/departments/facilities-transportation/bus-routes>.

This summer we have made extensive revisions to our handbook which can be found on Blanchard's website: <http://blanchard.abschools.org/> under the 'About Our School' tab. We hope that it more organized and easier to navigate. I encourage you to check it out!

NEW HIRES

A great deal of the spring and summer has been dedicated to hiring individuals for many positions. The following is a list of the faculty members who are new to Blanchard and/or in new roles. Please join me in welcoming them:

Tara Livolsi- Kindergarten Teacher

Tina Bloom- Grade 3 Teacher (1-yr term)

Brian Gentile- Grade 3 Teacher

Mary Pavlik- Math Assistant -Maternity leave for Regina Fitek
Roberto Soto- ELL Chairperson/Teacher at Douglas and Blanchard
Danielle Fredericks- Full-time Para-Professional (Moved from Part-time)
Krithika Venkitasubramony- 19 Hour Para-Professional
Vidya Sampathkumar- Full-time Para-Professional (Moved from Part-time)
John Markiewicz- 19 Hour Para-Professional
Judith Hoffman- 19 Hour Para-Professional
Susan Mannherz- 19 Hour Para-Professional (Moved from ECP)
Beth Rivet- 19 Hour Para-Professional
Katlyn Gauthier- F/T SLPA (Moved from Part-time SLPA)
Jacqueline Lalli- 19 Hour Para-Professional
Sutapa Mukherjee- CASE Classroom
Connie Ahlstrom- CASE Classroom

HAPPENINGS!

There is a surprise awaiting students as they return to school this year. Welcoming them will be a swing set. Ms. Neuman's first graders (now incoming third graders) wrote persuasive essays to then Superintendent/Principal Curt Bates to purchase and install swings. With help from a group that wishes to remain anonymous and with matching funds made possible through newly sourced income from the Parent Teacher Friends (PTF) organization...it is now a reality. This was an enormous group effort with the grounds crew saving us a bundle by excavating and erecting the play structure. I will be inviting Dr. Bates and Ms. Neuman to join the children in a 'first swing' ceremony on a day and time to be determined once school is back in session.

Many individuals both at the district and building level have been working hard to make improvements to Blanchard. Almost all of the student sinks have been replaced as part of the first phase of updating plumbing in the restrooms. Dr. Tower coordinated a group of individuals to build a leveled reading library of resources for staff. Our librarian, Connie Long has begun creating our new student 'maker's space'. Additionally, our Computer Lab is now fully equipped with beautiful Chrome Boxes. The custodial staff has been working hard in order to beautify Blanchard for the first day with new paint, polish and pruning. Thank you to everyone for their efforts.

My Community Coffee hour (9:30-10:30) will resume this year. For planning purposes, here are the dates in advance: 9/24, 10/22, 11/26, 1/28, 2/25, 3/24, 4/28, 5/26.

Want to be the first to know? For latest updates, you can also follow us on twitter at:

<https://twitter.com/BlanchardMem>

New students in grades 1-6 are welcome to tour the building from 10 a.m. to 12 p.m. on Friday, August 28th.

I am very much looking forward to seeing you all on September 2nd. Enjoy the rest of your summer!

Sincerely Yours,



Dana F. Labb
Principal



Acton-Boxborough Regional School District

Paul P. Gates School
75 Spruce St.
Acton MA 01720
ph: 978-266-2570
<http://gates.abschools.org>



Lynne Newman, *Principal*
August 14, 2015

Dear Gates Parents,

Welcome back! It is hard to believe that the summer is coming to an end and that the new school year is just a few weeks away!

All parents will be able to log onto Powerschool on Thursday, August 20th to update their online emergency card and to find out the name of their child's classroom teacher. On Thursday, August 27th a complete class list for each grade will be posted on Powerschool. **Please take this time to thoroughly update all contact numbers so that we can reach you in case there is an emergency.** If you have forgotten your password you can still go onto the Parent Portal and click on a box, which will send you a temporary password. Once you get a temporary password you will be able to create a new family password. If you need further assistance, feel free to contact Louise in the office and she will be happy to help you.

We have several new staff members that I would like to introduce to you!

5 Kindergarten Teacher – Ms. Meghan Kayser will be joining our kindergarten team with Mrs. Lamonakis & Mrs. Subsick. Ms. Kayser earned her Bachelor of Arts degree from Gettysburg College in Gettysburg, PA. She completed her Masters of Education in Early Childhood Education from Lesley University. Meghan completed her kindergarten teacher apprenticeship at the Brookwood School in Manchester, MA and is pleased to be joining the Gates School.

Special Education Teacher – Ms. Lindsay Ellis received her Bachelor of Science in Business Administration from Le Moyne College, in Syracuse, New York and her Master of Science in Childhood/Special Education from St. John Fisher College in Rochester, New York. Ms. Ellis is certified in Elementary Education 1-6 and in Moderate Disabilities K-8. For the past 5 years, Ms. Ellis taught grades 3 – 8 at the Grand Isle School in Grand Isle, VT grades 3 & 4 at the Barre City Elementary and Middle School in Barre, VT. Ms. Ellis is very excited to be working with our intermediate special education students in grades 4 – 5.

Administrative Assistants – Mrs. Louise Loblundo has been working as the part-time administrative assistant at Gates for the past 4 years. When Mrs. Bittner made the decision to retire in June, Mrs. Loblundo was the perfect experienced candidate to assume this full-time position! Mrs. Shirley Stewart has been our regular administrative assistant substitute at Gates and is very excited to join Mrs. Loblundo in the office.



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Paul P. Gates School
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Additional New Staff - I am very pleased to share that we have been able to reinstate the 3rd grade classroom assistant position. Mrs. Kokkinos, Mrs. May and I are in the process of hiring a new 3rd grade classroom assistant. Mrs. Emily Collins will be joining Ms. Kayser in AMK. Mr. Brendan Aylward will be supporting special education students in grades 4 – 6. Ms. Vicki Haley will be a floating assistant in grades 4 – 6. Our Gates family continues to grow and I am happy to announce that 4th grade teacher Heather Ryder gave birth to her son, Smith Matthew Ryder this summer. Ms. Ryder will be on maternity leave for the 2015-2016 school year and Mr. Wolfson will be teaching 4th grade during Ms. Ryder's leave. We also have one name change – Congratulations to Kelli Sullivan who was married in July and is now Kelli Silk.

I am sure you will have an opportunity in the coming weeks to meet our new staff. I would like to remind everyone that the **Gates School is on the late schedule this year, which means that we will begin our day at 9:20 a.m. and dismissal is at 3:30 p.m.** We officially open our doors 15 minutes before the start of the school day at 9:05. Students who arrive prior to 9:05 are asked to wait outside, unless we have stormy weather. Please note that students are not supervised until the bell rings at 9:20. The 1st & 3rd Thursdays are early dismissal days at 1:00 p.m. Parent pick-up is located in the 6th grade pod. Parents will be able to access the 6th grade pod by entering the side door at 3:30, which is the second door on the left side of the building. **Our official first day of school is Wednesday, Sept. 2nd.** Just a reminder that Thursday, Sept. 3rd is an early release Thursday, with a 1:00 dismissal and that there is no school on Friday, Sept. 4th or Monday, Sept. 7th.

Finally, the **Back-To-School-Night has been scheduled for September 29th & 30th.** Please check the Gates homepage for grade specific times. The Gates website has been updated with lots of important information and dates, so please check it out! Lunches are \$2.75 and milk is \$.50. For additional information regarding lunches & food service please check out the following link:
<http://ab.mec.edu/departments/food/pdf/2012-2013fall-food-service-news.pdf>

I am looking forward to a new school year! If you have any questions don't hesitate to contact the office and we will be happy to help you out! Enjoy the last few weeks of August and we will see you in September ☺

Lynne Newman, Principal

August 11, 2015

Dear Families,

There are still a few weeks left in the summer, don't let this letter interrupt you too much from the rhythm, and hopefully relaxation, of your summer days, and the plans you may have for the remainder of August (but please still read all of this!).

On behalf of our staff, I want to welcome both new and returning families to the RJ Grey community for the 2015-2016 school year. This letter starts our process for sharing with you some important information about the upcoming year. Please review the contents of this mailing, along with the documents posted on our website (www.rjgrey.abschools.org).

Along with providing some time for recreation, the summer gives us all a chance to regroup and re-energize. As we near the start of school, encourage your children to think about their hopes for this year and what they want to be different, the same, or better than the last. Our teachers, and our school as a whole, go through a similar reflection process. There will always be programs and practices that we are adjusting or changing -- all with the goal of continually growing. Three quick examples for this year: Our *Exploratory* program for 7th graders will now include a *Digital Literacy* course that introduces (or reinforces) a number of skills and concepts that are central to our (and everyone's) shift to a digital platform for our work. Last year, one of our 7th grade teams successfully piloted a system for helping students organize and manage the homework assigned for their different classes, and this year *all* of our 7th grade teams will be adopting that system. Finally, as most of our returning 8th grade students know, we are embarking on our first ever student trip to Washington D.C. during the April Break. We already have over 80 returning students who have registered to participate, and we look forward to inviting the rest of the students (from both grades) to consider joining as well. There's nothing quite like the excitement and possibilities that come with the start of a school year, and we look forward to not only what I mention above, but everything else that lies before us this year.

This summer, we are continuing our approach of sharing information with families by way of this mailing as well as our school website. Included with *this* letter are three documents:

- A two-page document providing an overview of the start of the school year, some reminders about procedures, and information on how to stay informed about RJ Grey-related activities
- A letter providing instructions and reminders about how to access your family's PowerSchool student accounts (also known as the "parent portal"), and information we will need you to input via the parent portal regarding emergency contact information
- A letter from the JH/HS PTSO that explains the process for becoming a member, and how your support directly benefits our schools

The remainder of our summer packet can be found as downloadable documents on our website. The address for our site is <http://rjgrey.abschools.org>. If you go to "News & Notes" or the "Families" page, you will see a link to our "Back to School Info" page. If access to our website is not readily available to you, please call our main office, and we would be happy to send you a paper copy of the materials. There are a number of documents that are important to read, including:

- The **2015-2016 School Supply List**
- A document on the **Family Educational Rights and Privacy Act (FERPA)**
- A document on **student concussions and the classroom**
- Information for student use of **school technology** and student email accounts
- A communication guide for families (with some frequently asked questions)

On our website we have also posted information and links to various school services. As you prepare for the next school year, you may want to visit the following pages:

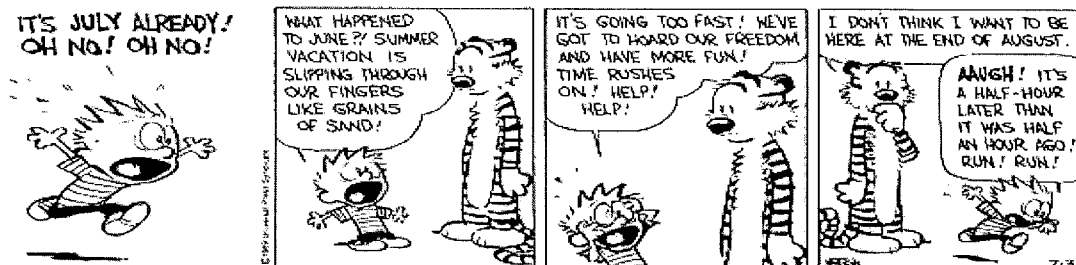
- **RJ Grey Athletics** page, for information on green forms, Fall tryout schedules, etc.
- The **Acton-Boxborough Food Services** page, which provides information about the food program and the pre-paid point of sale accounts

A quick note for families whose students are considering auditioning for this year's RJ Grey **school musical**. This year, the performance dates for the musical will be in the first week of December. That means that workshops and auditions will be held in *mid/late-September*. When we begin the school year, I will be working closely with our Musical director to ensure sure that everyone is aware of the dates and times related to this shift. In the meantime, please keep this in mind as you begin to discuss with your child his/her possible extracurricular commitments for the Fall season.

Finally, an early reminder and "save the date" note about Back-to-School Night. This year, it will be on **Thursday, September 24** for parents/guardians of both 7th and 8th grade students. You will receive more information about this event in a few weeks, and I hope to see many of you there. In the meantime, please continue to enjoy the summer and let your kids know that we look forward to seeing them soon (it's OK if the feeling isn't exactly mutual on their part right now).

Cheers,

Andrew Shen
Principal
R.J. Grey Junior High School



R.J. Grey -- Start of School Year Overview

Creating and Posting of Team Assignments

As you can imagine, scheduling a school with approximately 900 students is a complex process of checks and balances and a significant portion of the summer is spent building these teams in order to balance them by:

1. sending school
2. gender
3. race
4. world language choices
5. special education, ELL, and other academic services
6. math levels

Given those and a number of other variables, it is virtually impossible to build the schedule around individual team requests. When we received information from families about individual student situations, we did review them and made our best attempt to accommodate situations when possible and appropriate. We are confident that we have built the teams in a manner that will ensure every student has the opportunity to maintain or develop friendships with his/her peers.

On **Thursday, August 20th, at 12PM**, we will post the team assignments via the parent portal.

In order to access this information, you need to log into the parent portal via the internet (please see attached letter about the parent portal). You will first be required to complete your child's emergency card information and answer some additional school permission related questions, including specific PTSO permissions. **Please note that the parent portal will be closed until August 20th, so you will not be able to complete these forms in advance.** Once you complete the required information, you will be able to access your child's team placement, which is listed in your student's account.

Should you be unable to access the internet, please feel free to come to our Main Office the following week and we will assist you in entering the on-line emergency card information and permissions forms after which we will give you your child's team assignment.

In summary, to complete the emergency card, and to access your son/daughter's team assignment on-line, please mark your calendars that the parent portal will open on Thursday, August 20th at 12PM.

First Day(s) of School

For seventh graders, the first day of school is **Wednesday, September 2**. Upon entering the school, students will be directed to various locations where they will meet with their team teachers and other students on their team.

After a series of team-building activities, students will be divided into their homerooms and will proceed with the school day. Students may bring their own lunch or purchase lunch at our outdoor cookout (\$2.75), where I will be cooking burgers, hot dogs, and a vegetarian option. After lunch we will hold an assembly where we officially welcome everyone to RJ Grey, and begin the school year with some words of encouragement and a preview of what will be a part of their RJ Grey experience.

RJ Grey prints and makes available a **student planner** that includes the highlights of the student handbook, as well as a calendar that includes the rotation schedule for the year, important dates, and a calendar where they can write down assignments and important due dates. Beginning last year, with the support of the PTSO, student planners are provided to every student at no cost.

Any **8th grade students new to the Acton-Boxborough District (those who did not attend RJ Grey as 7th graders last year)** are invited to participate in an orientation program on **Wednesday, September 2** beginning at 12:30 PM and ending at 2:06 PM, so that students may ride home on their regular bus. Students are invited to gather in the lobby where they will be directed to a meeting space. **The first day of school for all other grade eight students is Thursday, September 3.** 8th graders should report to the auditorium by 7:30 AM on Thursday morning for a short program before proceeding to their homerooms.

Food Services at RJ Grey

Lunch at RJ Grey will cost \$2.75 this year. Additionally, there are also a la carte items that can be purchased by students. Students can pay for lunches with cash, or they can utilize a prepayment system that was implemented in all schools several years ago. This Point of Sale system lets parents prepay for the student's meal account. All students are assigned a confidential Lunch ID (located in PowerSchool) which they should use for every cafeteria purchase. If your child had an account while in the Acton Public Schools, that account carries over and he/she will still have the same Lunch ID pin. Food Services also offers a limited breakfast service from 6:50am to 7:20am in the cafeteria.

Communication - At and With RJ Grey

Given the digital landscape that surrounds us, we have focused a lot of energy on maintaining and updating a user-friendly school website that families can utilize to access useful and current information, including contact information, a Google calendar of events and downloadable forms and handouts. The address for our site is: <http://rjgrey.abschools.org>.

We also ***strongly encourage*** all families to sign up for the RJ Grey mailing list - this is *separate* from the PTSO mailing list. When you sign up for this mailing list, you will receive our daily announcements (which includes reminders about upcoming activities, due dates, club meetings, and up-to date sports cancellations, etc.) as well as the Principal's weekly newsletter, called "Grey Matters." There are two easy ways to sign up for the mailing list:

1. Go to the RJ Grey website and on the bottom left, click on the icon that says, "Join Our Email Mailing List". Doing that will take you to a sign up page.
2. Using your cellphone, text "RJGREY" to 22828. Doing so will create a reply asking you to submit an email address. Those steps will add that email address to our mailing list.

Please note that parents and guardians who have already signed up for the mailing list have not been deleted, and need not re-enter their information. If you do not wish to sign up for the mailing list, but would like to read the weekly edition of *Grey Matters*, they will be posted on the RJ Grey website each Monday morning, under the Principal's tab.

We continue to maintain an active RJ Grey twitter feed: [@rjgreyjhs](https://twitter.com/rjgreyjhs). We have more than doubled our numbers from last year, to a healthy 289 followers. Granted, we're still a ways behind the likes of the Kardashians and Biebers, but we're making progress. Unlike the aforementioned individuals, we'd like to avoid any scandals as a means to increasing our following. Instead, we encourage you to consider this avenue for information about school activity cancellations and reminders about important events

(and viewing the occasional photo). This information will also be the same as what is listed in our daily announcements, and this is simply another option for those who prefer this medium. To sign up, visit the RJ Grey website.

Staff and faculty at RJ Grey can be reached through email or leaving a voicemail.

The format for staff email is first initial, last name, followed by @abschools.org. For example my email address is ashen@abschools.org. Links to teacher email addresses can also be found on the RJ Grey website. Teachers can be reached through voicemail by calling our main number (978)264-4700 x3304 and asking for the teacher's voice mail. Teachers do their best to respond to inquiries in a timely manner, and will get back to you within 24 hours.

Absentee Line, Cell Phones, Building Access

Regarding some basic school procedures, if your child will be absent from or late to school, please call the absence line at (978)264-4700 ex: 3333 **before 7:30AM** and state your child's:

1. name
2. team
3. and, briefly, the reason for the absence or tardy arrival.

If you need to call during school hours (7:30-3:30), please call extension 3304 to leave a message with a member of our office staff.

Our office staff will compare the messages with our homeroom attendance. Students who are marked absent in homeroom but for whom we did not receive a call will be marked as "unexcused" and will generate a call home. Please assist us in this process and remember to call the school if your child will be absent.

If you need your child to be dismissed during the school day, please send your child in with a note and instruct him/her to bring it to the main office when he/she arrives to school. The main office will issue a pass that he/she will use when it is time to be picked up. If your child is not feeling well, he/she should visit the nurse, and the nurse will work with your child to determine the next course of action. **Students should not use their personal cell phones to make arrangements with you to be picked up.** While on the subject of cell phones....

The video, camera, and real-time text capabilities of cell phones presents the difficult challenge of ensuring an appropriate learning environment for students at this age level. In order to maintain the focus on school activities and learning, use of student cell phones is not allowed during the school day. We appreciate that students wish to have cell phones available before and after school. Students who choose to bring cell phones to school **MUST keep their phones in their lockers** (and turned off) from 7:30am to 2:06pm. This means that even having a turned-off cell phone in your pocket is not permitted.

To maintain student safety and building security, the doors to the front lobby are the only public entrance to school during the school day (visitors are asked to check-in at the Main Office upon arrival). All other doors will be locked during the school day.

Morning Drop Off Procedures

First and foremost, our priority is to address the safety and well-being of all students. Beyond safety considerations, we certainly want to support a process that allows vehicles to exit the campus in a timely manner. Please be aware that along with Junior High students and parents, there are high school students and families also navigating the campus area (including pedestrians walking from across Rt. 111). It is inevitable that most mornings will involve a bit of a wait while coming to, passing through, or exiting the

school campus, and parents should plan accordingly.

If and when it's an option, we strongly recommend utilizing the District's bus service! We will continue to evaluate different options in regards to the layout of our physical campus. In the meantime, having several hundred cars, pedestrians, and buses arrive at our schools in a 30 minute period means that we must all exercise a certain level of patience and cooperation to ensure the safety of our students and families.

Please note that the information below is specifically in regards to the time period between 7:00 AM and 7:30 AM, from Monday thru Friday.

Directions (also included as a downloadable document on our website)

- Parents ***are not*** allowed to enter the campus from the entrance closest to Prospect Street (by the JH gymnasium) when coming from Rt. 111. Until approximately 7:20 am, this entrance will be only for staff vehicles that park behind the school, handicapped student drop-offs, and for school vehicles.
- Buses will travel from the high school to RJ Grey and travel along the road closest to the school building. These buses will then park along the JH gymnasium and release students. Once a bus releases its students, it will exit the campus via the entrance closest to Prospect Street. This is another reason parents can not use that entrance! (it will be blocked by buses) To help with traffic on Rt. 111, all buses are required to turn right out of the campus onto Rt. 111.
- Until approximately 7:20, parents will need to drop off students via the lower parking lot - which is accessible via Charter Road. When exiting the lower parking lot, all vehicles must turn left at the tennis courts, and head towards Charter Road, until approximately 7:20 am. After all of the buses have left the campus, an RJ Grey staff member will remove the sawhorses blocking the pathway towards Prospect Street, and cars will then be permitted to turn right (or left) when facing the tennis courts and use the Prospect Street exit.
- RJ Grey staff members will be present in the lower parking lot to assist with the morning drop off process. Please assist those staff members by driving at appropriate speeds, watching for instructions and pedestrian crossings, and making sure your children are prepared to exit your vehicles in a timely manner.

Good Morning Conant Families!

It is hard to believe the summer is quickly coming to a close. We are excited to have all of our friends back with us soon. The building has been scrubbed from top to bottom and is in beautiful shape. And we have some wonderful news; the upper playground has been completed. It is amazing. The nature play-scape in the lower playground is also making progress. Thanks to everyone for their hard work!!

I want to send along a few reminders. The parent portal will open at noon on August 20th. Please ensure your emergency information is truly up to date. New families and Kindergarten students will receive a letter with their log in information in the near future if they have not already received one. Please call the office if you have any questions. Also, the bus pass procedures have changed this year. The new policies and procedures can be found at <http://www.abschools.org/news-events/bustransportinformationforparentsofkindergartenstudents> .

I hope you have a wonderful last precious weeks of summer. I can't wait to get started on a new and amazing school year!

Damian J. Sugrue
Principal
Luther Conant School
<http://conant.ab.mec.edu/>
Phone: [978-266-2550](tel:978-266-2550)
Fax: [978-266-2509](tel:978-266-2509)



C. T. Douglas School

21 Elm Street

Acton, MA 01720

978-266-2560 www.douglas.abschools.org



Dear Douglas Families,

Welcome back to school. It was a short summer, but I hope that you had a chance to build some lasting memories. We have been busy at school preparing for September. The building is in great shape - shiny floors, clean carpets, painted hallways, and a new 3rd & 4th grade learning center! We have new assistants, Heather Lammey in grade 1, Gail Dow in grade 6, Christine Fox will be our new math assistant, and Christopher Moroney and Carolyn Douglas will be Special Education assistants. We were also pleased to be able to hire Kim Shamah as our new half day kindergarten teacher when Anne Corkery moved to 5th grade. Kathleen Ammendolia is our new Physical Education teacher and Betsy Johnston is our new Grade 3 & 4 SPED teacher. We also hired a new psychologist, Carmen Calderon-Lopes and a new ELL teacher, Roberto Soto-Garcia. Finally, we have two staff name changes, Amy Browne will be Amy Maciel and Sasha Opel-DeMello will be Sasha Opel.

Each of our educators, both new and experienced, want Douglas students to feel joyful, valued, brave, full of wonder, and have a deep sense of pride. We want them to build the skills needed to be creative, and innovative. We want them to learn deeply. Deep learning is simply what highly effective educators have always provided: the delivery of rich core content to students in innovative ways that allow them to learn and then apply what they have learned. At Douglas this will culminate in a series of student exhibitions of learning open to parents and the public. Please watch for Exhibition dates in the late fall and near the end of the school year.

The teachers at Douglas School are working to improve several additional aspects of our educational program. The first is the application of several principles of the Responsive Classroom approach. Responsive Classroom is a way of teaching that emphasizes social, emotional, and academic growth in a strong and safe school community. Your children should become familiar this year with Morning Meetings, Classroom Rule Creation, Interactive Modeling and Positive Language. Everyone at Douglas, teachers to custodians are being trained in these approaches.

The second improvement that we will focus on is a continued attempt (in partnership with the Jr. High and High School) to keep homework to the essential minimum and projects and reports (even book reports) completed at school as much as possible. ***If we want students to work hard at school then we must allow them time to enjoy family life.*** All of our days are too short to spend entire evenings and weekends completing school work. Our staff will compare practices and create a developmentally appropriate practice across the school.

The third improvement is ongoing work on our progress reporting (report card) system. A limited pilot in 4th grade provided us with great feedback. Learning from this, and the model of other school systems, we will continue to adjust our progress reporting across all grade levels. Our goal is to have a system in which parents regularly know how their child's skills are progressing in comparison to grade level standards.

Finally, I ask you to refer to the school vision frequently. Are your children joyful? Do they feel valued? Do they have the opportunity to be brave? Are they full of wonder? Do they have pride in school and their work? When they do, please share these moments - we will have a public display celebrating all of these moments! Again, welcome back and have an AMAZING year!

Dr. Whitbeck

Notes From Ed

“Summer Learning”

My hope is that you’ve all had a wonderful summer, rich with the kinds of experiences that are enlivening for your family. This was a particularly good one for me in many ways. I was outdoors a good deal – taking walks and hikes, cruising on the water in a variety of boats, or having barbecues and picnics with family and friends. I sometimes forget how much more I’m able to relax when I’m able to build this kind of quality time more easily into my schedule. As the new school year is now upon us I’ve been taking some time to reflect about how this more relaxed summer mode affected my learning, and what the implications are for students’ learning over the course of this year.

In addition to all of the fun outdoor activities of summer (which provided a variety of learning experiences), I also had the opportunity to participate in a number of conferences and workshops that enhanced my learning as a school leader. At these events I found that my ability to process and retain information and to participate in meaningful and useful dialogue were even better than during the school year. I realized that my mind was not as filled with “details of the day”, and I was able to concentrate much more easily. I was more relaxed and thus able to focus and be even more productive. I was getting more sleep than during the school year, which also contributed to greater engagement. Four professional development opportunities – over a course of ten days – left me feeling filled with new and creative ideas and with new ways of dealing with old situations. This year’s “summer learning” was terrific.

So how do I connect this experience with what takes place at our school and across the district? The key word is **balance**. We have so many rich learning experiences for our students throughout the year – which are wonderful! Children have so many opportunities to explore new ideas, to learn how to work in teams, to learn how to get along with their peers, and to develop new skills. Sometimes all of these experiences – including a variety of forms of assessment – can be overwhelming and anxiety producing for our children. We need to figure out how to strike that proper balance – where we can promote creativity, joy of learning, and risk-taking in learning, while giving kids the chance to play outdoors, relax, rejuvenate, and de-stress. Conversations about this balance are happening all over the district, and I hope that they continue, so that we can give our kids what they most need.

I hope that our children at Merriam will enjoy something similar to my feeling of “Summer Learning” throughout this entire school year.

My best,

Ed



Acton-Boxborough Regional School District
Superintendent's Office
16 Charter Road
Acton, MA 01720
978-264-4700 www.abschools.org

17.2

Glenn A. Brand, Ed.D.
Superintendent of Schools

August 28, 2015

Dear Parents and Guardians,

As the Superintendent of the Acton-Boxborough Regional School District (ABRSD) I welcome you and your family to the 2015-16 school year. While this time of the year represents the inevitable changing of the seasons, it is also one filled with tremendous excitement and anticipation. As a school system, we are busy preparing for the return of almost 1,000 staff and some 5,800 students as we gear up for the start of another school year in one of the finest preK-12 public educational institutions in New England.

This upcoming 2015-16 school year is an important one for the district as we enter our second year as a fully regionalized pre-K-12 school system. As we progress through this transition, we will continue to work through some of the nuances associated with the alignment of services and the integration of staffing as outlined in the new ABRSD Regional Agreement.

Throughout much of last year, I spent time gathering the thoughts and opinions of a variety of stakeholders as I transitioned into the district as the new superintendent. The report of these findings (which can be found at <http://www.abschools.org/district/superintendent>) now serves as one tool to focus our thoughts and planning as we begin to formalize the next steps for the district to pursue. This is timely given that the district's Long Range Strategic Plan comes to an end this school year and we will need to develop a new plan which will chart the future path of the district as we strive to realize our vision and mission. More information will be forthcoming regarding the various opportunities for you as community members to become involved in this process.

It has become clear to me that one of the areas to which we can pay greater attention is the communication between the district and our communities. In an effort to provide a greater exchange of information, there are a number of items to bring to your attention:

- i. **District Website** – www.abschools.org was extensively overhauled and launched at the end of school last year, in an effort to provide more information about the district and our departments. We welcome your feedback around how this site can further be improved and hope that you will visit it soon and often.
- ii. **Superintendent's Email List** – Sign up to receive emails from my new Constant Contact account at [Superintendent Email](#). This list is open to all families, staff and community

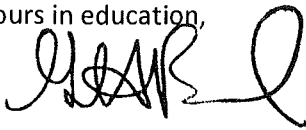
Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.

members and will be used to share general information including the District newsletter. This is a different list than the email list that families sign up for in Power School. The Power School list will continue to be used for all emergency notifications.

- iii. **Superintendent's Twitter Account** @SuperABRSD - if you are a Twitter user please consider joining this growing community. In addition to brief insights into the work, events and activities taking place throughout our district, this will also be used as one of the sources to convey timely information about school closures, cancellations and delays.
- iv. **AB Connector** – this district newsletter will be re-launched in the Fall, emailed to families and posted on www.abschools.org.

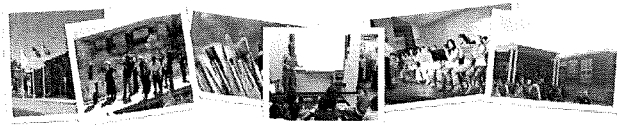
During the last school year, I had the honor of meeting many of our students, staff and community members. As a result of these experiences, I have developed a very clear sense as to the types of things which this great school system is built upon including, at the forefront, a deep and widely held commitment to public education. To that end, it is my privilege and pleasure to serve as the educational leader in your community and I look forward to partnering with you on this important journey. I wish you and your family a rewarding and enjoyable year ahead.

Yours in education,



Glenn A. Brand, Ed.D.

Superintendent of Schools



Sign up to stay in touch with Superintendent of Schools, Dr. Brand!

By signing up, you'll receive our District newsletter, the ABCconnector, along with other information about our teaching and learning community.

* Email Address

beth.petr@gmail.com

First Name

Sign Up

By submitting this form, you are granting: Acton-Boxborough Regional School District, 16 Charter Rd., Acton, MA, 01720 United States, <http://abschools.org> permission to email you. You can revoke permission to mail to your email address at any time using the [✉](#) SafeUnsubscribe@ link, found at the bottom of every email. We take your privacy seriously (to see for yourself, please read our [Email Privacy Policy](#)). Emails are serviced by Constant Contact.



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17.3

Glenn A. Brand, Ed.D.
Superintendent of Schools

"Don't cry because it is over, smile because it happened."
Dr. Seuss

August 25, 2015

Greetings!

This quote by Dr. Seuss, in its simplicity, struck me as one that captures a "glass half-full" way to view the passing of the seasons as we approach this time of the year. So, with that in mind, let's not entirely perseverate over the end of the summer of 2015. Although, admittedly I am conflicted that the summer is over, when I walked into the Home Depot the other day and standing before me was a line of snow blowers and later on the same day I "bumped" into the aisle of Halloween candy in the grocery store. Alas, I will say that while I will smile at the summer of 2015, perhaps my eyes are a little misty!

As I further reflect upon these sentiments by Dr. Seuss I found myself noting the applicability to our organization and this transitional point-in-time in which we find ourselves as a school district. We all have a lot to smile about in the wake of collectively (and successfully) navigating the last school year. We survived the full regionalization of the district, we you managed through the transition of a new superintendent, we experienced one of the most memorable and challenging winters ever, while still complying with mandates, paperwork and the like. All of this, of course, while supporting the growth, development and individual and collective success of thousands and thousands of students!

Last year, I shared with you that one of my key goals was to embark upon the task of doing a lot of listening and learning as your new superintendent. A year later, I hope that most of you who have gotten to know me feel that I have been listening these past 12 months and I can certainly tell you that I have learned (a ton!). Upon reflection, if the theme for last year was transitions, then I am going to suggest that the theme this year is going to be all about getting ready to *launch!*

With the completion of my information gathering last year I feel that I have a keen sense of the types of issues, concerns and challenges on people's minds. This is timely, because with the current district strategic plan coming to an end, we are obligated to "re-set" our course as we develop a new strategic plan to guide the district's future direction. Over the course of the next year we will need to dig in and determine what is most important to us as a district? What are our priorities? What do we value most? All of these questions will need to be answered as we develop a clear focus around our strategy as we strive to maintain a level of service to our students that is truly one of the most laudable in the state.

Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.

AB is a fantastic school district with a tremendous amount going for it, no question. However, at the same time, in order to continue achieving our mission and uphold our stated values, then it is clear to me that we need to continue to reflect and grow. I am truly excited about engaging in this work.

Following my arrival in the district a year ago, one of the greatest things that I have learned is this: while our success does rest on community support, hardworking students, partnerships with families and other outside agencies, the greatest asset we have is our people. We are so fortunate to have a tremendously talented, professional hard working staff. The commitment, the dedication, the pursuit of doing what we can in service of students is truly incredible. One of my top priorities will be to ensure that our number one resource – *you* – know how important you are to our district.

As we look ahead to our district's opening, there are a few things to note:

- All staff return on Monday, August 31. This is a building-based day this year which means that staff should be looking to their building principal/department leader for specific information.
- Our official district-wide kick-off and gathering will be held on Tuesday morning, September 1 in the high school auditorium. All staff are invited to attend. Please see the enclosed schedule for additional information.

I would also like to bring to your attention that the online training for all staff is now available at

- Professional Services: <https://sites.google.com/a/abschools.org/professional-training/home>
- Allergy Procedures and Quiz: <https://sites.google.com/a/abschools.org/allergy-quiz/>

As you know, all staff are required to complete the annual review of these mandatory trainings. You may wish to consider completing it before you return to school. All staff must review the mandated training review by **September 30**.

I have no doubt that between now and August 31, many of you will be preparing materials, organizing classrooms, planning meetings and spending time thinking about welcoming back students and meeting with colleagues. I will never forget being in this moment as a teacher and principal in the emotional 'in-between' that lies ahead. That said, I do hope that you seize the opportunity to bask in the sun, smell the sea air, catch a Sox game (if you are still into them!) finish the last chapter of that great book, and spend some special time with your family and friends.

I look forward to seeing everyone on Tuesday, September 1.

Sincerely,



Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.

Welcome Back!

All Staff Welcome Day

→ **Tuesday September 1, 2015** ←

(Monday, August 31 is Building-based Professional Development Day)

Acton-Boxborough Regional High School Auditorium

- 7:30 – 8:00 am** Continental Breakfast and Reconnecting
Lobby outside the High School Auditorium
Hosted by members of the School Committee and Central Administration
- 8:15** Greetings from Superintendent Dr. Glenn Brand &
Acton-Boxborough Regional School Committee Chair, Kristina Rychlik
High School Auditorium
Introduction of New Staff and Staff with more than 30 years
- 8:40** Welcoming Remarks from Acton-Boxborough Education Association (ABEA)
President Karen Sonner and Presentation of Teachers Receiving Professional
Status
- 9:15 – 9:45** Conclusion by Dr. Brand
- 10:15** Building based time followed by lunch on your own
- 1:30 - 3:00 pm** - Pupil Services Staff will meet in the R.J. Grey Junior High Auditorium
- Visual Arts Teachers with Diana Woodruff in High School Art Faculty Center
- Performing Arts Teachers with Mark Hickey in the High School Chorus Room
- Physical Education/Health Teachers with David James and Parindar Miller in
the Jr High Library



ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
16 Charter Road, Acton, MA 01720
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PARENT COMMUNICATION MAP

2015-2016

August 2015

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 biggest areas that prompt inquiry is around 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.

Yours in education,

Glenn A. Brand, Ed.D.
Superintendent

ELEMENTARY SCHOOLS

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

SECONDARY SCHOOLS

NATURE OF CONCERN	CATEGORY	INITIAL CONTACT	REFERRAL
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	Director of Facilities and Transportation Coordinator of Special Education/ Director of Pupil Services
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/ Director of Pupil Services Principal
Student Records	Content/Availability	Counselor	Counseling Chairperson Coordinator of Special Education Director of Pupil Services
Student Progress	Classroom issues: grades/academic concerns; pupil/teacher relationships	Classroom Teacher	Counselor/Department Leader Asst. or Assoc. Principal/Principal
Scheduling	Placement/programs: schedules, placement, college/postgraduate admissions, career planning	Counselor	Counseling Department Chairperson/ Director of Pupil Services Asst. or Assoc. Principal/Principal
Special Learning Needs	Regular Education and Special Needs	Counselor/Special Educator	Counseling Department Chairperson/ Coordinator of Special Education/ Director of Pupil Services
Curriculum: course content Placement: policy information and advice Approval for credit	Departmental	RDL (Regional Department Leader) BDL (Building Department Leader)	Director of Curriculum and Assessment
Health	Medical Issues	School Nurse	Chairperson of Nursing/ Director of Pupil Services
Athletics	Schedules Team Activities	Coach	Athletic Director
Curriculum and Instruction	Systemwide	Director of Curriculum and Assessment	Superintendent
Home/Hospital Programming	Regular Education and Special Needs	Counselor/Special Educator	Counseling Department Chairperson/ Director of Pupil Services Asst. or Assoc. Principal/Principal
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

LEVEL I

Curriculum Specialists: Heather Haines: Mathematics;
Jean Oviatt-Rothman: Science; Sharon Ryan: Literacy/Soc. St.

SPECIAL SUBJECTS

Reading Specialists: Sandy Baron, Amy Omo, Kerry Cusick,
Karen Flaherty, Maureen O'Brien, Noel Powers, Renee Luttati
Art Teachers: Eileen Barnett, Melissa Hayes, Celia Knight,
Anne Kress, Heidi Kupferman, Beth Warner
Music Teachers: Peter Broggi, Margie Callaghan, Jillian Gilfoil,
Chris Porth, Kerrin Stewart, Kim Ward
Physical Education Teachers: Kathleen Ammendolia, William
Chan, Robert Guilmette, David James, Mary O'Brien,
Jill Reed
Special Education Staff: Check with each building

LEVEL II – BUILDING LEADERS

Blanchard School Principal: Dana Labb
Blanchard School Assistant Principal: Karen Tower
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: Ed Kaufman
Merriam School Assistant Principal: Juliana Schneider

LEVEL II – PROGRAM MANAGERS

Title I Coordinator: Deborah Bookis, Director of Curriculum
and Assessment
Special Education: Mary Emmons, Director, PK-12
Special Education: Lynne Laramie, Coordinator of Pupil
Services, K-6
Counseling/Psychological Services: Hilary Bonnell, Chairperson
Preschool Services: Joseph Gibowicz, Early Childhood
Coordinator
ELL Services, PK-12: Roberto Soto-Garcia
Nursing Services: Diane Spring, Chairperson
Visual Arts: Diana Woodruff, Director
Performing Arts: Mark Hickey, Director
Physical Education/Health: David James, Chairperson
Out-of-District Coordinator: Matthew Kidder

Deborah E. Bookis, Director of Curriculum and Assessment
Marie Altieri, Director of Personnel/Administrative Services
Marilyn E. Bisbicos, Interim Director of Pupil Services
Clare Jeannotte, Director of Finance
Amy Bisiewicz, Director of Educational Technology

SECONDARY CONTACTS

LEVEL I

Regional Department Leaders (RDL) located at the High School

English Language Arts RDL: Dianne Telicki
Mathematics RDL: Bill Noeth
Science RDL: David Palmer
Social Studies RDL: David Green
World Languages RDL: Sinikka Gary
Physical Education/Health: Parindar Miller
Special Education Team Leader: Louise Provan
Alternative Programs Chairperson: Carol Moser-Wight

Junior High Department Leaders (JHDL)

English Language Arts Contact Person: Melanie Scalice
Mathematics: Philip Stameris
Science: Mary-Frances Doiron
Social Studies: Lynne Bover
World Languages: Robin Crown
Special Education Team Leader: Tara Kirousis

LEVEL II : BUILDING LEADERS

High School Principal: JoAnn Campbell
High School Associate Principal: Beth Baker
High School Associate Principal: Larry Dorey
High School Dean: Peter Cavanaugh
High School Dean: Maurin O'Grady
Junior High School Principal: Andrew Shen
Junior High School Asst. Principal: Jim Marcotte
Junior High School Asst. Principal: Allison Warren

LEVEL II – PROGRAM MANAGERS

Title I Coordinator: Deborah Bookis, Director of Curriculum
and Assessment
Special Education: Mary Emmons, Director, PK-12
Counseling/Psychological Services: Todd Chicko, Chairperson
ELL Services, PK-12: Roberto Soto-Garcia
Nursing Services: Diana McNicholas, Chairperson
Visual Arts: Diana Woodruff, Director
Music/Performing Arts: Mark Hickey, Director
Athletics: Steve Martin, Director
Summer School: Maurin O'Grady, Director
Physical Education/Health: David James, Chairperson
Out-of-District Coordinator: Matthew Kidder

LEVEL III

Kirsten Nelson, Coordinator of Food Services
John D. Head, Director of Facilities and Transportation
Erin Bettez, Director of Community Education
Marty Finnegan, CASE Transportation Administrator

Glenn A. Brand, Ed.D., Superintendent of Schools
email address: gbrand@abschools.org



17.5

August, 2015

Dear Parents and Guardians:

From time to time, families may face financial difficulties. In a somewhat tough economy, school related dues and fees can compound family stressors. If your family is experiencing a financial hardship, you or your child can make a request for assistance. Once you contact a member of the school staff, listed below you will be given information and be asked to fill out an "Application for Financial Assistance" form for various types of financial relief.

Category	Area	Types of Assistance			Forms and/or Information available from
		Reduced	Free	Waived	
Lunch	Lunch	x	x		Principal, Assistant Principal, School Secretary, Counselor, Food Service Director
Tuition	All-Day Kindergarten	x		x	Principal, School Secretary, Counselor
	Acton Public Schools Preschool	x		x	Early Childhood Coordinator, Classroom Teacher
	Community Ed. Extended Day and/or Preschool program	x			Principal, Assistant Principal, School Secretary, Counselor, Community Education
	Summer school	x		x	Principal, Assistant Principal, School Secretary, Counselor
Fees	Elementary schools' before- and after-school programs	x		x	Principal, School Secretary, Counselor
	Music programs	x		x	Music Director, Principal, Assistant Principal, School Secretary, Counselor
	Inter-scholastic athletics	x		x	Coach or Athletic Director, Principal, Assistant Principal, School Secretary, Counselor
	Field trips, school-sponsored events, Project Wellness, & Senior Dues	x	x		Principal, Assistant Principal, School Secretary, Counselor
	PSAT, SAT I/II, AP exams, and college applications*	x		x	Counselor, Assistant Principal
Tickets	Special events			x	Principal, Assistant Principal, School Secretary, Counselor
Scholarship	Local needs-based college scholarship awards	Partial Scholarship			Counselor, Assistant Principal

* Note: These supports are offered by the testing companies and by some colleges – *not by the public schools.*

Also, for your information, Laura Ducharme, the Town of Acton's Community Services Coordinator and Laura Abraham, the Town of Boxborough's Community Services Coordinator, are excellent resources and advisors for the many services and supports available in our area. Ms. Ducharme can be reached at 978-929-6651 and/or by email, lducharme@acton-ma.gov, Ms. Abraham can be reached at 978-264-1730 and/or by email, LAbraham@boxborough-ma.gov. The Acton Food Pantry is also a resource for town residents, accessible by calling 978-635-9295. For those who may already be receiving subsidized housing, additional supports are available through the Acton Housing Authority at 978-263-5339.

Finally, further information on school or community services or assistance can be just a phone call away by dialing the the Pupil Services Office at 978-264-4700 x3265. All information is kept confidential.

Sincerely,

Marilyn E. Bisbicos
 Marilyn E. Bisbicos, Ed.D.
 Interim Director of Pupil Services

Office of the Superintendent
Acton-Boxborough Regional Schools
978-264-4700, x3211

To: Heather Harer, ABSAF President
From: Dr. Glenn Brand and Marie Altieri *GHB MA*
Date: 8/17/15
Re: ABSAF Support for FY'16

Thank you very much for ABSAF's donation of \$80,000 for the 2015 – 2016 school year. We are so grateful for the Acton Boxborough Student Activity Fund's continued support of our students and programs.

Below is a breakdown of the 2015 - 2016 plan for use of the ABSAF gift funds.

FY '16 High School Student Activities Stipends	\$16,000
FY '16 Junior High Student Activities Stipends	\$ 6,000
FY '16 Interscholastic Athletics	\$46,000
Performing Arts (FY '16)	<u>\$12,000</u>
Transportation	\$2,000
Proscenium Circus – High School	\$8,000
Instruments	\$2,000
TOTAL:	\$80,000

Cc: J. Campbell
A. Shen
S. Martin
M. Hickey
C. Jeannotte



Acton-Boxborough Regional School District

2015-2016 Family Learning Series

17.7

Sponsored by the ABRSD Curriculum and EdTech Departments & Scholastic, Inc.

All events are for *Adults* only - grade levels of interest are specified for each speaker

September 25, 2015

7:00-8:30 PM

Presenter: Pam Allyn 

Topic: *Engaging Read-Alouds*

Audience: Grades PK-3 Location: RJ Grey Auditorium

October 6, 2015

7:00-8:30 PM

Presenters: Amy Lucenta and Grace Kelemanik

Topic: *Thinking Through, In, & About Mathematics in 2015*

Audience: Grades PK-6 Location: RJ Grey Auditorium

October 29, 2015

7:00-8:30 PM

Presenter: Matt Glover

Topic: *Early Literacy Learning*

Audience: Grades PK-2 Location: RJ Grey Auditorium

December 2, 2015

7:00-8:30 PM

Presenter: Janell Burley Hofmann

Topic: *Digital Citizenship*

Audience: Grades 3-12 Location: ABRHS Auditorium

February 23, 2016

7:00-8:30 PM

Presenter: Heather Haines

Topic: *Mathematics and the Growth Mindset*

Audience: Grades PK-6 Location: RJ Grey Library

March 7-9, 2016 TBD

Weather dependent

8:00-10:00 PM

Presenters: AB PIP STEM & the Boston Amateur Telescope Makers of Boston

Topic: *Acton Under the Stars*

Audience: Grades PK-12 Location: Parker Damon Building

March 23, 2016

7:00-8:30 PM

Presenter: Melissa Stewart

Topic: *Celebrating "Aha" Moments*

Audience: Grades PK-6 Location: RJ Grey Library

April 12, 2016

7:00-8:30 PM

Presenters: Jill Foster, Denise LeBlanc and AB teachers

Topic: *From Curiosity to Discovery*

Audience: Grades PK-6 Location: Discovery Museum

May 19, 2016

7:00-8:30 PM

Presenter: Pam Allyn 

Topic: *Why Summer Reading?*

Audience: Grades PK-8 Location: RJ Grey Auditorium

ABRSC 2015-2016 Committee Assignments *(voted 8/10/15)*

CASE Board Member	Glenn Brand
EDCO School Committee Leadership Liaison	
EDCO Board Member	Glenn Brand
EDCO Advisory Member	Maya Minkin
Legislative Issues & Initiatives Subcommittee (for Rep. Atkins'/Rep. Benson's/Sen. Eldridge's Districts)	Paul Murphy, Katie Neville
Health Insurance Trust Representative	Mary Brolin
Superintendent's Wellness Task Force/Advisory Comm Superintendent's Safety Task Force	Deanne O'Sullivan, Amy Krishnamurthy Maria Neyland, Maya Minkin, Deanne O'Sullivan
PTSO Liaison	Deanne O'Sullivan, Diane Baum
Community Outreach	Kristina Rychlik, Mary Brolin, Kathleen Neville
SpedPAC Liaison	Paul Murphy, Diane Baum
Warrant Signature Subcommittee	Brigid Bieber, Deanne O'Sullivan, Paul Murphy, Kristina Rychlik, Maria Neyland
Policy Subcommittee	Brigid Bieber, Maria Neyland, Amy Krishnamurthy, Maya Minkin, Katie Neville
Negotiations Subcommittee	Maria Neyland, Amy Krishnamurthy, Paul Murphy
Acton Leadership Group (ALG) Representatives	Kristina Rychlik, Paul Murphy
Acton Board of Selectmen Liaison	Mike Coppolino, Paul Murphy (backup)
Acton Finance Committee Liaison	Kristina Rychlik, Deanne O'Sullivan
OPEB Task Force	Diane Baum, Mary Brolin
OPEB Trust Fund Board of Advisors	ABRSC Chair, Kristina Rychlik
Boxborough Leadership Forum (BLF) Representatives	Brigid Bieber, Mary Brolin, Maria Neyland, Kathleen Neville
Boxborough Board of Selectmen Liaison	Maria Neyland, Brigid Bieber
Boxborough Finance Committee Liaison	Mary Brolin
Regionalization Financial Oversight Committee	Michael Coppolino-Chair, Mary Brolin
Danny's Place Youth Services Advisory Board	Amy Krishnamurthy
Budget and Capital Planning Subcommittee	Brigid Bieber, Deanne O'Sullivan, Maria Neyland, Kristina Rychlik, Mary Brolin
MMT Liaison/SC rep to Acton MMT Working Group	Diane Baum
Boxborough BOS Vocational Education Advisory Comm rep	Brigid Bieber



Acton-Boxborough Regional School District

16 Charter Road
Acton, MA 01720
978-264-4700 www.abschools.org



**SCHOOL COMMITTEE MEMBERS
2015-2016**

Diane Baum	Acton	dbaum@abschools.org	April, 2018
Brigid O. Bieber	Boxborough	bbieber@abschools.org	May 2018
Mary Brolin**	Boxborough	mbrolin@abschools.org	May 2016
Michael Coppolino	Acton	mcoppolino@abschools.org	April 2016
Amy Krishnamurthy	Acton	akrishnamurthy@abschools.org	April 2017
Maya Minkin	Acton	mminkin@abschools.org	April 2017
Paul Murphy**	Acton	pmurphy@abschools.org	April 2017
Kathleen Neville	Boxborough	kneville@abschools.org	May 2017
Maria Neyland	Boxborough	mneyland@abschools.org	May 2017
Deanne O'Sullivan	Acton	dosullivan@abschools.org	April, 2018
Kristina Rychlik*	Acton	krychlik@abschools.org	April, 2016

The Committee may be emailed at abrsc@abschools.org. These emails will also be received by the Superintendent and the Committee Secretary, Beth Petr. Beth may be reached at 978-264-3306 or bpetr@abschools.org.

*Chairperson

** Vice-Chair

**ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE
MEETINGS
2015-2016**

Acton-Boxborough Regional School Committee meetings are usually held on the first and third Thursdays of the month, at 7:00 p.m. in the R.J. Grey Junior High School Library.
Materials are usually posted at <http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes> the Friday night prior to each meeting.

July 22 (Wed)	Annual Workshop
August 10 (Mon)	Summer Business Meeting
September 3	
September 17	
October 1	
October 15	
November 5	
November 19	
December 3	
December 17	
January 14	
January 23 (Sat)	School Committee Budget Saturday – 9 am – 2 pm
February 4	
February 11	Open Budget Hearing-required by law
March 3	
March 17	
April 28	
May 19	
June 9	
June 23	

Note: Acton Town Meeting begins April X. Boxborough Town Meeting begins May X.
Voted 6/11/15 <http://www.abschools.org/school-committee>

Acton-Boxborough Regional School District
SCHOOLS OPEN

****Note changes in Elementary Schedules**

Wednesday, September 2, 2015*

** With the exception of*

8th, 10th, 11th, & 12th graders, who start on Thursday, September 3, 2015

HIGH SCHOOL 7:23 a.m. - 2:18 p.m.

JUNIOR HIGH 7:30 a.m. - 2:06 p.m.

=====

CONANT, McCARTHY-TOWNE, MERRIAM

All-Day K and Grades 1-6

8:40 a.m. - 2:50 p.m

(1st & 3rd Thursdays 12:20 p.m. dismissal)

Kindergarten

AM Session - 8:40 a.m. - 11:20 a.m.

PM Session - 12:10 p.m. - 2:50 p.m.

(No PM Sessions on 1st & 3rd Thursdays each month)

BLANCHARD, DOUGLAS & GATES

All-Day K and Grades 1-6

9:20-a.m. - 3:30 p.m

(1ST & 3RD Thursdays - 1:00 p.m. dismissal)

Kindergarten

AM Session - 9:20 a.m. - 12 noon

F(Thursday Schedule 9:20 a.m. - 1:00 p.m.)

PM Session - 12:50 p.m. - 3:30 p.m.

(No PM session on 1st & 3rd Thursdays each month)

=====

Elementary School Lunch Price: \$2.75

Junior High/High School Price: \$2.75

Lunch, includes fruit, vegetable, milk

Milk only: \$.50

Please refer to the link below for Prepayment options

<http://www.abschools.org/departments/food-services/lunch-menus>

=====

*****Direct Phone Numbers *****

Blanchard: (978) 263-4569 Conant: 978-266-2550

Douglas: 978-266-2560 Gates: 978-266-2570

All other schools: 978-264-4700

Open House Dates - Fall 2015 5/15/15

Blanchard

September 15

6:30-8:00 PM - Grades PreK - 3

September 29

6:30-8:00 PM - Grades 4 - 6

Conant

September 15

7:00-8:00 pm - Grades 4 - 6

September 16

7:00-8:00 pm - Grades K - 3

Douglas

September 8

6:00-6:45pm - Grades 3 & 4

7:00-7:45pm - Grades 5 & 6

September 15

6:00-6:45pm - All Kindergartens

7:00-7:45pm - Grades 1& 2

Gates

September 29

6:00-6:45pm - AMK & Grade 6

7:00-7:45pm - Grades 1 & 5

September 30

6:00-6:45pm - Grades 2 & 4

7:00-7:45pm - PMK, ADK & Grade 3

McCarthy-Towne

September 16

6:00pm

Merriam

September 29

6:00pm - Kindergarten

7:00pm - Grades 1 - 6

Junior High

September 24 at 7:00 pm

High School

October 8 at 6:50 pm

2015 Fall Coaches

Jessica Sand	Cheerleading	4	Head Cheer
Jenny Sloan	JV Cheerleading	4	Asst. Cheer
Lisa Owens	Cross Country	4	Head Girls XC
Josh Mishrickey	Cross Country	4	Head Boys XC
Mae Shoemaker	Varsity Field Hockey	4	Head FH
Emily Cunningham	JV Field Hockey	4	Asst. FH
Mary Mathews	Freshman Field Hockey	4	Asst. FH
Bill Maver	Varsity Football	4	Head Football
Brian Maver	Asst. Football	4	Asst. Football
John Flannery	Asst. Football	4	Asst. Football
Tim Bassett	Asst. Football Coach	4	Asst. Football
Mike Tobin	Freshman Football	4	Asst. Football
John Carco	Golf	4	Head Golf
Elizabeth Muff	JHS X-Country	4	JHSXC
Julie Donovan	Asst. JHS X-Country	4	JHS Asst. XC
Deb Rimpus	Asst. JHS X-Country	4	JHS Asst. XC
Maura Champigny	7th Grade Field Hockey	4	JHS Asst
Eileen Flannery	8th Grade Field Hockey	4	JHS Asst
Will Edmonds	JH Boys Soccer	3	Head Coach
Jon Duclos	JH Grade Girls Soccer	4	JHS Soccer
David Baumritter	Varsity Boys Soccer	4	Var. Soccer
Kirk Marshall	Freshman Boys Soccer	4	Asst. Soccer
Tony Ammendolia	JV Boys Soccer	4	Asst. Soccer
Lee Billiard	Varsity Girls Soccer	4	Head Soccer
Kristi Stewart	JV Girls Soccer	4	JHS Asst. Soc
Tom Sandock	Freshman Girls Soccer	4	Asst. Soccer
Jeff Johnson	Girls Swim	4	Head Swim
Amanda Sullivan	Asst. Swim Coach	4	Asst. Swim
Kristi Picolli	.8 Diving Coach	4	Asst. Swim
Darren Gwin	Volleyball	4	Head Volleyball
Sam McHale	Asst. Volleyball	4	Asst. Volleyball