



www.tritownschoolunion.com

Handbook

Boxford Public Schools

2021/2022

Tri-Town School Union Vision Statement

The Tri-Town School Union believes in nurturing a dynamic learning environment where creative thinkers and innovative problem-solvers develop the empathy, resilience, perseverance, self-management, and kindness needed to positively impact the world.

Welcome, Parents and Guardians

September 2021

Dear Parents and Guardians,

Welcome to the Harry Lee Cole and Spofford Pond Schools. We are dedicated to providing the best possible educational opportunities for your child in the hopes that they will have the chance to reach their fullest potential. In addition to reaching for the many goals of modern public education, we strive to model respect for others' needs in the hope that your child will grow to become a productive, compassionate member of society.

The mission of the Boxford Public Elementary Schools is to pursue educational excellence by creating and sustaining a learning community that challenges its members to reach their full intellectual, social, creative, emotional and physical potential.

Important notices come home via email and in student backpacks. Make it a habit to check your email and your child's backpack daily. Critical information such as school closings and emergency matters are communicated through the ***School Brains*** system, which enables us to send a timely, broad community message via email and voicemail. You should check your information on ***School Brains*** at the start of each school year and notify the main office of your school as well as the Tri-Town Central Office if your contact information changes at any point. Protocols related to COVID will be communicated by the Superintendent, principals, and school nurses throughout the year.

Welcome again, and we look forward to a successful partnership in providing an excellent education not only for your child, but every child in Boxford.

Dr. Kathryn Castonguay
Spofford Pond School
kcastonguay@boxfordschools.org

Ms. Tracey L. Mara
Harry Lee Cole School
tmara@boxfordschools.org

Directory

Visit <http://www.tritownschoolunion.com> for a complete directory of the staff of the Boxford schools. Contact information for the district is available on the district web site at www.tritownschoolunion.com.

Tri-Town Union Office (Office of the Superintendent)		
Main Office	28 Middleton Road Boxford, MA 01921	978.887.0771
Superintendent	Scott Morrison	smorrison@tritownschoolunion.com 978.887.0771
Assistant Superintendent of Student Support Services	Matthew LaCava	mlacava@tritownschoolunion.com 978.887.4119
Assistant Superintendent of Operations	Steve Greenberg	sgreenberg@tritownschoolunion.com 978.887.0771
Director of Facilities and School Operations	Steve Clifford	sclifford@tritownschoolunion.com 978.887.0771
Interim Director of Curriculum	Peggy McElhinney	pmcelhinney@tritownschoolunion.com 978.887.0771
Director of Educational Technology	Steve Guditus	sguditus@tritownschoolunion.com 978.887.0771
Harry Lee Cole School		
Main Office	26 Middleton Road Boxford MA 01921	978.887.2856 978.887.0703 fax www.tritownschoolunion.com/harry-lee-cole
Principal	Tracey Mara	tmara@boxfordschools.org 978.887.2856
School Nurses	Briana Posanka and Katie Barber	
School Secretaries	Lesley McCormick and Josephine Lee	
Custodial Staff	Stacey Upson, Jim Christofferson and Michael Capozzi	
Spofford Pond School		
Spofford Pond School	31 Spofford Road Boxford MA 01921	978.352.8616 978.352.2445 fax www.tritownschoolunion.com/spofford-pond
Principal	Kathryn Castonguay	kcastonguay@boxfordschools.org 978.352.8616
Assistant Principal	Ada Greenberg	978 352 8616
School Nurse	Cynthia Fiore	
School Secretaries	Karen Hussey and Rachael Novello	
Custodial Staff	Gilberto "Jr." Martinez, Rick Clark and Tim Burns	
D.A.R.E. Officer	Brooke Lindley Boxford Police Department 7A Spofford Road Boxford, MA 01921	978.887.6000
Boxford Elementary School Committee		
Chairperson Tri-Town School Union Representative Negotiations Policy Review Wellness Shared Services	Carol Hubbard	chubbard@boxfordschools.org
Vice Chairperson Tri-Town School Union Representative Negotiations Safety Team Facilities Liaison Shared Services	Elizabeth Palmer Term ends May 2022 Vice Chair	epalmer@boxfordschools.org
Secretary Tri-Town School Union Representative Communications and Public Relations Liaison Finance Committee liaison Shared Services	Julie Flynn	jflynn@boxfordschools.org
Member School Handbook	Jen Owens Term ends May 2023	jowens@boxfordschools.org

Facilities Liaison Alternate Shared Services	
Member Negotiations Alternate PTO/BEST Liason Shared Services	Carol Hubbard, Elizabeth Palmer Jen Owens

Animals in School

Your child may only bring animals into the classroom for educational purposes if he/she has received permission from his/her teacher and the school nurse BEFORE bringing the animals to school. Having this permission will ensure that everyone at school and the animals remain healthy and safe. When your child has permission to bring animals to school, he/she may not bring them to school on the school bus.

Attendance

It is important that students attend school as long as they are healthy and able. On days when students do not attend school, they are marked absent in their record at the school office. When students have been marked absent for more than 14 days in a school year, the Principal will contact a parent to begin a discussion about the consequences.

It is important that students arrive at school on time in order for our school day to start in a timely way for all learners. If students take the school bus, they should arrive at their school bus stops in time to ride the bus. Students will always be counted as arriving on time at school, even if the bus gets delayed. If students travel to school some other way (parent transportation, walk or ride a bike, for example), please leave home with enough time to arrive at school on time. If the school office notices a pattern of late arrivals, the Principal will contact parents to begin a discussion about the consequences.

Behavior/Discipline

[Tri-Town Behavior Flow Chart Link](#)

Boxford Elementary School Trust (B.E.S.T.)

The Boxford Elementary School Trust (B.E.S.T.) is an all-volunteer, non-profit organization dedicated to fostering excellence in our public elementary schools by raising private funds to support the long-term strategic goals of our schools. Their efforts focus in the areas of innovative teaching tools and professional development.

Since it was founded in 1996, B.E.S.T. has contributed over \$500,000 to our elementary schools, funding the installation of SMART Board technology, laptop computers and iPads in our classrooms, supplemental programs in Math, Science and Art, as well as professional development grants for our teachers.

Over the years, B.E.S.T. has continued to address the very real challenge of maintaining excellence in our schools in the face of changing financial climates. There is an important need for public

schools to have funds over and above what is provided through taxes. This additional funding can help to make the difference between an average educational experience and one that is more meaningful.

B.E.S.T. President: Heidi Ellard

For more information, visit <http://bestforboxford.org> or email info@bestforboxford.org.

Boxford Parent Teacher Organization (P.T.O.)

The Boxford PTO strives to build a strong school community in which parents and teachers can work cooperatively to enhance the education of our children. The PTO was formed exclusively for charitable purposes and raises funds to enrich each student's learning experience through Curriculum Enrichment and hands-on student programs at the schools, and Teacher Wishes, which give teachers the opportunity to request items that can be used in the classroom that directly support our children.

In addition, the Boxford PTO plans and supports several community-based events such as a Back To School "Fall Fundown," an annual Halloween party, and talent shows. Fliers will come home throughout the year with details about upcoming events, and fundraisers, and parents will receive emails from the PTO with similar information.

Each fall, the PTO holds an annual membership drive, and several fundraisers. By joining the PTO, and participating in the fundraisers, parents can help support the programs, grants and initiatives that enrich our students' school experience. Meetings are open to all, and are posted on <https://paperlesspto.keritech.net/BOD/>. There are many opportunities to get involved, and volunteers are always welcomed and appreciated.

PTO Presidents: Michelle Fallis & Yoonjin Lee

For more information, visit <https://paperlesspto.keritech.net/BOD/> or email contactpto@boxfordpto.org

Child Care

Before and after-school care is available to any family with children enrolled in the elementary schools. Services are provided by the Andover YMCA for a fee and are offered at Cole School. For more information, contact the Andover/North Andover YMCA at (978) 685-3541.

Class Assignment

Principal of each school building manages the classroom assignment of children at the end of each school year and for children transferring into the school during the school year. In making classroom assignments, the Principal, in conjunction with grade level teaching teams, consider the following:

- The factors that provide the most efficient and effective classroom program for all the children at a given grade level and for the school in general, including:
 - Class size
 - Appropriate instructional grouping

- o The social dynamics of the group
- o Other specifics relative to the effective operation of the school
- o The educational recommendations of the present classroom teacher.

Please present in writing to the school Principal any concerns you have or existing factors to consider in making your child's classroom assignment by the end of April. The Principal makes the final classroom assignment decision after he considers your input describing the learning needs of your child. Your requests for placement with a specific teacher are not part of the placement process.

Your entering kindergartener's classroom assignment comes through the mail by mid-July. Current students receive classroom assignments for grades one through six during Step-Up assemblies at the end of each school year. At this time, your child meets his/her new teacher and classmates.

Class Lists

Name-only class lists typically are distributed to the families of each class in June after the Step-Up assembly for students at the end of grades K-5. Incoming Kindergarten students receive name-only class lists with class assignment letters. The PTO also publishes class lists in the annual PTO directory. Your information is not released to any individual or group without your permission except as provided by law. We ask that you provide email contact information for the distribution of class information and school newsletters. We strongly encourage you to provide an email address to reduce paper waste, but you do have the right to decline. Class lists cannot be used for any non-school purposes and for student privacy and safety reasons, should not be published on social media. . According to School Committee policy, class lists are not made available to any individual or group without the express permission of the Boxford School Committee.

Curriculum

Our curriculum is based on the Common Core Standards (Massachusetts Edition). You can find curriculum highlights online at each school's website and curriculum summaries (by grade level) at each school office. Our Curriculum Leadership Team includes the Principals, the Curriculum Director, the Curriculum Instructional Specialists and staff who evaluate and revise the curriculum. During the 2011-2012 school year, we revised our curriculum to align with the Common Core Standards adopted for Mathematics and English Language Arts by the Massachusetts Board of Elementary and Secondary Education. For more information visit <http://www.doe.mass.edu/candi/commoncore/> . Each year, the curriculum is reviewed to ensure currency and alignment to the standards.

Delivery of Articles

If it is necessary for articles of clothing, lunches, instruments, etc., to be brought to school during the day, they should be left in the main office and we will notify your child.

Disability Awareness Starts Here (D.A.S.H.)

Disability Awareness Starts Here (D.A.S.H.) is a sensitivity awareness experience designed to educate elementary school students about a variety of disabilities. It provides them with the knowledge and insight to understand, be sensitive to and meet the special needs of people they encounter who have disabilities.

For more information, visit <https://www.tritowncouncil.org/sponsored-programs>

Early Dismissal

When you take your child out of school during the school day, you must send a written note that includes your child's name, grade, teacher's name and dismissal time to the school office the morning of the event and then report to the school office to pick up your child. If your child will return to school the same day, he/she must report to the school office for readmission.

In the event of an emergency, you may change your child's dismissal by telephone, but we cannot accommodate changes after 11:00 am.

We cannot accommodate dismissals later than 2:30pm for traffic and safety reasons

Early Release Dates and School Improvement

We periodically schedule professional development/school improvement days to provide time during the school day for staff development. Please refer to the current school calendar for those dates. Dismissal is at 1:15 p.m., with lunch served.

Parent-teacher conferences take place on two consecutive early release days twice each school year—see the school calendar for the dates. Your child will be dismissed on these days at 12:00pm, with no lunch served. The first and last days of school are also early release days with dismissal at 1:15 p.m., with lunch served. *All schedules are subject to change due to the COVID-19 pandemic in the 2021-2022 school year.*

Emergency Closings

It is extremely important that we have your contact information so that we may reach you immediately in the event of an emergency. Be sure to complete and return the Emergency Card that we send to you at the start of the school year. If any of your contact information changes, please inform us of the change. In addition to your contact information, the Emergency Card gives you the opportunity to provide instructions in case we are unable to reach you during an emergency. If we need to inform you of an emergency, we will make the appropriate announcement via the means described in No School Announcement.

Enrollment

Age of Admission: Children entering kindergarten must reach their fifth birthday by **September 1st** of the year in which they enroll. Registration for kindergarten will be held in December or January. All registrants will be administered a screening test in June. Children entering Grade One without previous successful public school kindergarten experience must reach their sixth birthday by September 1st of the year in which they enroll.

Proof of Residency: A child must be a resident of the Town of Boxford to be enrolled as a student. Proof of residency (deed, lease agreement, rental agreement, or notarized letter from owner of the home) will need to be submitted to the school office.

Change of Address: The school must be notified immediately of any change of address or phone number, or emergency contact numbers and the parent/guardian must update this information in School Brains.

Withdrawal from the School System: The principal should be notified (by a note or a telephone call to the school) a week in advance of a child's withdrawal from school. The note or call should indicate the last day that the child will be in school and the child's new address. An official transfer will be sent from the school office to the receiving school upon receipt of a signed release form.

Field Trips / Study Trips

Field/study trips are planned throughout the school year. These trips allow us to teach students in an interesting way and help them to relate their subjects to the real world. While field/study trips are fun, they are not just “time out” of school. You are welcome to join classes as chaperones as needed and agreed upon with teachers. Younger siblings are not allowed. Students are asked to remember that people judge our school and our community by the way they behave. Students are expected to follow the directions of teachers and adult volunteers and obey all transportation rules, including remaining seated at all times and leaving aisles clear. Appropriate dress is required. No soda or glass containers are allowed on trips; we encourage parents to send water in reusable/recyclable non-breakable containers. In some cases, a teacher will notify you of foods that are not permitted in order to provide a safe experience for all. We appreciate the ongoing support of the Barker Fund in financially supporting the bus transportation for our field/study trips. Students will not be allowed to spend personal funds unless prearranged with the teacher as part of the experience. *Field trips will most likely not be an option during the COVID-19 pandemic.*

Fire Drills and Emergency Response Plans

Fire drills are conducted in conjunction with the Boxford Fire Department periodically throughout the year. Students are to walk quietly and in an orderly manner as they exit the building. There is to be no talking. Students are to return to the building when an all-clear signal is given. During an emergency requiring a shelter in place or lockdown of the building, children remain silent in their

classrooms and staff follow a detailed protocol to ensure the safety of all. Students are expected to follow adult directions at all times during drills and emergency situations.

Each school has developed Emergency Response Plans in cooperation with the Police, Fire and Health Departments. Various elements of these plans are reviewed and practiced periodically during the school year.

Gift Giving

Regarding the acceptance of well intended gifts, teachers and staff members are bound by state statute and regulation (MA General Laws Chapter 268A). In all cases, the cumulative value of any personal gift or donation to staff shall not exceed \$50. Gifts from parents to the classroom for support (i.e. books, school supplies, etc.) will be permitted.

Health Services

Each school has a nurse(s) who are available during the school day. They administer vision and hearing tests to all of the school children annually and make medical referrals in cases of deficiency. They also schedule clinics, maintain health records and administer first aid to injured or ill children.

In the event your child is injured or becomes ill, the school nurse will administer first aid, then notify you and then give further care to your child if necessary.

If your child needs to take medication at school (including any over-the-counter medications), you must provide the nurse with both a physician's written orders and a note informing the nurse of your consent. All medications must be delivered to school by an adult in a pharmacy labeled container and will be stored in a locked cabinet in the Health Office. **The school nurse must hold and administer all medications, whether prescription or over-the-counter.**

School policy requires a physical examination of each child entering kindergarten and at the fourth grade level. You may choose to have your child's fourth grade examination performed by either your family pediatrician or the school nurse. Please indicate your preference on the form we provide to you at the onset of the fourth grade.

Homework

The development of good habits of home study is a requisite for the competent elementary school student. Teachers assign homework to assist students in developing responsible behaviors in appropriate ways. A consistent implementation of the homework policy aids in the development of these good habits and assists students, parents and teachers toward a better understanding of, and a more positive attitude toward, the system's expectations.

The amounts shown in the following table are recommendations. Your child's teachers have the discretion to deviate from the recommendations based on the nature of the specific class, the methods of the individual teacher and the very nature of the assignments. Teachers should not

give homework assignments to students as punishment. In cases where two or more teachers provide instruction to a class, the teachers must collaborate to ensure an appropriate load for students.

At the beginning of each year the Principal discusses this policy with the faculty and parents to outline the elements of appropriate homework assignments. A teacher who wishes to deviate significantly from the policy seeks approval in advance from the Principal. You should expect your child’s teachers to inform you of their plans for homework assignments and related procedures at the beginning of the school year.

All assignments made for homework should:

- Have a purpose clearly understood by the student.
- Provide further information or reinforce skills being developed in the classroom, at the time of the assignment.
- Be designed for successful completion without parental aid.
- Be corrected, and where appropriate, be discussed in a class.

Homework missed due to absence

In the event your child is absent from school, your child’s teacher will provide make-up work whenever possible. Additionally, your child’s teachers may ask him/her to complete missed schoolwork at home. Note that students do not regularly complete schoolwork at home.

If your child is absent for an extended period of time, you or your child can obtain a homework packet from their teacher, but not in advance.

Kindergarten – Grade 2

K	<ul style="list-style-type: none">● Someone should read to your child every day.● Your child’s teacher may assign minimal homework throughout the year.
Grade 1	<ul style="list-style-type: none">● Your child may have homework up to three to four times per week.● Assignments should take 10 to 15 minutes to complete.● Your child should read or someone should read to your child for 20 minutes every day in addition to the assigned homework.
Grade 2	<ul style="list-style-type: none">● Your child may have homework up to three to four times per week.● Assignments should take 15 to 20 minutes to complete, and must include a review of basic math facts.● Your child should read for 20 minutes every day in addition to the assigned homework.

Grades 3-6

The practice of regular homework assignments is initiated in Grade Three. *Regular homework assignments are assigned according to the following guidelines:*

Grade 3	<ul style="list-style-type: none">• Approximately 30 minutes, Monday – Thursday.• Daily reading for 20 minutes minimum in addition to the assigned homework.• Required review of basic math facts.
Grade 4	<ul style="list-style-type: none">• Approximately 40 minutes, Monday – Thursday.• Daily reading for 30 minutes minimum in addition to the assigned homework.• Required review of basic math facts.
Grade 5	<ul style="list-style-type: none">• Approximately 50 minutes, Monday – Thursday.• Daily reading for 30 minutes minimum in addition to the assigned homework.• Long-term projects will require extra time in addition to regularly assigned homework.
Grade 6 September - December	<ul style="list-style-type: none">• Approximately 60 minutes, Monday – Thursday.• Daily reading for 30 minutes minimum in addition to the assigned homework.• Major projects will allow two to six weeks for preparation.• Students need to accommodate an average of one hour extra per week for projects in addition to regularly assigned homework.
Grade 6 January – June	<ul style="list-style-type: none">• Approximately 75 minutes, Monday – Thursday.• Daily reading for 30 minutes minimum in addition to the assigned homework.• Major projects will allow two to six weeks for preparation.• Students need to accommodate an average of one hour extra per week for projects in addition to regularly assigned homework.

Students in grades 3-6 will have an Agenda Mate. Agenda Mates are provided to students at the beginning of each school year and are useful for keeping track of daily homework and long-term projects. Projects and long-term assignments are sometimes included in homework assignments and occasionally may require additional time. Teachers may assign the homework on a daily or weekly basis.

Please Note: When a student is unable to complete an assignment despite using his/her time wisely, you may sign your child's Agenda Mate noting this in lieu of your child completing the homework. If this occurs repeatedly, a conference should be held with your child's teacher.

Homework Responsibilities

Students need consistency in choosing when, where and how they should complete their assignments. Recognizing individual differences, we offer the following guidelines: a well-lit study area free of distractions, necessary "tools," and adequate time allotted. It is important for parents to maintain a positive attitude and to provide encouragement and guidance when needed.

Homework Parent Responsibilities

- Provide a suitable place for study, with a consistent study time.
- Encourage your child to accept responsibility for finishing his/her homework.
- Assist with, but do not do, your child's homework, as needed.
- Oversee long-term projects and assist your child in learning to budget his/her time appropriately.
- Recognize that homework is not limited to written assignments. It may also include studying, reading and researching.
- Communicate with teachers if your child is unable to complete assignments, either because of circumstance or ability.
- Maintain a consistent, positive attitude towards the homework policy.
- Understand that completion of necessary assignments may require parental support and additional time due to your child's individualized learning style.

Homework Teacher Responsibilities

- Assign homework that is meaningful and useful.
- Emphasize study skills as part of daily classroom learning.
- Allow time for students to ask questions in order to clarify the homework assignment.
- Check assigned homework on the day it is due.
- Evaluate long-term projects in a timely manner.
- Provide the opportunity for both short- and long-term assignments.
- Maintain open communication with other staff to coordinate homework load.
- Inform parents of their responsibilities in monitoring homework.
- Communicate with students and parents when problems arise concerning homework.

Library/Media

Our school libraries include quality books that both meet our curricular needs and students' interests. Your child will have an opportunity to explore the collection and independently choose the books he/she would like to take home. By directing your child to independently choose books, we aim to foster your child's confidence in his/her own curiosity and interests. We do not censor or direct your child's selections.

Contact your school's librarian for information about how many materials your child may check out at a given time. If a book becomes lost or damaged, we will request a replacement fee to be paid before your child may check out additional books.

Lost and Found

Please permanently mark all personal belongings with your child's name. Found items are kept in a designated "Lost and Found" area in each school to be claimed. We encourage you to check the "Lost and Found" regularly. We periodically donate all unclaimed articles to charity.

Money at School

Your child should hand in money brought to school for lunch or other school purposes to the teacher or other appropriate personnel at the earliest opportunity. Money you send in with your younger child should be inside an adequately labeled envelope. Your child should not bring large sums of money to school. Your child should not lend money, give away money or buy or sell any items or information to/from another child.

For information about sending in money for lunch, see School Nutrition and Lunch.

Parental Concerns

Bring your concerns to your child's teacher directly. If after contacting the teacher, you still have concerns, then contact the building Principals who prefer to communicate via email (addresses are located at the front of this handbook). You can expect a reply within 24 hours.

Parent Conferences

The formal parent-teacher conferences that take place on early release days twice a year (see the school calendar for dates) are intended to foster private, in-depth discussions of your child's needs and accomplishments. We also encourage you to communicate/meet with your child's teachers whenever you feel the need arises in order to ensure the best educational experience for everyone involved in your child's education. **If you have a concern that involves a specific staff member, you should bring the concern to him/her as soon as it develops to ensure the most effective resolution** rather than escalating the concern to the school administration.

Parental Resources

The library houses books on a variety of topics including academic support, discipline, special education, etc. at each school. Our guidance counselors also serve as an excellent resource for a variety of issues and concerns, even if your child is not receiving specific support services.

Personal Property in School

Your child should only bring personal property into school that he/she needs for completing class assignments successfully. Teachers may grant specific permission for items needed for special projects. Some items are not appropriate for use in school, on the playground or on the school buses for academic, safety and security reasons. Inappropriate items include, but are not limited to: weapons of any kind, hand-held video games, skateboards, roller blades, laser pointers, expensive or valuable items. The school is not responsible for money or the value of items that are lost. You can pick up items that we have deemed inappropriate in the school office.

Preschool

Cole School offers a Preschool Program for three and four year olds living in Boxford. The classes are integrated with students who are in need of special education with tuition-paying peer models. A licensed special education teacher and classroom assistant teach the classes. Students work independently as well as in small groups. The transition to kindergarten is a smooth one for students who are familiar with the school. To learn more about the preschool program, contact the Preschool Coordinator.

Recess

Your child has the opportunity to participate in recess at both schools each morning before school starts, from 8:25 a.m. until 8:35 a.m. and again after lunch. At Cole School, we also offer recess in the mid-morning in addition to recess before lunch each day.

Report Cards for Grades K-6

The purpose of your child's Report Card is to provide a framework for your discussions with your child's teachers. Report Cards are different for each grade level, and are useful for understanding not only our approach to your child's educational development, but also the specific skills your child is learning and will be learning later in the school year. We encourage you to discuss your child's Report Card with your child's teachers during the parent-teacher conferences to enhance his/her social and academic development.

Your child's teacher will provide a Report Card at the end of each trimester. The report is organized by content area and lists the State Standards/skills that the teacher evaluates your child against. Your child's progress is measured on an Academic Proficiency Scale or Learner Quality Scale, depending on the standard/skill. Note that this progress refers to your child's progress toward the achievement goal only for the current term, rather than the entire school year.

At Spofford Pond, in the middle of each trimester, your child's teacher will send home a written Progress Report so that you may track your child's progress toward the milestones that the Report Card establishes. We encourage you to review both the Progress Report and Report Card with your child so that you can reconcile your understanding of your child's school experience with your child's teachers' understandings and use them as tools to motivate your child's continuing development, attitudes and study habits. *Schedules and formats for report cards, progress reports and parent-teacher conferences during the COVID-19 pandemic are subject to change.*

Room Parent

Classroom teachers assign the role of Room Parent at their discretion to one or more people, generally following the Fall Open House. Room parents facilitate communication between the teacher and the classroom parents, providing support to the teacher as the need arises. Room Parents may be asked, from time to time, to send out messages from the PTO to the parents of their respective classes. Room Parents may manage classroom volunteers, organize special events,

assist with classroom supplies and they traditionally coordinate the purchase of gifts to the teacher from the class.

School Notices

Important notices come home via email and backpack. Make it a habit to check your child's backpack daily. Critical information such as school closings and emergency matters are communicated through the ***Schoolbrains*** system, which enables us to send a timely, broad community message via email and voicemail. You should notify the main office of your school as well as the Tri-Town Central Office if your contact information changes at any point.

Spofford Pond Student Arrival and Pick Up Procedures

Spofford Pond Student Drop Off

On occasions that you drive your child to school in the morning: Do not drop your child off before 8:25am, except for band practice, chorus practice, or other scheduled school-sponsored events, as staff will not be available to supervise. Pull your car up all the way to the Main Entrance—do not stop near the playground or the sixth grade door. To be safe, we recommend you only allow your child to exit from the passenger's side of your car, as inattentive drivers may not see your child exiting in the roadway or walking between car bumpers. Pull forward to the end of the sidewalk (closest to the front door) to allow as many children to exit their cars as possible. This will also help with traffic in the parking lot and road behind you. Do not let your child out of your car until you have reached the sidewalk—it is too dangerous to let children out early so that they must walk across the parking lot while cars are snaking their way through. Except during inclement weather, your child should walk directly out to the playground in the morning. If your child arrives late to school, he/she must stop at the school office to inform us of his/her arrival.

Spofford Pond Student Pick Up

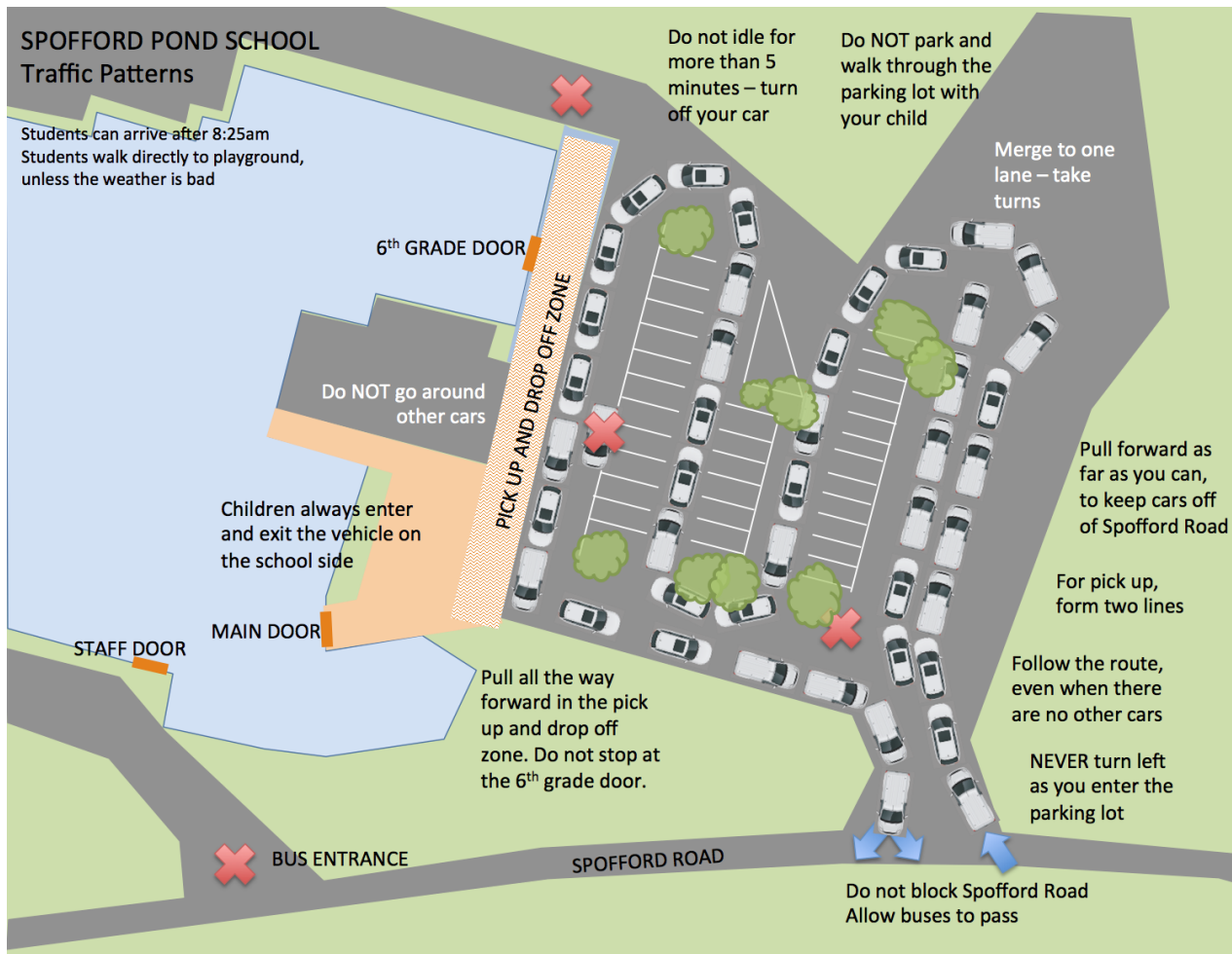
Pull your car forward in line following the markings, barricades and cones. Remain in your car as you approach the patio at the Main Entrance, where your child will be waiting to get in your car.

When you need to pick up your child during the school day, park in the main lot and come into the school office.

In the event of an emergency, you may change your child's dismissal by telephone, but we cannot accommodate changes after 11:00 am.

We cannot accommodate dismissals later than 2:30pm for traffic and safety reasons.

Spofford Pond School Traffic Pattern Map



Harry Lee Cole School Student Drop Off and Pick Up Procedures

Cole Student Drop Off

On occasions that you drive your child to school in the morning: Do not drop your child off before 8:25am, as staff will not be available to supervise. Drop your child off in front of the building (on Middleton Road) along the sidewalk as a line of cars form. To be safe, we recommend you only allow your child to exit from the driver's side of your car, as inattentive drivers may not see your child exiting in the roadway or walking between car bumpers. If there are cars lined up behind you, pull forward to the end of the sidewalk (past the front door) to allow as many children to exit their cars as possible. This will also help with traffic in the road behind you. School buses drop off children at the side entrance (on Main Street), so keep an eye out for them on your left as you leave the sidewalk area and exit onto Middleton Road. If your child arrives late to school, he/she must stop at the school office to inform us of his/her arrival.

Cole Student Pick Up

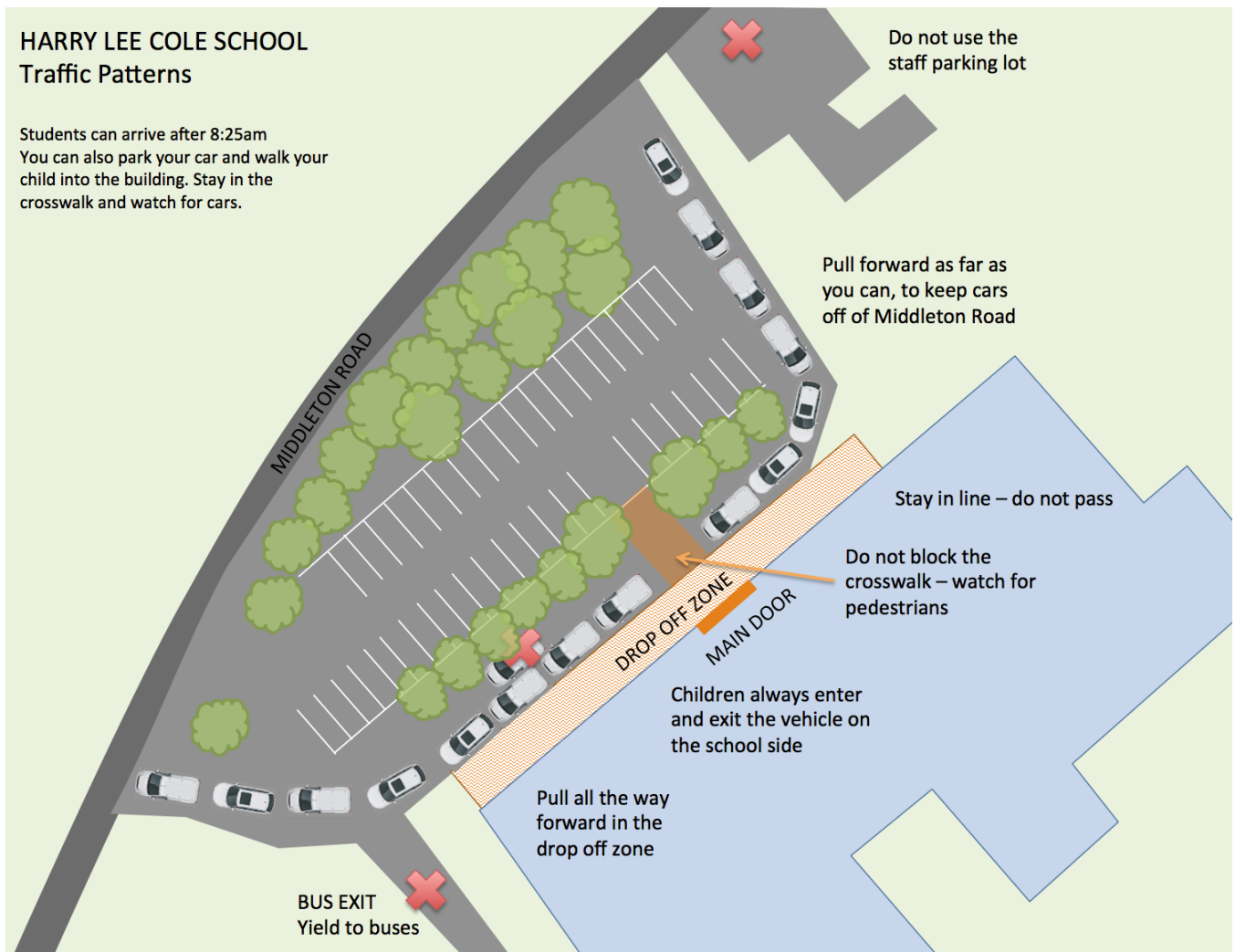
Kindergarten pick up will begin at 2:50pm. Parents are asked to pull in the front driveway, pull all the way forward, and display your child's first and last name in the window. Your child will be

walked to your car. If you are also picking up an older student (grades 1 or 2), please do not come for pick up until 3:00 pm.

First and second grade pickups begin at 3:10pm. If you come to the school earlier than 3:00, we will ask you to exit and drive around the block so that we can complete our Kindergarten pick ups first. Parents are asked to pull in the front driveway, pull all the way forward, and display your child's first and last name in the window. Your child will be walked to your car.

School buses pick up children at the side entrance (on Main Street), so please keep an eye out for them on your left as you leave the sidewalk area and exit onto Middleton Road.

Harry Lee Cole School Traffic Pattern Map



School Nutrition and Lunch

Your grade K-6 child may either bring his/her own lunch or receive lunch at the school cafeteria. Check the school website for a link to the current menu. Until December 30, 2021, a lunch will be provided free of charge to all students on school days. **Be sure to remind your child to not exchange food with other children to avoid potentially dangerous allergic reactions or other medical situations.**

The Boxford Elementary School District is partnering with Whitsons Culinary Group for the management of the School Nutrition Program. For information about the nutritional content and rationale behind the offerings at the schools, contact the Food Services Director at (978)

739-2800 ext. 4136 or go to the Whitsons school website link:

<https://www.tritownschoolunion.com/central-office/business-and-operations/whitsons-food-service>

Special Education Parent Advisory Council

As required by state Special Education Regulations, each school district operating a special education program must establish a Special Education Parent Advisory Council (SEPAC). The SEPAC meets regularly with school officials to develop a productive working relationship and to have a voice in the delivery of special education services. The SEPAC also provides support, opportunities to share information, presentations by speakers and access to community and educational resources. Membership in the SEPAC shall be offered to all parents of children with disabilities and other interested parties in Boxford, Middleton and Topsfield. The Elementary and Masconomet Schools have combined the SEPAC so that parents have a more unified system of support from PK-12.

Summer Book Loans

Contact your school librarian if your child would like to borrow materials over the summer.

Summer Reading

The Reading Specialist at Spofford Pond School provides a list of books and authors for your child to read from each summer. Information is available on the Spofford Pond School website and the Spofford Pond School Principal's Blog. We suggest that your child reads a minimum of two books from the list of recommendations over the course of the summer. Teachers may assign related work to keep your child engaged over the summer months and ease the transition of returning to school. The Boxford Public Library maintains copies of the summer reading lists and will provide copies of the books to the extent possible.

Telephone Use

Your child can use the school's telephone in the event of an emergency. If you wish to speak to your child's teacher or a support person, please feel free to call the main office. However, if you call during school hours, please leave a message on the voicemail and staff members will call you as

soon as they are available. Unless there is an emergency situation, we respectfully request that you not call school during dismissal time.

Title IX of the Education Amendments of 1972

The Boxford, Middleton, and Topsfield Public Schools does not tolerate discrimination against, students, parents, employees or the general public on the basis of sex. The Boxford, Middleton, and Topsfield Public Schools is also committed to maintaining a school environment free of harassment based on sex, including harassment based on gender, sexual orientation, gender identity, pregnancy or pregnancy status. The Boxford, Middleton, and Topsfield Public Schools' policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to a public school of Boxford, Middleton, and Topsfield Public Schools or in obtaining the advantages, privileges, and courses of study of such public school on account of sex.

How to Report Sexual Harassment: Individuals are encouraged to report allegations of sexual harassment to the Title IX Coordinator(s) identified below or the Principal. Any report of sexual harassment, as defined under Title IX of the Education Amendments of 1972, will be responded to promptly in accordance with the District's Title IX Sexual Harassment Grievance Procedures, available at: <https://bit.ly/3nri4mN>. Reports of discriminatory harassment not constituting sexual harassment as defined under Title IX of the Education Amendments of 1972, will be initially addressed through the District's Title IX Harassment Grievance Procedure and may, if dismissed under that procedure, be investigated in accordance with the District's Civil Rights Grievance Procedures, available at: <https://bit.ly/36M8dls>.

Upon receipt of a report of sexual harassment, the Title IX Coordinator will: (1) promptly and confidentially contact the complainant to discuss the availability of supportive measures; (2) inform the complainant of the availability of supportive measures with or without the filing of a Title IX Formal Complaint; (3) consider the complainant's wishes with respect to supportive measures; (4) if the school district does not provide the complainant with supportive measures, document the reasons why such response was reasonable; and (5) explain to the complainant the process for filing a Title IX Formal Complaint.

Inquiries about the application of Title IX may be directed to the District's Title IX Coordinator and/or the Assistant Secretary of the U.S. Department of Education, Office for Civil Rights.

The District's Title IX Coordinator is:

Brian Middleton-Cox
Director of Human Resources
Tri-Town School Union
28 Middleton Road
Boxford, MA 01921
Phone: 978-887-0771
Email: bmiddleton-cox@tritownschoolunion.com

Traffic Patterns

Pay close attention to signs, markings, barricades and cones near and within school grounds. Drive slowly (10 mph speed limit) and exercise caution in order to allow buses to arrive and depart safely. We expect you to follow any instructions from staff members who are on duty during arrival and dismissal times. **Do not pass school buses or other cars standing in the driveway at any time.** Note that town and state regulations require you to turn off your engine after five minutes of idling, even in cold or hot weather. Do not park in any fire lane.

Transportation

We offer school bus transportation to all children. The Assistant Superintendent of Operations and the bus company jointly establish the bus routes and publish these routes within the two weeks before the school year begins. If you have questions or concerns regarding the bus routes or logistical operation of the busses, please contact the Assistant Superintendent of Operations.

Your child will generally only be transported to and from school on his/her assigned bus. If you want your child to take a different bus for the remainder of the school year, you may arrange to transfer your child to another bus, if space allows, in writing with your child's school office.

If you have concerns regarding behavior issues on the bus, please contact your child's school Principal.

Volunteering at School

We welcome volunteers at our schools – we could not accomplish all that we do without your help! Volunteers enrich the learning environment, extend the teachers' teaching time and expand our resources. Volunteers work under the direction of each classroom teacher who will explain the best way to provide support during the Fall Parent Information Night/Open House. You can sign up for specific activities and roles at that time. If you cannot attend, speak directly with your classroom teacher.

All volunteers are required to obtain "CORI" approval:

On November 27, 2002, chapter 385 of the Acts of 2002, "An Act Further Protecting Children," was enacted. That law contains a provision authorizing school committees, Superintendents and Principals to have access to criminal offender record information ("CORI") and requires that they obtain "all available" CORI of *"any current or prospective employee or volunteer of the school department, who may have direct and unmonitored contact with children, including any individual who regularly provides school related transportation to children."*

To volunteer, you must update your CORI every three years. Visit a school office to complete a CORI check. Be sure to bring Photo identification such as a driver's license or passport.

Volunteers **must** strictly respect the confidentiality of student information at all times. Any misuse of information results in the immediate termination of your volunteer services. As a volunteer, you are required to sign a confidentiality statement.

Due to safety concerns, we ask that even if you spend a substantial amount of time in the school on a regular basis, that you not bring younger siblings. *During the COVID-19 pandemic, we will not be allowed to have volunteers in our classrooms when there is in-person learning.*

Walkers and Bike Riders

Your child may only ride a bike to school in grades three and above. If your child plans to ride a bike to school, he/she must wear a safety helmet and lock the bike at school. We will not be responsible for lost, damaged or stolen bicycles. If your child will ride to school regularly, send a permission note for the school office to keep on file. If your child will only ride to school occasionally, send a note to the office each time, so that we know not to send him/her home on the bus on those days.

Plan your child's walk or ride so that he/she arrives at school no earlier than ten minutes before school begins. Please caution your child about talking with strangers and accepting rides from anyone. For the trip home, we dismiss all walkers and bike riders following the last bus.

What can I bring to school?

You should normally bring your backpack to school with your AgendaMate, homework, books, school supplies and lunch (if you are not planning to buy lunch at school). Sometimes you will have school projects and musical instruments that you may also bring to school. *During the COVID-19 pandemic, we are asking all students to bring school-issued devices to and from school for in-person learning days.*

Some things you may bring to school **only if you first get permission from your classroom teacher:**

- Money, if it's kept in a labeled envelope and given to your teacher for safekeeping.
- Games for use in school.
- Digital Devices, only if you and your parent first give a signed copy of the Digital Devices Acceptable Use Rules (see Appendix) to your school office.

Some things you may **NOT** bring to school:

- Weapons of any kind.
- Toy weapons of any kind.
- Anything your teacher, the Principal or any other school official tells you not to bring to school.

Parent Signatures:

https://docs.google.com/forms/d/e/1FAIpQLSewnloZqwi5I8L2X-MklkfE1e_VYA3QUqqiXBE-4s1RV5ypoA/viewform?gxids=7628

Appendix A: Tri-Town School Union Policy Handbook:

<https://bit.ly/2N7fVww>

Appendix B [ACCEPTABLE USE POLICY](#)

APPENDIX C is [MEDIA OPT OUT](#)

Signatures:

By [signing the handbook](#) you are agreeing to the school handbook, TTU policy book and the Acceptable Use Policy.