

**BLANCHARD MEMORIAL
SCHOOL**

STUDENT HANDBOOK



BOXBOROUGH

2009 – 2010

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NOTES

BLANCHARD MEMORIAL SCHOOL
493 Massachusetts Avenue
Boxborough, Massachusetts 01719

Web Page: <http://www.boxboroughschool.org>
School Telephone: 978-263-4569
School Fax: 978-263-0477
Safe Arrival: 978-264-4293

Dear Parent(s)/Guardian(s),

On behalf of the Boxborough School Committee, leadership team, faculty and staff, we are pleased to greet you and welcome you to the Blanchard Memorial School. The Boxborough School District is committed to providing its students and community with exceptional educational experiences and programs. Blanchard Memorial School's high expectations and standards, coupled with its challenging curriculum and expert educators provide all of our students with outstanding learning opportunities. The intellectual, social, emotional and physical development of our students is our primary purpose. We know that our success is partly dependent on the partnership of parents/guardians and community with our school, and we invite your active participation through volunteer work and collaboration with staff in promoting student learning.

As you read the handbook, it will provide you and your family with procedures and policies that have been developed to assist in maintaining a safe and welcoming learning environment. Please use this handbook as a reference, but do not hesitate to call the school anytime you have questions regarding specific issues or procedures related to your child's educational experiences at Blanchard Memorial School.

We pledge to you the concerted efforts of our School Committee, leadership team, faculty and staff to maintain the welfare and progress of all our students as the central focus of all we do.

Sincerely,

Dr. Curtis Bates
Superintendent/Curriculum Director

Maryellen Driscoll
Principal

2009-2010 School Committee		
<u>Member</u>	<u>Seat</u> <u>Expires</u>	<u>Term</u>
Maria Neyland, Chair	Local/Regional	2011
Dr. Scott Lukas, V. Chair	Local	2010
Mary Brolin, Clerk	Local	2012
Brigid Bieber	Local/Regional	2012
Bruce Sabot	Local/Regional	2010

Email correspondence to School Committee at:
schoolcommittee@boxboroughschool.org

HISTORY

At the start, the public schools of Boxborough were one-room schoolhouses situated on four sites in town. In 1949, Blanchard Memorial School was built as a gift from Arthur F. Blanchard, a direct descendant of Calvin Blanchard, the brother of Boxborough's Minuteman Luther Blanchard. The property for the school was donated by the Boxborough Grange. As the town grew, so did Blanchard Memorial School with wings added on in 1959, 1967 and 1975. A complete renovation and expansion of the facility was completed in January 1997. Blanchard Memorial School now is a 75,000 sq. ft. facility, containing over 40 rooms. Schoolhouse #2 is still maintained in its original form and is visited by students as part of an annual tradition.

The Blanchard family founded trust accounts. The philanthropies include Blanchard Scholarships awarded to selected recipients when they enter college.

MISSION STATEMENT

The Blanchard Memorial School strives to provide an educational environment where children are challenged to grow academically, emotionally, physically and socially. It is the endeavor of the school to nurture and respect each individual such that enrichment is achieved through the discovery of positive aspects within the pupil and throughout society. The goal is to provide each child with the values, knowledge, decisiveness and skills needed to achieve full potential in a technologically advanced world.

VISION STATEMENT

I. Leadership

The Blanchard Memorial School recognizes the importance of a talented leadership team that embodies the qualities necessary to administer a truly effective school. These qualities include the ability to:

- Publicly promote community support for our school by communicating the significance of our mission, vision, values, and yearly goals.
- Provide meaningful feedback in our evaluation and supervision system.
- Provide curriculum leadership in the forms of expertise and collaboration.
- Actively solve problems involving members of the Blanchard Learning Community.

II. Staff

The Blanchard Memorial School recognizes that the quality of the staff directly correlates to the superior status of the school. The faculty will exhibit exemplary performance in the stated standards areas of teaching which include:

- Knowledge of subject matter
- Instructional effectiveness
- Clarity of communication
- Responsiveness to all learners
- Effective use of evaluative procedures
- Community and organizational commitment

III. Curriculum and Instruction

The Blanchard Memorial School provides a diverse and balanced curriculum. This curriculum includes a core that specifies the knowledge and skills that all students are to attain. Blanchard designs its curriculum and instruction to enable all students to acquire these outcomes:

- Curriculum and instruction are guided by specific, clearly stated, challenging goals for each grade level and course as defined by the Massachusetts Curriculum Frameworks.
- The academic progress of each student is closely monitored, and support is provided for those who require additional assistance.
- Systematic processes of analysis, goal setting, and implementation are in place to demonstrate Blanchard's commitment to continuous improvement.

IV. School Climate

The Blanchard Memorial School believes that an exemplary school exhibits Support, Teamwork, a positive Attitude, personal Responsibility & mutual Respect (STARR) behaviors of all members of our learning community. All members of the community will model and expect STARR program behavior in all aspects of our educational program. Affective education using Second Step program materials, where appropriate, is covered in classrooms.

V. Community Support

The Blanchard Memorial School operates on the premise that home and school form an intrinsic bond that produces the necessary supportive atmosphere for school success. Parents and community members must feel sincerely welcomed into our educational family. Teachers feel that it is only with strong family and community support that educators can be truly successful. The exemplary school must be seen as a valuable community resource that provides unique learning space and experimental risk-taking opportunities for young and mature alike. Our doors remain open to all in Boxborough.

CORE VALUES

1. Blanchard values a safe and caring community.

For Blanchard, this means:

- Students feel safe on school property.
- Administration and town safety officers review safety plans yearly.
- All community members honor Support, Teamwork, Attitude, Respect, Responsibility (STARR) guidelines.
- The school handbook outlines school behavior guidelines.
- Affective education classes are offered in our classrooms.
- Blanchard encourages supportive and caring behaviors.
- Blanchard encourages community service projects.
- Blanchard encourages cross grade student relationships/experiences.
- Parents feel welcome to actively participate in the Blanchard community.

2. Blanchard values an active learning environment where all community members can learn and succeed.

For Blanchard, this means:

- Teachers are invested in professional development opportunities.
- Blanchard's staff is invested in student achievement in all areas; social, emotional, cognitive, and physical.

- Blanchard teachers believe that all students can learn and succeed.
- Administration provides many and varied opportunities for teachers to be life long learners.
- Collegiality is valued at Blanchard.
- Academic risk-taking is a valued behavior supported by students and staff.

3. Blanchard values high expectations.

For Blanchard, this means:

- Students are challenged to meet high, but attainable, individual goals.
- Students are expected to work collaboratively and independently.
- Curriculum expectations are clearly articulated for parents and students.
- Teachers and parents work together as a team focused on students' best interests.
- Curriculum updating and review efforts are ongoing yearly.
- The school budget supports renewal and replacement needs for the curriculum.

DISTRICT CURRICULUM ACCOMMODATION PLAN (DCAP)

The Massachusetts Department of Education requires each school district to develop a District Curriculum Accommodation Plan (DCAP). The intent of this plan is to assist school leaders in planning and providing a general education program that is able to accommodate students' diverse learning needs. The DCAP for Blanchard Memorial School is available for review through the school office and/or on Blanchard's web page at <http://www.boxboroughschool.org>

2009-2010 SCHOOL GOALS

Introduction

The 2008-2009 School Council recommends four goals in the area of Learning Environment for the 2009-2010 school year. These goals are the result of needs perceived within the staff and administration and from the School Council itself.

In the area of Learning Environment, the goals will focus on improving instruction to increase student learning. First, the Council recommends support for continuation of the new Houghton-Mifflin English Language Arts reading program which was implemented in 2008-2009. Second, the Council will support the continuation and better understanding of our English Language Learners (ELL) program in 2009-2010. Third, the Council supports the goal to continue to improve instruction through the use of technology. Finally, in this area, the Council will support the implementation of Response to Intervention (RtI) program.

DISCRIMINATION AND HARASSMENT

The Boxborough School District is committed to equal employment and educational opportunity for all employees, applicants and students, without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, or homelessness. The District is also committed to maintain a work and school environment free of discriminatory action or harassment based on race, color, religion, sex, national origin, age, sexual orientation, disability, or homelessness. The Boxborough School District expects all employees, students, and other members of the school community to conduct themselves in a respectful and appropriate manner.

Because the School District takes allegations of discriminatory actions or harassment seriously, it will respond promptly to such complaints, conduct a full investigation, act promptly to eliminate such conduct, and, if necessary, impose corrective or disciplinary action. Any employee, student, or other member of the school community found to have engaged in harassment shall be subject to sanctions, including, but not limited to warning, suspension, expulsion/termination, subject to applicable procedural requirements.

Concerns related to discrimination or harassment may be brought at any time, to the attention of the following administrators:

- Maryellen Driscoll, Principal
- Dr. Sandra Daigneault, Title IX Coordinator (issues related to sexual harassment, sex discrimination)
- Dr. Curtis Bates, Affirmative Action Officer
- Dr. Sandra Daigneault, Title II Coordinator (issues related to discrimination based on disability)

Further information regarding the District's Harassment/Discrimination Policy may be requested from the Superintendent/Curriculum Director's office. This policy statement includes grievance procedures for the victim's filing of and the District's acceptance, investigation, and resolution of complaints.

“NEED TO KNOW” ITEMS

AUTHORIZED PICK-UP FORMS (GREEN CARDS)

At the beginning of each school year, forms will be sent home to parents/guardians to list the names of adults who are authorized to pick up their children from school. Children will not be dismissed to anyone other than those listed. Parents may come to the office to update this list anytime during the school year. Telephone requests for changes in dismissal will not be accommodated, unless the person delegated to pick up the student is on the authorized pick-up list.

CLOSINGS AND DELAYED OPENINGS

In cases of closings or delayed openings due to inclement weather or other emergency, the school will notify the following stations before 6:30 a.m.: WRKO AM/680 (radio) and WBZ AM/1030 (radio), TV Channels 4, 5, 7 and FOX25 and WBZ1030.com and WBZ4.com websites. Look and listen for **BOXBOROUGH**, not Acton-Boxborough. The school will also notify families by Connect-ED.

Delayed openings are for 60 minutes, unless otherwise noted. Dismissal time, as well as other activities, will continue as usual. Students attending half-day kindergarten will not be expected to come to class. but there will be no change for full-day kindergarten hours. ALL before-school activities are canceled in the event of a delayed opening.

CONNECT-ED SERVICE

Connect-ED® is a service that enables school administrators to record personalized voice messages to students, parents, and staff within minutes. A call will be placed to your residence by the

administration if/when school closings and delayed openings occur and for any important notices necessary to keep parents/guardians informed.

DISMISSAL PROCEDURE

Any changes in a student's normal dismissal procedure must be communicated to the school by the parent/guardian. "School Note" (orange notes) forms are provided by the school for your convenience and extra copies are available throughout the school year from classroom teachers and/or the school office. When children are not traveling home on their regular bus (e.g., being picked up by parent, staying for an after-school activity, etc.), families **must send in a completed "School Note" form.** Telephone calls to change a child's dismissal plans **will not be accepted,** unless the parent/guardian or an adult listed on the "Authorized Pick Up" (green card) list sent home in September is picking up the child. If an unexpected emergency occurs, you must contact the main office. Prior to 2:45 p.m., parents/guardians must report to the office to dismiss and sign out students. Any student dismissed up until 2:55 p.m. will be marked dismissed and noted on the student's report card. After 2:45 p.m., students will be dismissed through the library. These procedures have been initiated for the safety and security of our students.

Try to refrain from dismissing your child between 2:30-3:00 p.m., especially without having sent in an Orange Note, unless your child has a scheduled doctor's appointment or other specific appointment. Please keep in mind that every child who leaves the classroom 15-30 minutes early is missing something, most often assignments at the end of the day. Furthermore, it means that the teacher is interrupted by having the classroom phone ring.

DROP-OFF PROCEDURE

Children arriving by private transportation will be dropped off at the school's front driveway loop. Please drive up to the posted drop-off sign at the far end of the driveway loop. Keep the traffic flowing by not lingering in the driveway loop **for any reason.** Drop off traffic backs up remarkably quickly, creating a dangerous and frustrating situation. If your child(ren) is in the Integrated Preschool Program, the drop off location is located in the back of the school. Please yield to buses entering the driveway. If buses are blocked, students cannot be released into the building.

EXCUSED ABSENCE, TARDINESS

In addition to calling Safe Arrival, a written/dated note must be sent to explain the reason for absence or tardiness. Tardy children must report to the office to record their presence and receive a "tardy pass." **Children who arrive after 8:45 a.m. will be considered tardy.**

LOST AND FOUND

A lost and found box is located outside the cafeteria. Belongings should be labeled with the student's name. All unclaimed items are donated to charity twice a year (December and June).

LUNCH AND RECESS

Students may bring their own lunches or select from a daily choice of lunch entrees for \$2.00. The 40-minute lunch and recess period is supervised by cafeteria aides. Menus are distributed monthly and are published in **The Beacon** and on the school's website. An additional daily 15-minute recess is scheduled and supervised by the faculty for grades 1-4. With few exceptions (rain, wind chill of less than 20°F, etc.), recess is outdoors.

MEDICINES

In accordance with State policy, *prescription and over-the-counter medications may not be transported on the school bus.* All medications must be in original containers and are to be brought to the Health Office by an adult. Children requiring medication during school hours **must** have written doctor's orders **in addition** to a letter from a parent.

SAFE ARRIVAL PROGRAM

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.

SCHOOL/HOME COMMUNICATIONS

It is inevitable that some parents will encounter concerns, issues, or questions that need to be resolved by Blanchard faculty or staff. It will be helpful for the Blanchard Community to review this communication map.

Bus Issues

Bus discipline problems: Maryellen Driscoll (X699)

Bus routing issues: Kathy Bower (X201)

Classroom Issues

Always initiate discussion of concerns with the classroom teacher or specialist (art, library, music, physical education). If you feel that the issue has not been resolved, please share your concerns with Maryellen Driscoll, Principal at extension 699.

General Education or Special Education Paraprofessional

Contact supervising teacher.

Curriculum

Dr. Curtis Bates (X696)

Extended Day Program

Maribeth Higgins, Director (X136)

Facility Use/Scheduling

Request for use of space/scheduling/use problems: Corinne DiPietro (X100)

General/Procedural Questions

Corinne DiPietro (X100)

Health/Medical Concerns

Katherine Daniel (X203), School Nurse

Music Program

Margaret Callaghan (X244), Music/Chorus or Chris Baird (X244), Band Director

PTF Questions

PTF President, Paula Grieco (978-266-9561)

Recess/Cafeteria Issues

Maryellen Driscoll (X699)

Social/Emotional Issues

Gail Walsh (X135), Guidance Counselor

Christine Garcia (X230), School Psychologist

Special Education and Section 504

Initial communication should be with the special educator involved. Unresolved issues should be brought to the attention of Dr. Sandra Daigneault (X205), Director of Pupil Services.

Technology Program

Anthony Tomah (X241), Communication & Information Technology Director
Betsy Peterson (X161), Instructional Technology Specialist

Violations of Federal Laws, Title IX: Harassment and Discrimination

Dr. Sandra Daigneault (X205)

Volunteer Program

Volunteer Coordinators, Mary Halvey-Dove (978-264-2091), and Deb Lundquist (978-263-4308).

The staff at Blanchard is ready to address and help resolve all issues that arise in the school day. As we continue to grow and expand, it is obviously necessary to delegate decision-making responsibilities to those most directly connected to the issue. Voice mail and email are the most direct and efficient means of contact. The email address for all Blanchard faculty is as follows: First initial followed by last name@boxboroughschool.org. For example, the email address for Dr. Curtis Bates is cbates@boxboroughschool.org.

SCHOOL HOURS

School is in session from 8:45 a.m. to 3:00 p.m. Children should not arrive at school before 8:30 a.m. Adult supervision will not be available before that time. Students will be marked tardy if they arrive after 8:45 a.m.

Kindergartners attending the morning half-day session will be dismissed at 11:30 a.m. On early release days, they will be dismissed at 12:00 p.m.

When possible for buses to do so, kindergarten students are picked up and dropped off at their residence. Unless accompanied by an older sibling, kindergarten students must be met at their bus stop by an authorized adult. If no one is present to meet them, the children will remain on the bus and will be returned to the school at the completion of the bus route.

It is vital that the school be informed if the stop where your kindergarten child will board the bus is different from your residence.

Teachers and administrators schedule an *early release afternoon once per month* for the purpose of professional development and team planning. These afternoons are usually the first Thursday of the month. In addition, two full days of professional development are scheduled annually for the staff. Please refer to the school calendar. *(Please note that all students, including half-day kindergarten, are dismissed at 12:00 p.m. on early release days.)*

VISITORS/PARKING

All doors are locked at the beginning of the school day. All visitors must buzz in and register at the office. Please sign in the Visitors' Log and wear a "Visitor" badge while in the building. Visitors not wearing badges will be challenged and required to check in at the school office. Do not park in the emergency vehicle, "Drop-Off Loop" at the entrance.

ARE YOU NEW TO THE SCHOOL?

ENTRANCE AGE AND ADMISSION

Kindergartners must be five years old on or before September 1 of the year of entrance. There are no provisions for early admission. Similarly, a child entering grade 1 must have successfully completed a kindergarten program or be six years old on or before September 1.

To register at Blanchard Memorial School, parents must present proof of residency and an immunization record as required by the State, unless the child is exempt for medical or religious reasons. Kindergarten registrants must submit a birth certificate, a physical examination conducted within one year and a certificate for lead screening. Transfer students must provide an up-to-date school health record.

KINDERGARTEN ORIENTATION/SCREENING

Each spring, a kindergarten orientation meeting provides an overview of the kindergarten curriculum as given by the teachers. Kindergarten Screening, which is mandatory for early detection of specific learning needs, is discussed by the Director of Pupil Services. Screening must be completed no later than October 31. Parents are informed of the results of the screening. All children of appropriate age and residence are accepted into kindergarten. An introductory school bus ride is offered to incoming kindergarten students early in June.

FAMILY OPEN HOUSE/CURRICULUM NIGHT

An Open House/Curriculum Night is held in early fall at which parents may view classrooms and briefly greet teachers.

PARENT/TEACHER CONFERENCES

Parent teacher conferences will be held in the fall and spring. Conferences will be held at times mutually agreed upon by the teacher(s) involved and the parent(s)/guardian(s) of each student. These times may include before school, after school and evening appointments as necessary. All parents are asked to schedule a fall conference with their child's teacher. Teachers will schedule a spring conference. Additional meetings may be scheduled when appropriate. Report cards are issued three times per year.

PARENT INVOLVEMENT

PARENTS, TEACHERS AND FRIENDS ORGANIZATION (PTF)

As a parent of a child attending Blanchard Memorial School, YOU are a member of the PTF. The PTF offers each parent the opportunity to meet new people and work together to enhance the educational experience at the school. Your participation is welcomed and will surely enhance communications between home and school. Although, there are no annual dues, PTF programs are solely supported by contributions from parents and community members and fundraising activities.

The PTF sponsors enrichment programs and continually votes to distribute funds towards teacher professional development, parent education, technology, library resources and social events. Continued successful fundraising is vital to insure the quality educational environment that the school offers. Volunteers run all PTF functions. Watch for general meeting announcements in the Blanchard Bits, the school's monthly newsletter.

2009-2010 BOARD OF DIRECTORS

President	Paula Grieco-Page
Vice President	Jennifer Campbell
Recording Secretary	Wendy White
Corresponding Secretary	Cathy Winsor
Treasurer	Liz McHutcheon

PARENT VOLUNTEER PROGRAM

Blanchard Memorial School has an extremely strong Parent Volunteer organization at every grade level, including kindergarten. The Parent Volunteer coordinators set the program in place at the beginning of each school year. Working closely with each teacher, the Parent Volunteer coordinators arrange regular parent academic help in the classroom and special areas such as the library, art room, health office, etc. Parents may volunteer before, during, and after school. Typical areas of classroom assistance include academic support in math, science, social studies, reading, and writing through tutoring and/or enrichment with small groups or individuals, clerical help both from home and at school, book orders, and material creation.

Room Parents

The Parent Volunteer coordinators also organize the room parent placement for each class, again working closely with each individual teacher. Room parents at Blanchard act as volunteer coordinators within the classroom. They will contact parents about helping with various classroom activities such as field trips, unit activities, parties, and class plays. Room parents meet regularly with their teacher about class plans, units, needs, and can assist with a class newsletter.

Volunteer Program Procedure

Volunteer program sign-up forms are sent home the first week of school. Teachers receive a "Request for Volunteer" form also during the first week of school. Within a couple of weeks, all forms are collected and the Parent Volunteer coordinators match the teacher's requests with their class parent availability and contact all parents to set up a volunteer schedule for each classroom. It's a big job, but it is completed in October, and the results are extraordinary!

The Parent Volunteer coordinators are available all year long to fill additional requests and to troubleshoot any problems that may arise. They also hold room parent meetings several times a year to orientate new volunteers and to share ideas. The Parent Volunteer coordinators can be called at home or contacted through their mailbox in the main office.

Most parents at Blanchard want to help and expect to be called. This program is a marvelous resource and helps each teacher enormously. The program is flexible enough to accommodate each grade level's different requirements and each teacher's personal style.

SCHOOL COUNCIL

The Council is comprised of faculty and parent representatives with other appointed members of the community who work with the Principal. The Council reviews the annual school budget and formulates school improvement plans. The School Council was established pursuant to Massachusetts General Laws, chapter 71, section 59c of section 53.

2009-2010 School Council

		Term Expires
Maryellen Driscoll	Principal	
Sharon Burke	Parent	2009 (2-year term)
TBD	Parent	2012 (3-year term)
Sarah Briones	Parent	2010 (2-year term)
Eileen Kassower	Parent	2011 (3-year term)
Maribeth Higgins	Faculty	2010 (2-year term)
Erin Whyte	Faculty	2012 (3-year term)
Patricia Harrison	Faculty	2011 (2-year term)
Shelley Lawson	Community	Appointed
John Fallon	Community	Appointed
(TBD)	Town Board	Appointed

SPECIAL EDUCATION PARENT ADVISORY COUNCIL

Each district is mandated to have a Special Education Parent Advisory Council (PAC). A PAC is a group of parents/guardians and any interested parties who meet on a regular basis to collaborate with the school district on matters related to students with disabilities. Boxborough community members may participate in the Boxborough Special Education PAC focused on Boxborough's PK-6 population and/or the Acton/Boxborough Special Education PAC focused on Acton and Acton-Boxborough's PK- age 22 population.

WELLNESS COMMITTEE

The Boxborough School District established a Health Advisory Council with the primary function of overseeing the implementation of the Wellness Policy. The Food Service Director will be responsible for all the Nutrition Standards.

STUDENT ACTIVITIES

ART, MUSIC, PHYSICAL EDUCATION

All students are provided art and music instruction once a week and physical education twice a week.

BAND

Students from grades 4, 5, and 6 are provided with opportunities to learn various musical instruments. After an initial demonstration in September, students may choose an instrument. Each student takes one private lesson per week. Parents pay for the lessons that are given after school on school grounds. Students may use instruments that they own or they may use rental/purchase plans recommended by the band director. Some instruments owned by the school are available at no charge. Ensemble band rehearsals are held one or two days per week, beginning one hour after school. The bands are divided into several levels, such as beginning band, advanced band, and jazz band. The band presents several public performances each year.

The Blanchard Band Parents Organization (BBPO) is open to parents of all band students. The BBPO raises funds for scholarships, lessons, instruments and repairs.

CHORUS

Students in grades 4, 5 and 6 may participate in this program which develops awareness of the expressive qualities of music. Choral skills include phrasing, dynamics, articulation, intonation and

balance. Chorus meets twice a week before school and vocal ensemble meets once a week after school. Several performances are scheduled throughout the year.

ENSEMBLES

Instrumental and vocal students also have the opportunity to participate in various small ensembles offered throughout the year. The music staff organizes these ensembles, such as a brass group, percussion ensemble, saxophone ensemble, vocal recital series, and a string ensemble based on student interest. These smaller groups often perform at band and chorus concerts and community venues.

EXTENDED DAY PROGRAM

This program, administered by the Blanchard Memorial School, provides supervised exercise, play and study before school from 7:00 a.m. and after school until 6:00 p.m. for grades K-6. Extended Day is in session in accordance with the school calendar. The staff includes a director and teachers with their high school assistants who provide a safe, creative and supportive environment. Parents pay for Extended Day. A nutritious snack is provided daily.

FIELD TRIPS

In order for students to participate in class field trips, parents return signed permission slips. Parents are notified in advance of the arrangements and cost. Teachers and parent volunteers supervise the trips. If the cost of the field trip creates a financial hardship, please inform your child's teacher.

LIBRARY

The school library provides a variety of books, computer access and audiovisual materials designed to be curriculum relevant and to enhance classroom thematic units. The collection also supports a range of reading levels and appeals to a variety of student interests. Students visit the library for 45-minute instruction once a week for book exchange and for lessons that integrate information literacy and technology standards with curriculum. Library visits are also designed to nurture a love of literature and promote reading for literacy and personal enjoyment.

A certified librarian is available from 8:45 to 3:00 p.m. each day to assist students in choosing books, doing research work, and learning library skills. Parent volunteers assist in the library to help maintain a well-run facility.

HEALTH & SAFETY

Blanchard Memorial School recognizes that education and health are closely linked. The school setting offers unique opportunities for children to learn healthy behaviors through education and to receive easily accessible health services. The School Health Office serves as a center for a comprehensive health program providing health assessment, health promotion, health education, first aid, population-based health screening and referral for students and staff. The school nurse coordinates these services, provides health counseling, and carries out medical treatments considered necessary in order that students with special health care needs can be educated with their peers. The nurse is responsible for communicating with students, families, and teaching staff so that students' health needs can be met with the least possible disruption to the educational process.

You are welcome to speak to the nurse by telephone or in person any time you have a question about a health-related concern or need to communicate new health information to the school. Input from students' parents is vital to maintaining an atmosphere that supports and promotes health so that students can make the most of the education available to them.

In order for the School Health Office to function well, it is important for families to be aware of the following information:

COMMUNICABLE DISEASE

The school environment is an excellent medium for the spread of illness. If you know or suspect your child is ill, keep your child at home.

When do you keep your child home?

Obviously, fever (100 degrees and above), vomiting, diarrhea, or any contagious or potentially contagious conditions are reasons to keep your child at home. Otherwise, parents need to be the best judge of those indicators which would have a negative impact on your child's (or other children's) learning for the day.

When is it appropriate for a child to return to school following illness?

- 24 hours of antibiotic therapy for strep throat, conjunctivitis, or other contagious bacterial conditions.
- 24 hours without fever (many children with a nighttime fever will not manifest it the next morning, yet will be quite ill in the early afternoon).
- Once your child is able to resume a normal diet without nausea, vomiting, or diarrhea.
- After all chicken pox lesions have crusted over (may take 7 days).

CRISIS MANAGEMENT PLAN

This plan is offered to provide a general framework of procedures and administrative structures to be used in the event of a crisis that involves the Blanchard Memorial School. Through the designation of individuals charged with particular responsibilities, and by providing appropriate contact resources and appropriate procedures for generic types of crises, it is expected that this document will prove to be of crucial assistance, particularly in the initial stages of managing a crisis. Below are some *questions and answers* consistent with Blanchard Memorial School's Crisis Management Policy.

What are some of the emergencies for which this plan was prepared?

- Lost child
- Fire
- Sudden injury or illness
- Suicide (student or staff member)
- Criminal activity (hostage situation, kidnapping, intruder...)
- Utility failure
- Hazardous materials
- Bomb scare

What is a crisis?

Some institutions define crisis as "any event that is out of the ordinary." Broadly defined, a crisis could be an accident, natural disaster, medical emergency, disease, crime, scandal, death, or administrative or governance problem during an activity or event sanctioned by the school.

In a crisis, who is the school spokesperson?

We ask that you refer all inquiries from students, staff, and parents to the Superintendent/Curriculum Director, or his/her designee. In order to assure that crisis communication occurs in a clear and coordinated fashion, the school's CMT will be responsible for disseminating accurate information about the situation.

What is the internal communications plan?

The Superintendent/Curriculum Director and/or various members of the CMT will keep the staff abreast of pertinent information. This may include Email, announcements, faculty meetings, hard copy mail or individual or small group meetings, as appropriate.

What is the external communications plan?

The Superintendent/Curriculum Director's office will contact the following individuals or groups, as appropriate:

- The School Committee
- School Staff
- Parents
- Parents, Teachers and Friends Association (PTF)
- Boxborough Municipal Offices - Police and/or Fire Departments
- Media

How will parents be informed?

The Superintendent/Curriculum Director, in conjunction with the school's CMT, will decide the best format to communicate with parents. This will take place via a letter to the entire school community, telephone calls via ConnectEd, EMail posting or any method that will facilitate the most effective method determined by the need of the individual event.

What is the evacuation plan?

In the event that students and staff need to be evacuated from buildings, they will follow the normal fire drill unless otherwise directed.

How will transportation, traffic and parental pick-ups be facilitated in the event of an early emergency dismissal or evacuation from the campus?

The Superintendent/Curriculum Director, with the help of the CMT, will coordinate the evacuation and parental pick-up plan. This will include:

- Early bus pickup and delivery to a designated site, when appropriate.
- Sign-out procedures consistent with the daily release of students not taking their regular bus ride home.
- Supervision of students in a place and in a manner consistent with past practice, but this may be off campus. Ideally, students are under the supervision of their homeroom teachers, and teachers are under the supervision of the administrative staff.

If the school needs to be searched, who will coordinate this effort?

The Superintendent/Curriculum Director or designee will assist the Police and/or Fire Departments in a coordinated search of the building and grounds. Maps and architectural drawings will be made available.

What are the school's post-incident procedures?

The following procedures may need to happen after the incident:

- The entire school staff may need to be briefed by the Superintendent/Curriculum Director or his/her designee.
- Counseling may be made available for students, parents and staff.
- A letter may need to be sent to all members of the school community.
- The option of a follow-up open meeting needs to be discussed.
- A debriefing meeting may need to be scheduled, inviting all agencies involved in the crisis event.

Who is responsible for various first aid issues?

The School Nurse and the school's consulting physician should coordinate all matters concerning health and first aid. These include the following:

- Direct service to individuals in need
- Access to student health records
- Access to emergency supplies
- Record keeping of injured students and staff

Note: When appropriate, and in emergency situations, the Boxborough EMT staff may be called upon, or any further support determined appropriate.

EMERGENCY INFORMATION FORMS

Emergency information forms are sent home at the beginning of each school year. We rely on these forms for up-to-date information regarding the special health needs of each child. Please keep us informed when work numbers change, and please be careful in selecting emergency contacts so that your child will be comfortable should we need to dismiss him/her to someone other than yourself.

HEAD LICE

Children found to have head lice will be dismissed home for treatment. If you are bringing your child back to school after treatment for head lice, he/she must be examined by the school nurse before rejoining the class.

IMMUNIZATIONS

Massachusetts regulations require that all students attending public school be immunized according to the most recent guidelines. The only exceptions allowed are for religious or medical reasons. Religious exemptions must be accompanied by a signed statement from a child's parents. Medical exemptions require a signed statement from a child's physician. Students will not be allowed to attend school if immunization requirements are not met.

LATEX

Blanchard School strives to be a latex-safe environment. To meet this goal, absolutely no latex balloons or koosh balls are permitted on school premises.

LIVE ANIMALS

In an effort to safeguard our student population, the School Committee recognizes the need to maintain a healthy, safe and secure facility for all persons entering school property. No animal in the care, custody or control of any person shall be permitted on school property, except those which qualify under the specific guidelines. These guidelines can be obtained at the main office.

MEDICATION

Prescription and over-the-counter medication can only be given if there is a written order from a child's health care provider and a signed request from a parent or guardian. All medication must be brought to school by an adult and given directly to the school nurse. Medication must be in a prescription bottle or, if over-the-counter, in the original container.

NO SMOKING IN SCHOOL BUILDINGS AND GROUNDS

Smoking presents health and safety hazards which can have serious consequences. Therefore, consistent with Massachusetts General Laws, Chapter 71, Section 37H, the use of any tobacco products within school buildings, school facilities, on school grounds or on school buses by any individual, including school personnel, shall be prohibited. The use of cigars, cigarettes, pipes and chewing tobacco is prohibited. This ban is in effect at all times and at all school events.

The school makes information available to personnel concerning smoking cessation programs. At each grade level, the Health Education curriculum includes lessons about the hazards of tobacco use. The school building and grounds are posted with signs indicating that smoking is prohibited.

REQUIRED ASBESTOS NOTIFICATION

The School has a copy of all asbestos conditions and management documents for parents, teachers and employees. These documents are available for review in the Office of the Business Administrator.

STUDENTS WITH LIFE-THREATENING ALLERGIES

The goal of this policy is to establish a safe environment at school for students with life threatening allergies. In order to minimize the incidence of life threatening allergic reactions, Blanchard School will maintain a school-wide emergency plan for addressing life threatening allergic reactions. In addition to this plan, an Individual Healthcare Plan (IHP) will be implemented for every student with a potentially life threatening allergy.

If it becomes clear that a student may have a life threatening allergy while supervising students or through communication with parents or guardians the school staff member needs to inform the school nurse. A few life threatening allergies are:

- Nuts, peanuts and other foods.
Blanchard School strives to be a nut-safe environment. To meet this goal, a “nut free” table is provided in the cafeteria on an as needed basis.
- Latex
Blanchard School strives to be a latex-safe environment. To meet this goal, absolutely no latex balloons or koosh balls are permitted on school premises.

STUDENT SUPPORT SERVICES

REGULAR EDUCATION – ADDITIONAL SERVICES

ENGLISH LANGUAGE SERVICES

The goal of the English Language programs is to enable English Language Learners to demonstrate successful academic performance across all the curricular areas and to function linguistically and culturally in the Boxborough Public Schools and in the mainstream of American society.

Students identified as English Language Learners (ELLs) receive direct instruction from a certified English as a Second Language (ESL) instructor for several hours a week. The amount of time each student receives this service is determined by the student’s needs and abilities. This instruction occurs outside their mainstream class. The program concentrates on the development of listening, speaking, reading, writing, and thinking skills. It integrates the teaching of language with content area instruction in the language arts, mathematics, science and social studies. In addition to assisting with academic needs, the ESL instructor maintains sensitivity and attention to cultural factors while helping English Language Learners establish meaningful relationships and adjust to new learning environments.

English Language Learners (ELLs) also receive instruction in their mainstream classes through the use of “sheltering” techniques. The core content teachers deliver instruction through Sheltered English Immersion (SEI) methodologies designed to make the instruction more comprehensible for ELLs. SEI is an approach to teaching that extends the time students have for receiving English language support while they learn content area subjects. In SEI, meaning is conveyed with the help of gestures, body language, visual aids, demonstrations and hand-on experiences. Other sheltering strategies include slow, natural speech, clear enunciation, short, simple sentences, repetition, paraphrasing, controlled vocabulary and idioms, and frequent comprehension checks. In addition to adjusting their speech, teachers scaffold instruction to aid student comprehension of content topics and objectives by adjusting their instructional tasks, and by providing appropriate background information and experiences. The ultimate goal is ELLs access to grade level content concepts and standards while they continue to improve their English language proficiency.

GUIDANCE COUNSELING

Counseling is available to students in the form of crisis intervention and individual or group counseling in support of educational goals. Support is available to parents seeking help from outside consultants involving agencies and therapists.

MATH AND READING SUPPORT PROGRAMS

The math and reading programs at Blanchard Memorial School are designed to meet the needs of all learners. Some children, however, benefit from small group instruction in or out of the classroom. The math and reading support programs, facilitated by certified teachers, provide strategies to help these children become independent learners. Many of the instructional activities are coordinated with classroom programs/schedules, particularly in the intermediate grades.

SPECIAL EDUCATION

The Special Education staff serves students from preschool to grade 6 who have learning challenges. Students may be referred for testing by parents, school officials, family physician, or other legally recognized caregivers. In addition to direct specialized instructional services to students, the following services are offered: kindergarten and pre-school screening; formal assessments of learning abilities and achievement for TEAM evaluations to determine eligibility for Special Education; development of Individualized Educational Programs; and consultation with parents, school staff and outside agencies.

CONCORD AREA SPECIAL EDUCATION COLLABORATIVE (CASE)

Blanchard Memorial School hosts a CASE Collaborative class. This class provides small group instruction for students in fourth, fifth, and sixth grades who have social-emotional needs. All students in this class have mainstreaming opportunities in general education classrooms. The class is staffed by a special educator, counselor, and aides on a full-time basis.

HOME INSTRUCTION

In the event that an extended absence becomes necessary because of illness or injury, the child's teacher should be notified immediately. The school will provide for a tutor to come to the home/hospital for a chronically ill child when tutoring is requested by the attending physician and when the absence is for more than fourteen days. Information may be obtained by calling the Special Education Office (X205).

INTEGRATED PRESCHOOL

The Integrated Preschool is a program designed to meet the needs of three and four year old children through developmentally appropriate practices. In this setting, children with and without special needs will learn, grow, and play together with instruction and facilitation by a special educator, aides, and therapists.

LEARNING CENTERS

The Learning Centers are a special education program designed to meet the needs of those children whose academic, specific learning and/or classroom behavioral needs must be addressed by certified special needs teachers. Services are delivered within the context of regular education as much as possible. Academic support and instruction are provided in coordination with regular classroom programs. The Learning Centers provide special education programs for students who require more intensive, individualized and separate educational instruction in one or more academic subjects. This instruction is addressed by certified special educators.

OCCUPATIONAL AND PHYSICAL THERAPY

Occupational and physical therapists provide one-to-one or small group therapy to students who have identified needs in the area of fine and/or gross motor skill development.

SCHOOL PSYCHOLOGIST

The school psychologist administers individual intelligence tests and other psychological assessments and provides individual or small group counseling to students with identified needs.

SPECIAL EDUCATION PARAPROFESSIONALS

Aides provide support in regular classrooms and learning centers to facilitate the learning, social and behavioral needs of children with special needs.

SPEECH AND LANGUAGE THERAPY

Certified, licensed speech language therapists provide direct individualized, small group, and classroom services to address the communication needs of students presenting articulation, voice, language, and/or fluency problems.

POLICIES AND PROCEDURES

BIRTHDAY CELEBRATIONS

In an effort to follow the Wellness Policy guidelines which were approved by the School Committee on 11/11/07, birthday celebrations, involving food, will be held monthly. Your child's room parent will coordinate with the classroom teacher as to the date and time for the monthly celebration. However, be assured, that each child's birthday will still be recognized on his/her individual day as it has been in the past. At Blanchard, we recognize that birthdays are important and we will continue to ensure that they remain special for each and every child.

CRIMINAL OFFENDER RECORD INFORMATION (CORI)

Chapter 385 of the Acts of 2002, Section 2 requires Blanchard to conduct criminal background checks on current and prospective employees and volunteers who may have direct and unmonitored contact with children.

The Superintendent/Curriculum Director or his/her designee will require appropriate staff and volunteers to complete and sign a CORI request form, maintain all returned confidential CORI in a secure file in the school office, conduct CORI checks before employment and service commence and conduct a CORI background check on any parent chaperone that accompanies Blanchard students on any school-related field trip.

CONSTITUTIONALLY-PROTECTED PRAYER

As part of the implementation of the No Child Left Behind Act of 2001, the Department of Education's Secretary of Education has issued guidance on constitutionally protected prayer in public elementary and secondary schools. The guidance clarifies the rights of students to pray in public schools. As stated in the guidance, "the First Amendment forbids religious activity that is sponsored by the government but protects religious activity that is initiated by private individuals, such as students." School officials may not "compel students to participate in prayer or other religious activities." Nor may teachers, school administrators and other school employees, when acting in their official capacities as representatives of the state, encourage or discourage prayer, or participate in such activities with students.

DRESS GUIDELINES

In order to create an environment conducive for student learning, the school expects students to dress appropriately for an educational setting. All students are expected to be clean and dressed in a manner that will not disturb or distract other students or teachers. When a particular appearance or dress is deemed to offend reasonable standards of health, safety, and morality, or be disruptive to the teaching/learning process, corrective measures will be taken. Improperly dressed students will have their parents/guardian contacted for a change of clothes to be brought to the school, or if parents/guardians are unavailable students will need to wear the extra clothing provided in the nurse's office.

Guidelines for proper dress include the following:

- **Clothing should be within the norms of good taste keeping in mind the age and physical development of the student.**
- Students should not wear any head coverings, except for religious purposes or special theme days, inside the building.
- All students must wear appropriate footwear at all times for health and safety reasons. Sneaker skates are not allowed.

Parents/guardians are advised that children need to be dressed to go outdoors at recess. Children will not be allowed to stay in from recess because of inadequate clothing. In winter, children are encouraged to bring in snow pants, hats, mittens and boots. Students who do not have boots or waterproof footwear will be restricted to the paved surfaces.

Although diversity is appreciated and the need for individual expression is respected, the safety and well being of all students and staff is of utmost importance.

ELECTRONIC DEVICES

Electronic hand-held toys and games are prohibited on the school buses and on school property. These toys/games are banned due to issues of classroom disruption, potential for isolating behavior, and damage or theft liability. These toys include, but are not limited to, the following: cell phones, laser pointers, iPods, MP3 players, pagers, etc.

HOMEWORK

Homework helps children learn to become responsible and independent. The faculty clearly expresses expectations for required homework. These expectations vary with grade level from ten minutes one day per week in kindergarten to sixty minutes four days a week, plus twenty minutes independent reading in grade 6. Students will need to manage their time. It is important for parents to guide their children towards efficient use of time such that they finish within a reasonable period. Parents are encouraged to help their children find a quiet place and an uninterrupted time to let them complete assignments independently. At the same time, a child's independence ought to be balanced with parental guidance that reinforces basic skills and objectives.

Homework Guidelines for Absences

The school recognizes that absence negatively affects academic progress; however, it also recognizes the need for some families to schedule business and family vacations during school. When a student accompanies the family on a trip, that student is responsible, upon return, for contacting teachers to discuss missed assignments and make-up procedures. It is neither beneficial nor realistic to re-create the entire school day and every missed assignment. A student's teachers will determine what studies missed during an absence need to be completed. The determination of make-up assignments will be made only upon the student's return to school. Teachers will not provide assignments prior to a planned absence.

Parents have a prerogative to keep children at home for illness and other reasons. Homework will not be provided for single-day absences. The school supports the position that a child kept home for a single day should rest and get well. Children that are kept home for more than one day will have homework provided by teachers with prioritized assignments and learning objectives. Teachers will inform students when missed assignments are due.

INTERNET

As an integral part of the educational process, computer and technology access are available to all teachers and students at the Blanchard Memorial School. Our goal in providing this resource to teachers and students is to strive for educational excellence by using technology to gain information and communicate with the outside world. The Internet is an electronic communications network that connects computer networks and organizational computer facilities around the world. Access to the Internet can provide students with boundless opportunities. Along with these opportunities, there are risks too.

The purpose of this policy is to inform you of acceptable ethical and legally appropriate use of computers and the Internet at the Blanchard Memorial School. The Blanchard network obtains Internet access via a T-1 line through an Internet provider that employs content filtering which meets CIPA (Children's Internet Protection Act) guidelines. As no filter is 100% effective we follow some other guidelines based on grade level. Students in third grade and younger never do Internet searches. They will be directed to a particular educational web page and may be allowed and encouraged to search that site, but not the whole Internet. Students in fourth grade and older

are given lists of good sites that they should use for their research and may do some teacher directed Internet searching.

The Boxborough School District supports and respects each family's right to decide whether or not to allow their child to utilize the Internet connections available in the school building. During the school day other resources will be provided for those students who are not allowed to use the Internet (i.e. encyclopedias, etc.). Parents and/or guardians of students are encouraged to provide guidance and support for their child in the proper use of the Internet both at home and at school.

All students must sign the Student Acceptable Use Policy every year. The Student Acceptable Use Policy must be reviewed and signed by both the parent/guardian and the student before a student is allowed to use the computers and access the Internet at school and will be distributed to students on the first day of school. All students will be given proper instruction on the use of the Internet as part of our educational program incorporating technology into our curriculum.

Students and teachers have access to such resources as:

1. Computers, printers and scanners.
2. Educational software.
3. Digital/video cameras.
4. Curriculum related activities on the World Wide Web.
5. Lists of Internet sites for research purposes.

Rules for Acceptable Use of the Computers and Other Technology Equipment

1. I understand that the use of the school technology resources is a privilege, not a right, and inappropriate use will result in loss of that privilege.
First offense: one week loss of privileges
Second offense: one month loss of privileges
Third offense: loss of privileges for the remainder of the school year.
2. I will follow the computer rules as explained to me by my teacher.
3. I will only use software that has been loaded on the computer by my teacher or the Blanchard Technology Department.
4. I will only open and use my own files. I will not alter or delete files that belong to someone else. And if I accidentally do this I will stop working immediately and tell a staff member so that those files can be recovered.
5. I will report problems with any technology equipment to my teacher right away.
6. I will not cause damage to any computers or peripheral technology equipment.
7. I will not change how any computer is set up (screen savers, desktop background, icons, or audio settings).
8. I understand that if I do not have permission to use the Internet, I am on the honor system to stay off the Internet. If caught on the Internet it will count as an offense.

Rules for Acceptable Use of the Internet

1. I understand that the use of the Internet is a privilege, not a right, and inappropriate use will result in loss of that privilege. First offense: one week loss of privileges, second offense: one month loss of privileges, third offense: loss of privileges for the remainder of the school year.
2. I will only use the Internet for school projects.
3. I will only access appropriate material, which is consistent with expressed educational goals.
4. I will not click on advertisements.
5. I will obey copyright laws when using materials obtained from the Internet. I will not copy material and say that I wrote it myself. I must identify where I got materials.
6. I will not download or save any material from the Internet unless instructed to do so by my teacher.
7. I will not use personal email, Instant Messaging, or Chat Rooms from any school computer.
8. I will NOT provide my name, phone number, or any other personal information (or anyone else's) over the Internet.

9. I will notify my teacher if I notice any suspicious or unusual activity while using the Internet. If a teacher tells me to leave a site I will do so immediately.
10. If I find myself at a site that is inappropriate for a school setting I will click the “back” button at the top of the window and notify the teacher immediately.
11. I will not use the Blanchard network to perform any act that may be construed as illegal or unethical.
12. I understand that the Boxborough School District is not responsible for the truth or the quality of information that I find on the Internet.

SCHOOL CEREMONIES AND RELIGIOUS HOLIDAY OBSERVANCES

The Boxborough School Committee recognizes the diverse nature of our growing community. Boxborough’s population is made up of different peoples whose heritage and culture vary greatly. The Blanchard community shares a commitment to respect individual religious beliefs. It is important that our school recognize and appreciate the pluralistic nature and ultimately the positive value of different people who make up a school’s unique culture.

Students’ observance of a religious holiday may have an impact on their preparing work for the next school day. Students will not be expected to complete daily homework assigned the evening before, or the day of the religious holiday. Assignments and tests should be made up in a time span that is reasonable to both students and teachers. Typically for every day of a religious holiday there should be an opportunity for at least one makeup day. In addition, teachers will not give tests, introduce major new concepts and/or applications, or plan field trips on the religious holiday itself, assuming that teachers have received reasonable notice regarding the date of the holiday. However, long-term assignments may be expected to be due the day before or the day after the religious holiday.

It is the responsibility of families to alert teachers regarding any religious holidays that will affect their children’s regular school program. On the morning of an absence, Safe Arrival (978-264-4293) must be notified.

STUDENT PLACEMENT

The student placement procedure occurs in the spring. Teachers who currently instruct your child will be compiling placement data that will be used by next year's teacher. Aspects such as testing results, learning style, successful teaching strategies, special interests, social interactions, etc. are all areas that will be addressed. Parents will not select their child's teacher. The student placement is the sole responsibility of the Principal.

A child's first and foremost teachers are his/her parents. If you have any relevant, compelling information which you feel is important to include in our placement procedure, please forward it to your child's teacher on a form that will be sent home in the spring. Information dealing with a child's special interests, for example, is valued information a parent might choose to share. If you, as a parent or guardian of a child, have information that would be helpful or adds an additional perspective on your child's learning style, please send the information to your child's teacher.

STUDENT DIRECTORY

Blanchard School generally discloses "directory information" without parental consent. Such information includes: school staff and extensions, student's name, address, and telephone number and class list. In the event a parent/guardian wishes the school not to release such directory information, the Superintendent/Curriculum Director must be notified in writing no later than October 1st of each school year. Medical data is not included in directory information.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations afford parents/guardians certain rights with respect to the student's education records. Parents/guardians can obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the Director of Pupil Services. Such rights include the following:

1. The right to access the student's education records. Parents/guardians should contact the Director of Pupil Services to make arrangements to view the records. Access is generally provided within ten days of a request. Specific procedures must be followed prior to release of records to a parent/guardian who does not have physical custody of a child. Information about these procedures can be obtained from the Director of Pupil Services.
2. The right to request an amendment of the student's education records. Parents/guardians should direct their request to the Director of Pupil Services clearly identifying the part of the record they want changed, and why. The Director of Pupil Services' denial decision may be appealed to the Superintendent/Curriculum Director.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. Exceptions which permit disclosure without consent include:
 - Disclosure to school officials with legitimate educational interests. Such school officials include professional, administrative, and clerical staff who are employed by or under agreement with the Boxborough School Department and who need access to an education record in order to fulfill their professional responsibilities.
 - Disclosure of all students records (including health and special education) to officials of other schools in which the students seeks or intends to enroll, upon receipt of a request from such school officials.
 - Disclosure of directory information (i.e., student name, grade, class assignment) which is generally not considered harmful or an invasion of privacy if disclosed. If a parent/guardian does not want the district to disclose any of the above directory information, the parent/guardian must notify the Director of Pupil Services in writing by October 1; otherwise the information may be released without further notice or written consent.
4. The right to file a complaint concerning alleged failures by the district to comply with regulations and laws governing student records. Complaints may be filed with the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906 and/or the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5901.

STUDENT RIGHTS

The Protection of Pupils Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. Consent to federally-funded surveys concerning "protected information."
- B. Opt out of certain surveys and exams even if not federally-funded.
- C. Inspect certain materials

Additional information is located at the main office.

TEACHER QUALITY

The federal No Child Left Behind (NCLB) Act defines new standards for teacher quality. Under NCLB, teachers must hold a Massachusetts teaching license at the Preliminary, Initial, or Professional level and demonstrate subject matter competency in the areas they teach. NCLB standards apply to the subject matter taught by teachers.

Under the law, school districts must annually notify the parents/guardians of each student attending any Title I school that they may request information about the qualifications of their child's teacher and teachers:

Boxborough School District is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please contact the school's main office.

BEHAVIOR/DISCIPLINE

We strive to make our school a positive, nurturing environment where students are valued members of a community of learners. We strive to model and encourage the Blanchard STARR behaviors of *Support, Teamwork, Attitude, Respect and Responsibility* as well as honesty and integrity.

Expectations:

1. Be respectful of ourselves, others, and school property.
2. Be responsible for ourselves, and our materials and belongings.
3. Be kind to others.
4. Follow directions.
5. Be honest.

STUDENT BEHAVIOR

We expect that students at Blanchard behave appropriately on the bus, in the hallways, in the cafeteria, at recess, on the playground, in their specials and within the school environment. We want students to know that they are safe at school. This means that certain things will not be tolerated at school.

ZERO TOLERANCE

"Zero Tolerance" means that we will not allow it at all. We do not allow physical violence or violent words at Blanchard. It is our expectation that hitting, punching, pushing, kicking and any other types of physically violent behavior are not allowed at any time. This includes "play fighting", too. We expect that students will keep their hands, feet and other body parts to themselves at all times.

Violent or threatening words will not be tolerated, either. Bullying, threatening someone, teasing, name calling and any other inappropriate language is not respectful. We expect that the students at Blanchard treat each other with respect. Bullying behaviors will not be tolerated and will have consequences when they are reported.

DISCIPLINE

Our discipline policy provides logical consequences and progressive interventions. Students may be required to meet with a teacher during recess or receive a formal loss of recess notice.

For more severe or repeated misbehavior that disrupts the learning climate of the school, or the safety of others, detention may be necessary.

Students who accumulate three recess slips within a term will receive an automatic detention. Conferences with appropriate staff, principal, parents, and/or child may be necessary to address continued or severe behavior issues.

Detention will be held from 3:00 p.m. to 3:45 p.m. after school. Parents will be informed in writing prior to detention so arrangements can be made for each child to be picked up promptly at 3:45 p.m. in the main lobby. Parents have the option to choose community service for his/her child's detention on the notice sent home with the child.

School personnel are permitted to search a student's clothing or personal possessions at the discretion of the principal if there is a reasonable basis for believing that the student is concealing material the possession of which is prohibited by federal, state, or local law, or the provisions of the school discipline code. Such searches will be conducted with adult witnesses. However, if the principal believes, prior to the search, that the student's act should be reported to the police, he/she will inform the police that the school intends to conduct the search.

1. SUSPENSION AND EXPULSION POLICY

MASSACHUSETTS GENERAL LAWS
CHAPTER 71, SECTIONS 37H AND 37H1/2
As of October 18, 1994

- (a) Any student who is found on school premises or at school-sponsored or school-related events in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Superintendent/Curriculum Director.
- (b) Any student who assaults the Superintendent/Curriculum Director, Principal, teacher, teacher's aide, or other staff on school premises or at school-sponsored or school-related events may be subject to expulsion from the school or school district by the Superintendent/Curriculum Director.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Superintendent/Curriculum Director.

After said hearing, the Superintendent/Curriculum Director may, in his discretion, decide to suspend rather than expel a student who has been determined to have violated either paragraph (a) or (b). (Chapter 51 of the Acts of 1994, approved July 1, 1994, effective September 29, 1994.)

- (d) Any student who has been expelled from the Boxborough School District pursuant to these provisions shall have the right to appeal. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent/Curriculum Director of his appeal. The student has the right to counsel at a hearing before the Superintendent/Curriculum Director. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the Superintendent/Curriculum Director of the school district to which the application

is made may request and shall receive from the Superintendent/Curriculum Director of the school expelling said student a written statement of the reasons for said expulsion. (This section was amended by Chapter 380 of the Acts of 1993 on January 4, 1994).

Section 37H1/2. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Superintendent/Curriculum Director may suspend such a student for a period of time determined appropriate, if the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The students shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent/Curriculum Director.

The student shall have the right to appeal the suspension to the Superintendent/Curriculum Director. The student shall notify the Superintendent/Curriculum Director in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The Superintendent/Curriculum Director shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The Superintendent/Curriculum Director shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the school district with regard to the suspension.

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Superintendent/Curriculum Director may expel said student if the Superintendent/Curriculum Director determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent/Curriculum Director.

The student shall have the right to appeal the expulsion. The student shall notify the Superintendent/Curriculum Director, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The Superintendent/Curriculum Director shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent/Curriculum Director shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student. (This section was added by Chapter 380 of the Acts of 1993 on January 4, 1994.)

The Department of Education and the Department of Youth Services shall, pursuant to a study and recommendations conducted by the Mass Jobs Council, assure that an educational opportunity is provided for a student whose admission to a school or right to educational services is regulated by the provisions of this act.

Said study shall contain a statistical analysis of the number of students who have been expelled and the services that are now provided, and recommendations for the provision of education to expelled students in the future. Said study shall be completed within five months and shall be submitted to the house and senate clerk and the house and senate chairmen of the joint committee on education, arts and humanities.

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

In addition, any school department personnel shall report in writing to the Superintendent/Curriculum Director an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Upon receiving such a weapon report, the Superintendent/Curriculum Director shall file copies with the local chief of police, the Department of Children and Families (DCF), and the local school committee. The Superintendent/Curriculum Director, police chief, and representative from the department of social services shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

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

Copies of 603 CMR 23.00 regarding parent and student rights are available from the school office.

2. **DISCIPLINING STUDENTS SUBJECT TO THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT**

The Individuals with Disabilities Education Act (IDEA) and its implementing regulations provide eligible students certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below.

In general, students who are eligible for special education will be expected to follow the regular discipline policies established for Blanchard Memorial, and they may be excluded from their programs, just as any other student may be, for up to ten school days per school year. However, once it is known that the suspensions will extend beyond ten cumulative school days in the same school year, the student's special education Team, which includes his/her parents/guardians, will convene to review the Individualized Education Program (IEP) and placement to determine their appropriateness. They will also plan for a functional behavior assessment and then use the assessment data to develop a positive behavior plan. When the student is excluded for more than ten cumulative days, the District must determine whether the student's misconduct is a manifestation of his/her disability. They must provide alternative services to the extent necessary for him/her to progress in the curriculum and in IEP goals, which may take

place in an alternative placement, depending on the outcome of the manifestation determination.

Additional information regarding the procedural protections for students who are eligible for services under IDEA or who are suspected of having a disability that would qualify them for such eligibility may be obtained from Sandra Daigneault, Director of Pupil Services.

3. **DISCIPLINING STUDENTS SUBJECT TO THE SECTION 504 OF THE REHABILITATION ACT**

Section 504 of the Rehabilitation Act provides eligible students some of the same procedural rights and protections as does the IDEA. Additional information regarding such procedural protections may be obtained from Dr. Sandra Daigneault, Section 504 Coordinator.

BUS INFORMATION

1. **BUS POLICY**

Student transportation is a privilege. Bus transfers are not permitted in order to safeguard required bus capacity. With parental permission, students are allowed to disembark at a different stop within the same bus route. Students are expected to behave in an appropriate manner to ensure the safety and well-being of all students who ride. The bus driver is in complete charge of the bus and its passengers at all times. Any discipline problems will be referred to the Principal for action. Repeated offenses will result in a progressive discipline process that can culminate with the removal of the bus riding privilege. Bus radio contact is available to handle emergency situations.

2. **BUS SAFETY RULES**

- (a) Students are to observe all rules set by the drivers.
- (b) Students are to remain in their seat until they arrive at their bus stop.
- (c) Students are not permitted to throw anything on the bus or out of the window.
- (d) Students must use appropriate language and voice levels.
- (e) No smoking is permitted on the bus. This is in accordance with state law.
- (f) Students and their parents are responsible for any physical damage to the bus.
- (g) No horseplay or roughhouse conduct is allowed on, or around any bus, or while waiting for the bus. Students must walk to and from the buses.
- (h) Riders must keep arms, hands, and heads inside the bus at all times.
- (i) No pets or animals are allowed on the bus.

3. **BUS SUSPENSION**

If a student is referred to the school office by a bus driver for infraction of any bus rules, the following procedure will be enforced:

- (a) First offense in school term: Parents are notified and their cooperation is expected in helping to resolve the problem.
- (b) Second offense in school term: Parents are notified and the student will have bus-riding privileges revoked for a period of five school days.
- (c) Third offense in school term: Parents are notified and the student will have bus-riding privileges revoked for a period of ten school days. A conference between the parents and the Principal will be held.
- (d) School administration maintains the right for immediate suspension from the bus for any behavior considered dangerous to themselves or others.

DRUG-FREE SCHOOL

In accordance with the federal Drug-Free Schools and Community Act (P.L. #101-226), the School Committee declares the Blanchard Memorial School a Drug-Free School. To fully comply with this

public law, the School is required to prevent the bringing in, making, using, handing out or selling, and possession of illegal drugs and alcohol on school property.

EQUAL OPPORTUNITY/TITLE IX

It is the policy of the Boxborough Public Schools not to discriminate on the basis of sex, race, religion, color, national origin, or sexual orientation in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments and Chapter 622 of the Acts of 1971, and Chapter 282 of the Acts of 1993, General Laws Chapter 76, section 5. Inquiries regarding compliance with Title IX may be directed to the office of the Superintendent/Curriculum Director, the Regional Center of the Department of Education in Malden, MA, or the Office for Civil Rights, Department of Health, Education and Welfare, Boston, MA.

NON-VIOLENT CRISIS INTERVENTION

The Boxborough Public Schools complies with the provisions of 603 CMR sect. 46.00 dealing with physical restraint of students in the public schools. To that end, the policy developed pursuant to those regulations is available, upon request, from the Superintendent/Curriculum Director or the Director of Pupil Services.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Boxborough School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Boxborough School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational accommodations.

2009-2010 MCAS and MEPA TESTING SCHEDULE

TESTING PROGRAM

Blanchard Memorial School fulfills all requirements of the Massachusetts Comprehensive Assessment System (MCAS), as initiated by the Massachusetts Department of Education. For further information, contact Dr. Curtis Bates, Superintendent/Curriculum Director, or visit the Department of Education's website at www.doe.mass.edu.

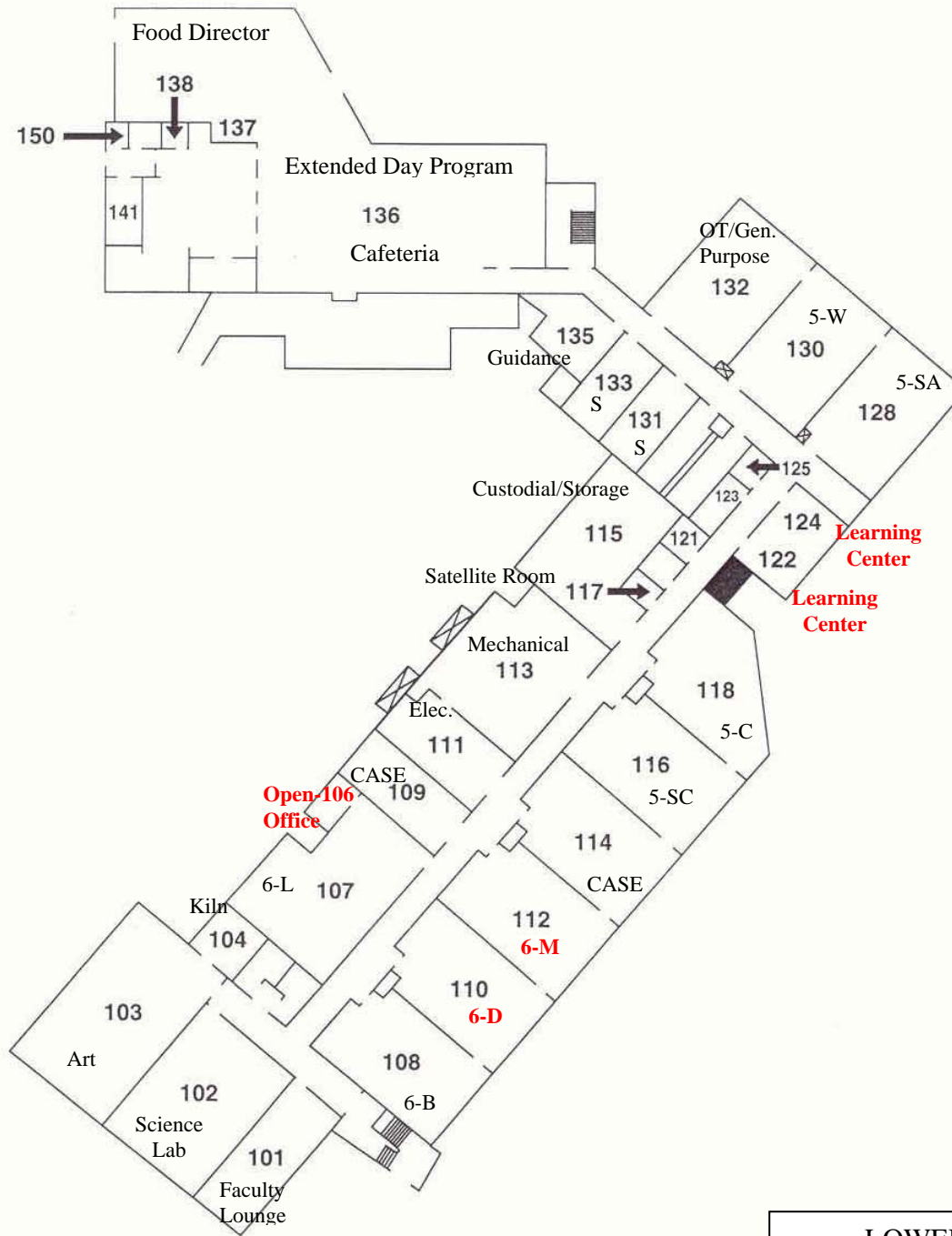
2009–2010 Schedule for MCAS and MEPA Testing

Grade	Test	Allowable Administration Dates *	Number of Sessions	Session Length (Avg. # of Minutes)
Fall 2009 MEPA				
Grades 1–6	MELA-O	October 1–28	NA	NA
	MEPA-R/W	October 19–28	Gr. 1–2: 2 (1 Reading; 1 Writing) Gr.3–12: 4 (2 each)	45

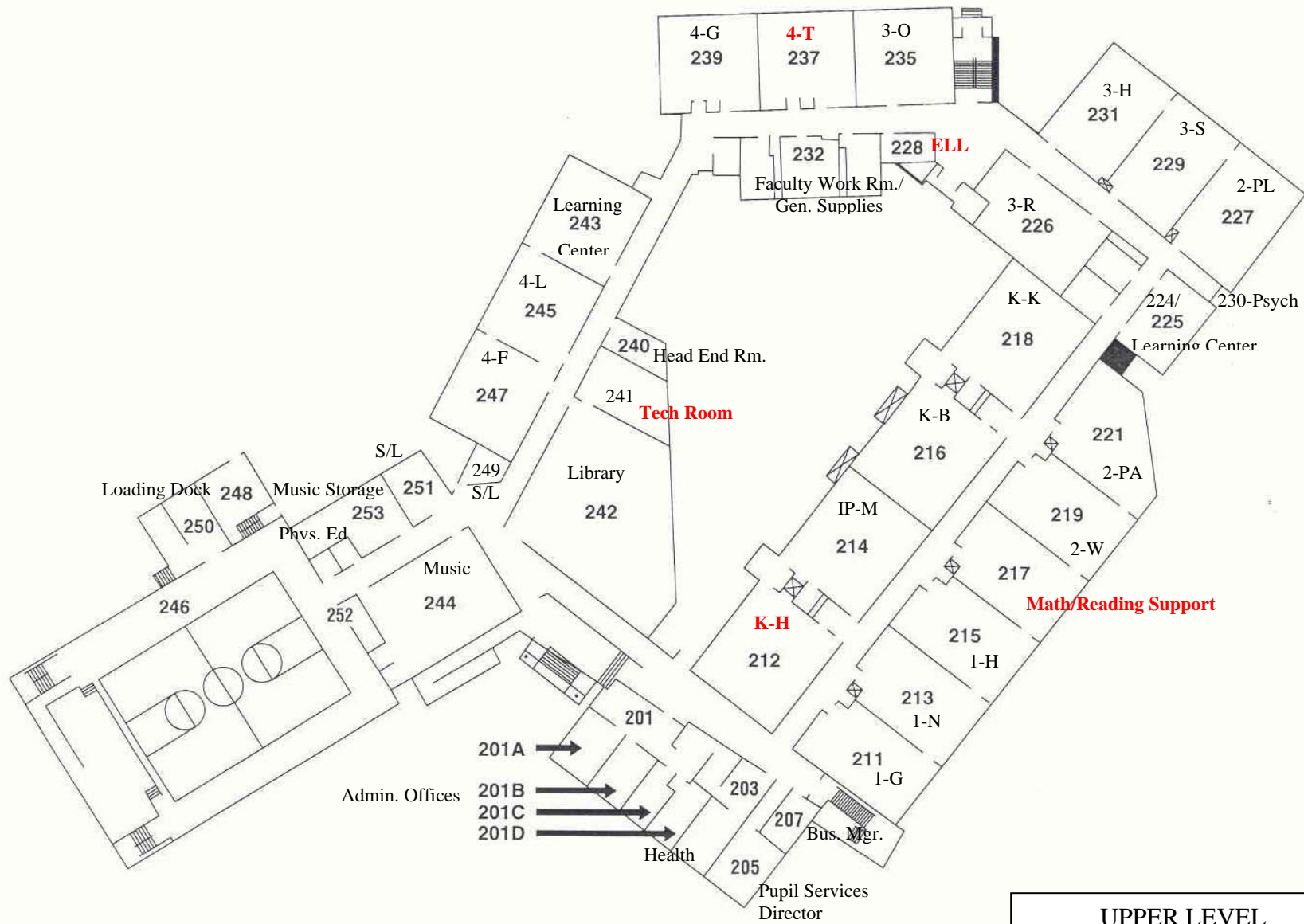
Grade	Spring 2010 MEPA			
Grades K–6	MELA-O	Feb. 22–March 17	NA	NA
	MEPA-R/W	March 3–17	Gr. K–2: 2 (1 Reading; 1 Writing) Gr.3–12: 4 (2 each)	45
	2010 MCAS Alternate Assessment (MCAS-Alt)			
	MCAS-Alt	April 2 (Deadline for submitting portfolios)		

Grade	Test	Allowable Administration Dates *	Number of Sessions	Session Length (Avg. # of Minutes)
March–April 2010 MCAS Tests				
Grade 4	ELA Composition, Sessions A and B	March 23	2	45
	ELA Composition Make-Up	April 7	2	45
Grades 3, 5, and 6	ELA Reading Comprehension	March 22– April 12	2	60
Grade 4		March 24– April 12		
Grades 3, 4, 5 and 6	May 2010 MCAS Tests			
	Mathematics	May 10–May 27	2	Grades 3–6: 45
Grade 5	Science and Technology/Engineering (STE)	May 11-May 27	2	45

<p>PERSONNEL</p> <p><u>Sup./Curriculum Director</u> Dr. Curtis A. Bates</p> <p><u>Principal</u> Maryellen Driscoll</p> <p><u>Director of Pupil Services</u> Dr. Sandra Daigneault</p> <p><u>Business Manager</u> Charles Mahoney</p> <p><u>Executive Assistant</u> Kathleen Bower</p> <p><u>Dir. of Pupil Services & Bus.</u> <u>Mgr. Secretary</u> Mary Ann Morrissey</p> <p><u>Database Mgmt. Specialist</u> JoEllen Baird</p> <p><u>Secretary/Receptionist</u> Corinne DiPietro</p> <p><u>Integrated Preschool</u> Deb McLean</p> <p><u>Kindergarten</u> Carol Boudreau Megan Mayo (Asst.) Mary Hogan Jeanette Flannery (Asst.) Kristen Kilcommins Sudha Jeyaseelan (Asst.)</p> <p><u>Grade 1</u> Julia Geran Judith House Jill Neuman</p> <p><u>Grade 2</u> Mary Pavlik Cynthia Plunkett Linda Wheeler</p> <p><u>Grade 3</u> Faith Hulbert Sheila Owen Karen Reaves Mary Sperazzo</p> <p><u>Grade 4</u> Lauren Grady Phyllis Luck Beth Thoman Jennifer Scheufole</p>	<p><u>Grade 5</u> Kerin Crockett Jessica Sands Rebecca Schuhmacher Erin Whyte</p> <p><u>Grade 6</u> Kathryn Bondaruk Jason Dimen Janet LaVigne Nancy Melbourne</p> <p><u>Art</u> Eileen Barnett</p> <p><u>Special Educators</u> Sandra Baron Danielle Fennema Patricia Harrison Marga Ingham Robin Smirlock</p> <p><u>Music/Band/Chorus</u> Chris Baird Margaret Callaghan</p> <p><u>Physical Education</u> Robert Guilmette Daniel Shanahan</p> <p><u>Math Support</u> Susan McMaster</p> <p><u>Reading Support</u> Karen Flaherty Luanne Goehring</p> <p><u>Occupational Therapists</u> Tracey Cammarano Ellen Sullivan</p> <p><u>Speech Therapists</u> Lisa Phillips Lannon Twomey Jennifer Weisberg</p> <p><u>Physical Therapist</u> Diane Borton</p> <p><u>Guidance Counselor</u> Gail Walsh</p> <p><u>School Psychologist</u> Christine Garcia</p> <p><u>Technology Director</u> Anthony Tomah</p>	<p><u>Librarian</u> Constance Long</p> <p><u>Instructional Technology Spec.</u> Betsy Peterson</p> <p><u>Nurse</u> Katherine Daniel</p> <p><u>Crossing Guard</u> Nyomi Corriveau</p> <p><u>Extended Day Program</u> Maribeth Higgins, Director Saima Huseni Bruce Byam Nancy Taverna Wendy Widrick</p> <p><u>SpEd Paraprofessionals</u> Alana Askey Deborah Borg Amy Call Joan Dennen Sue Mannherz Kelly Morrissey Mari Ann Neagle Cheryl Palano Patricia Peters Rob Picca Maureen Smith Susan Spencer Betsy Williams</p> <p><u>Cafeteria Staff</u> Susan Parker, Food Dir. Suzanne Abatsis Barbara Dolan Paula Hays Ruth McGraw Barbara Usher</p> <p><u>Gen. Ed./Cafeteria Aides</u> Dawn Charlton Carol Danehy Ann Seymour Nyomi Corriveau</p> <p><u>Gen. Ed. Paraprofessional</u> Pam Eisenberg</p> <p><u>Custodial Staff</u> Donna Lortie Suelc Santos Dennis Turgeon</p> <p><u>CASE</u> Noah Hill Joanne Meehan</p>
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LOWER LEVEL
27-Aug-09



UPPER LEVEL
27-Aug-09

Phone: 978-263-4569
 Safe Arrival: 978-264-4293

BLANCHARD MEMORIAL SCHOOL
 2009-2010

Month	M	T	W	T	F	Notes	Month	M	T	W	T	F	Notes
September-09		1	2	3	X	(20 days) Faculty Mtg. – Aug. 31	February-10	1	2	3	4	5	(15 days) Early Release – Feb. 4
	X	8	9	10	11	School Opens – Sept. 1		8	9	10	11	12	
	14	15	16	17	18	Labor Day – Sept. 7		X	X	X	X	X	President's Day – Feb. 15
	21	22	23	24	25	Early Release-Sept. 17		22	23	24	25	26	February Vacation - Feb. 16-20
	28	29	30										
October-09				1	2	(20 days)	March-10				4	5	(23 days) Early Release-Mar. 4
	5	6	7	8	X	Professional Day-Oct. 9		1	2	3	4	5	
	X	13	14	15	16	Columbus Day - Oct. 12		8	9	10	11	12	
	19	20	21	22	23			15	16	17	18	19	Early Release - Mar. 18-19 for
	26	27	28	29	30			22	23	24	25	26	Parent-Teacher Conferences
								29	30	31			2 nd Terms Ends – Mar. 16
November-09						(18 days)	April-10						(17 days)
	2	3	4	5	6	Early Release-Nov. 5					1	2	Early Release – Apr. 1
	9	10	X	12	13	Veteran's Day - Nov. 11		5	6	7	8	9	
	16	17	18	19	20			12	13	14	15	16	
	23	24	25	X	X	Early Release-Nov. 25		X	X	X	X	X	Spring Recess – Apr. 19-23
	30					Thanksgiving Recess – Nov. 26 & 27		26	27	28	29	30	
December-09						(17 days)	May-10						(20 days)
		1	2	3	4	1 st Term Ends - Dec. 2		3	4	5	6	7	Early Release – May 6
	7	8	9	10	11	Early Release-Dec. 3 & 4 for		10	11	12	13	14	
	14	15	16	17	18	Parent-Teacher Conferences		17	18	19	20	21	
	21	22	23	X	X	Winter Recess-Dec 24-Jan 1		24	25	26	27	28	
	X	X	X	X				X					Memorial Day – May 31
January-10						(18 days)	June-10						(12 days)
					X	School Opens – Jan. 4			1	2	3	4	Early Release – Jun. 3
	4	5	6	7	8	Early Release – Jan. 14		7	8	9	10	11	
	11	12	13	14	X	Professional Day – Jan. 15		14	15	16	17	18	3 rd Terms Ends – Jun. 16
	X	19	20	21	22	M.L. King Day – Jan. 18		21	22	23	24	25	Last Day – Jun. 23 (incl. 5 snow
	25	26	27	28	29			28	29	30			days). Last day ½ day

X = No School
 # = Early Release (Bold & Underlined)
 Approved by Boxborough School Committee: 12-11-08

End of Term 1: 12/2/09
 End of Term 2: 3/16/10
 End of Term 3: 6/16/10

No school or delayed opening announcements:
 WBZ (Channel 4 & Radio AM/1030), WCVB (Channel
 5), WRKO (Channel 7 & Radio AM/680), FOX 25

