

**Acton-Boxborough Regional High School
36 Charter Road
Acton, Ma. 01720
(978) 264-4700**

Alixé Callen, Ed.D.
PRINCIPAL

IMPORTANT INFORMATION FROM THE HIGH SCHOOL PRINCIPAL

August 2008

Dear Parents and Students,

As the new principal of ABRHS, I am delighted to welcome you to the 2008-2009 school year. I have spent the summer getting acclimated and am looking forward to the return of students and staff next month.

As you may have heard, there are some significant changes to the school's leadership team. Spanish teacher Jim Marcotte has joined the administration as Interim Assistant Principal, replacing Ms. JoAnn Campbell. Mr. Marcotte will be responsible for the senior class and for one-third of the freshman class. In addition, Mrs. Kirsten Kunz has been appointed to the position of Principal's Assistant and Mr. Chris Clinton will be taking on the role as Interim Science Department Leader. We welcome them all to the administrative team.

In addition to these personnel changes, we will continue the initiative we began last year related to clarifying policies, procedures, and students' responsibilities concerning academic integrity. We will also begin a comprehensive focus this year on student stress at ABRHS. A faculty committee has already been underway to look at the various factors that contribute to levels of student stress at the high school. Look for updates on this important initiative as the year progresses. Lastly, we will implement a few changes to our attendance policy in order to better insure consistent student attendance and effective management of attendance data throughout the school year.

This year school begins for students on Wednesday, September 3rd. School hours are 7:23 a.m. to 2:18 p.m. On the first day of school, please report promptly to your homeroom (indicated on the enclosed schedule) by 7:23.

Student Schedules

Enclosed in this mailing, you will find your schedule for the coming year. Those students whose schedules are not enclosed owe parking fines. Fines may be paid in the Main Office.

Most schedules contain information regarding lockers. Please do not be concerned if your schedule is lacking locker information. If that is the case, we will provide that information to you on the first day of school. **Attention Seniors: If you will not be using an academic locker during the 08-09 school year, please see Mrs. Haras in room 117N or Mrs. DeRome in the Administration Office over the summer or at the beginning of the school year.**

Requests for schedule changes in period or teacher assignments must be brought before the school's Appeals Board. (The Appeals Board is not for level changes. Please see level changes below). The Board consists of the Department Leaders and an Assistant Principal and will meet on Monday, August 25th only. **Any student wanting to appear before the Appeals Board should call the Counseling Department (264-4700, ext. 3430) between August 4th and August 15th to make an appointment for August 25th.** Students who will be out of town on August 25th are asked to submit their requests in writing to Assistant Principal Mr. Dorey so that the Appeals Board can also review those requests on August 25. Students out of town may also submit their requests to be reviewed by the Appeals Board via email to ldorey@mail.ab.mec.edu.

In some instances course requests could not be filled due to scheduling conflicts. Students who find that they are missing a request may contact the Counseling Department to inquire what their options may be.

As you are reviewing your schedule, please note the following:

- All students must be scheduled for a lunch period – lunch is served periods 4, 5, 6, and 7.
- **Level changes to a higher level course than a student was recommended for will not be entertained.**

All students will receive an updated schedule in homeroom on the first day of school.

Emergency Card Update Information

At the top of this page, on a bright colored label, parents/guardians will find their username and family password along with the web address for PowerSchool. Please take the time to go on line to complete or edit your student's emergency information. We ask that this information be completed by September 5th. Once you have submitted the emergency form, you may continue to use this web address to track your child's attendance throughout the school year. If you have any questions, please contact Jeanne Potter at 978-264-4700 at extension 3404.

Orientation Activities

We provide an orientation program for all students new to the community as well as rising 9th grade students. Students new to the community will receive a separate invitation letter regarding orientation activities on Wednesday, August 27th. All other freshmen received a letter with their 8th grade report cards in June. We hope your child will be able to attend this introduction to the high school. The orientation for all freshmen will begin at 10:30 on August 27th. Students should report to the main lobby of the school for information on the location of group orientation sessions. The orientation includes a free pizza lunch which will be served from 11:30 – 12:00 and is provided by the parent organization (PTSO). The orientation for students new to the community (grades 9, 10, 11 and 12) begins at 8:30 a.m. and ends at 10:15 a.m. and will take place in the Counseling Center.

Freshmen new to the school system are also invited to stay for the general freshman orientation that will begin at 10:30. Students attending orientation will be able to use their schedules to find their classrooms, explore other areas of the school and practice opening their lockers. Students should plan to leave the building by 12:30.

Bus Schedules

Bus schedules will be on our website in August and will also be published in *The Beacon* in late August.

Fall Sports and Activities

Most fall sports practices will begin on August 21. Please check our website, ab.mec.edu/abrhs, for the starting time for each sport. Students trying out for a team must have proof of a current physical examination on file with the athletic trainer before tryouts. The athletic fee is \$190 per sport per season with a \$760 family cap. Waivers are available for cases of financial hardship.

Band camp begins August 18 (Monday-Thursday, 9:00 a.m. – 9:00 p.m.; Friday, August 22nd 9:00 a.m. to 3:00 p.m.). Chorus camp will be held on Tuesday, August 26th, 9:00 a.m. – 2:00 p.m..

Student IDs/School Pictures

Student I.D. pictures will be taken on **Thursday, September 4 and Friday, September 5**. These are also the school pictures with packages for families to buy. Parents will receive information in the mail from the photography company regarding picture ordering procedures. If you have any questions, the phone number for Prestige Portraits for Lifetouch Studios is (800) 426-9533.

Senior Privileges

Seniors who have not yet applied for privileges may pick up application forms beginning the week of August 25th. Forms will be available at the Main Office and Administration Offices.

Completed forms should be returned to the Principal's Assistant, Lani DeRome in the Administration Office for further processing.

Parking

Parking on campus this year will be available for seniors only at a cost of \$200 for the year. Those seniors wishing to purchase a parking sticker before school starts should report to the Campus Monitor room (102N). The schedule is as follows:

Monday – 8/25	8:00 – 12:00
Tuesday – 8/26	12:00 – 4:00
Wednesday – 8/27	7:00 – 11:00
Thursday – 8/26	8:00 – 12:00

Parking stickers can also be purchased during school hours after school starts. Any incoming senior that owes a parking fine from junior year will not be issued a parking sticker until the fine is paid. A list of those students owing fines is posted on the door of the Campus Monitor room.

During school hours parents and visitors are welcome to park in the designated visitor parking spaces at the high school. Please do not park in any numbered parking space as all of those spaces have been assigned to faculty and staff.

The high school campus has specific drop off and pick up areas for parents, students and busses and the direction of traffic flow changes in the morning and the afternoon. We ask that all visitors please follow the direction of the high school campus monitors. The campus monitors are available to answer your questions and direct you through our campus.

Absences

Parents are to notify the Main Office of all student absences. Please call **(978-264-3323)** on the day of the absence. If parent notification is not received, the absence will be recorded as unexcused. An unexcused absence will be defined as a truancy. Details pertaining to consequences for student truancy will be discussed with students in homeroom on the first day of school. (Parents will now be able to access daily attendance records on PowerSchool. Please see the emergency card update information above in order to access your student's attendance record.)

In accordance with the school policy, each student is granted an opportunity to earn full credit for any course as long as his/her total absences (excused and unexcused) do not exceed 20 days per full year course, 10 days per semester course, or 5 days per semester course meeting on alternate days.

Tardy Policy

School starts at 7:23 a.m. If a student comes to school later than that, he/she must sign in at the Main Office. Students arriving late to school in excess of three days per term **may** be required to meet with their Assistant Principal before gaining admittance into class. Students chronically late to school will be assigned detention. If a student is late to class during the day, the classroom teacher may require the student to attend after school detention and /or reduce the student's class participation grade for that day. Additional details pertaining to unexcused tardy to class will be discussed in homeroom on the first day of school.

Dismissals

If a student needs to be released early, he/ she must bring a note signed by a parent or legal guardian to the Main Office prior to third period on the day of the dismissal. In the event of an emergency, parents may call the Main Office to have their child dismissed on that day. Students returning to school must check in at the Main Office when they arrive. Students leaving campus without following the proper dismissal procedures will be considered truant from any class missed. Notes excusing trancies due to the student's failure to follow the dismissal policy will not be accepted. Upperclassmen with privileges are expected to follow the same dismissal procedures whenever they are going to miss class.

Parents: If you have an emergency during the school day and need to contact your son or daughter, please call 978-264-4700 ext. 3430 or leave the message in person at the school store

(located right next to the Main Office). Messages will be delivered to students in classrooms by our A-B Express student delivery service during selected periods during the day.

I encourage you to look at our school website: ab.mec.edu/abrhs as well as the links to the PTSO and Counseling Department websites for additional information throughout the upcoming school year.

I look forward to a wonderful school year. Best wishes for a restful and relaxing end of summer.

Sincerely,

Alixé Callen, Principal