Bigelow Middle School

2017-2018

PARENT
HANDBOOK

Bigelow’s Core Values:
• Respect
• Responsibility
• Love of Learning

42 Vernon Street, Newton, MA 02458-1206 • 617-559-6800 • www.bigelow.newton.k12.ma.us
<table>
<thead>
<tr>
<th><strong>MAIN OFFICE</strong></th>
<th>617-559-6800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax Number</td>
<td>617-552-7752</td>
</tr>
<tr>
<td>Todd M. Harrison, Principal</td>
<td>617-559-6811</td>
</tr>
<tr>
<td>Lucas Mogensen, Assistant Principal</td>
<td>617-559-6812</td>
</tr>
<tr>
<td>Courtney Rau Rogers, Assistant Principal for Pupil Services</td>
<td>617-559-6815</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>NURSE</strong></th>
<th>617-552-7746</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Schy</td>
<td>617-559-6819</td>
</tr>
<tr>
<td>Voicemail</td>
<td>617-552-7746</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>GUIDANCE</strong></th>
<th>617-559-6805</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathleen Ahern - 6th grade</td>
<td>617-559-6805</td>
</tr>
<tr>
<td>Jessica Pierce  - 6th grade</td>
<td>617-559-6806</td>
</tr>
<tr>
<td>Molly Morrow - 7th grade</td>
<td>617-559-6804</td>
</tr>
<tr>
<td>Melissa Reddick - Metco</td>
<td>617-559-6817</td>
</tr>
<tr>
<td>Daniela MacKinnon - Boost Social Worker</td>
<td>617-559-6817</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PSYCHOLOGIST</strong></th>
<th>617-559-6820</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jordanna L'Esperance-Chouinard</td>
<td>617-559-6820</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>INCLUSION FACILITATOR</strong></th>
<th>617-559-6800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Popp</td>
<td>617-559-6800</td>
</tr>
<tr>
<td>Xylene Graves</td>
<td>617-559-6800</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>INTEGRATED PROGRAM and LEARNING CENTER</strong></th>
<th>617-559-6800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lauren Cohen - 6th grade</td>
<td>617-559-6800</td>
</tr>
<tr>
<td>Heather Dragsbaek - 6th grade</td>
<td>617-559-6800</td>
</tr>
<tr>
<td>Stefanie Dalfior - 7th grade</td>
<td>617-559-6800</td>
</tr>
<tr>
<td>Holden Trunk - 7th grade</td>
<td>617-559-6800</td>
</tr>
<tr>
<td>Crista Cavicchio - 8th grade</td>
<td>617-559-6800</td>
</tr>
<tr>
<td>Brooke Brady - 8th grade</td>
<td>617-559-6800</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>COMPUTER LAB</strong></th>
<th>617-559-6808</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missy Costello</td>
<td>617-559-6808</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>LIBRARY</strong></th>
<th>617-559-6807</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patty Summa</td>
<td>617-559-6807</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>MUSIC DEPARTMENT</strong></th>
<th>617-559-6828</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jaime Alberts</td>
<td>617-559-6828</td>
</tr>
<tr>
<td>Gregory Livingston</td>
<td>617-559-6829</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PHYSICAL EDUCATION DEPARTMENT</strong></th>
<th>617-559-6825</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Fitzgerald</td>
<td>617-559-6825</td>
</tr>
<tr>
<td>William Prendergast</td>
<td>617-559-6830</td>
</tr>
<tr>
<td>Jay Coughlin</td>
<td>617-559-6830</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SYSTEM-WIDE NUMBERS</strong></th>
<th>617-559-6000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newton Public Schools Main Number:</td>
<td>617-559-6000</td>
</tr>
<tr>
<td>Superintendent, David Fleishman:</td>
<td>617-559-6100</td>
</tr>
<tr>
<td>E.L.L.:</td>
<td>617-559-6043</td>
</tr>
<tr>
<td>METCO Central Office:</td>
<td>617-559-6132</td>
</tr>
<tr>
<td>Newton North High School:</td>
<td>617-559-6200</td>
</tr>
<tr>
<td>Student Services:</td>
<td>617-559-6025</td>
</tr>
<tr>
<td>Transportation:</td>
<td>617-559-9051</td>
</tr>
<tr>
<td>Food Service:</td>
<td>617-559-6315</td>
</tr>
</tbody>
</table>

Emergency Access Line (pre-recorded message regarding school closings): 617-559-9699
August 2017

Dear Bigelow Parents,

Greetings from Bigelow! I hope you and your family have had a wonderful summer, and that you have had a chance for relaxation and renewal. As hard as it is to see these long warm days come to an end, the arrival of September and the new school year brings great hope as well, as we eagerly anticipate upcoming new learning experiences. The emotions of this annual transition are particularly pronounced for me this year as my two sons launch new adventures soon. It seems like they were just entering middle school yesterday, but my youngest son is now starting college at the end of this month, and my oldest son, now 22, graduated from college in June and is (hopefully) entering the work force this fall. I’m not sure their mother and I are ready for an empty nest! Nevertheless, we are excited about their new opportunities, and I hope you and your children are excited about the new experiences that await them this year in middle school. It will be great to have the hallways and classrooms of Bigelow brimming with their curiosity and spirit again.

Opening day for all students is Tuesday, September 5, 2017. The doors open at 8 am, and students should report to their homerooms by 8:15 am. Grade 6 parents are welcome to accompany their child to his or her homebase on this special occasion, and then join me for coffee in the library from 8-8:45 am. Your child’s homebase and cluster assignment is printed at the top of this letter, and enclosed is a staff list with names of teachers. The assignment of students to homebases and clusters is done very carefully and thoughtfully, and follows an intricate process. We are not able to make changes to these assignments because of the disruption this causes to their overall balance. We know that some children may not be placed with their best friends or get their preferences for teachers. We ask that you discuss your child’s placement with him or her in a positive and optimistic tone, as your attitude will have a strong impact on how he or she will approach the new school year. Complete homebase lists will be posted in our lobby beginning August 29.

All sixth graders are invited to a special grade 6 orientation/ice cream social on Tuesday, August 29, 9-10:30 am. Students should report to the auditorium and from there they will visit their homerooms, meet other homeroom classmates, receive their schedules, tour classrooms, and have refreshments and time to socialize. Parents may drop off their child or may gather in the library for coffee and socializing of their own during this orientation. If you ordered school supplies from the PTO, they can be picked up in the hallway adjacent to the courtyard between 10:30-noon on this Tuesday morning, August 29, or on the first day of school. Sixth graders who are unable to attend this optional event and seventh and eighth graders are welcome to visit the school with a parent or adult during the week of August 29-September 1, 8:30am-3:00pm, to find the location of their homerooms.

The Bigelow Parent Handbook is online at our website (www.newton.k12.ma.us/bigelow). It is filled with important information about Bigelow and the upcoming school year. Please read it carefully, especially the information about our core values, operation, and policies. In particular, all sixth grade and new students are required to read our Rules and Regulations and our Safe Busing Checklist. If your child is a sixth grader or new, please make sure that he or she reads these pages before school begins, and that you review this information with him or her. School supply lists for each grade level are printed in the back. Enclosed with this letter is a helpful page from the Parent Handbook for parents, “Guidelines for Parents,” about whom to contact when you have a question or concern.
For the full school calendar of events and for a calendar of after school student activities, such as EEE clubs, concerts, drama auditions, and athletic contests, please go to our website, and click on “View Calendar” on the homepage and “Activities and Sports Calendar” under the "Student Activities" drop down menu. We encourage you to bookmark and regularly check these links for up-to-date information on events happening at Bigelow.

On the first day of school, students will receive their schedules. They will also receive a Bigelow Student Handbook, an NPS Students Rights and Responsibilities handbook, and other materials. Please review these materials carefully with your child. You may deposit money in your child’s lunch account at www.myschoolbucks.com. Information about bus transportation can be found at www3.newton.k12.ma.us/transportation.

Here are a few dates to put on your calendar for the first month:

- **First Day of School**, Tuesday, September 5
- **All School Picnic**, Thursday, September 14, 5:30-7:30 pm, Burr Park
- **No School, Rosh Hashanah**, Thursday, September 21
- **Grade 6 Parent Breakfast**, Tuesday September 26, 8:30-9:05 am
- **Early Release Day**, Wednesday, September 27, dismissal at 11:30 am
- **Grade 8 Carwash**, Thursday, September 28, 3-4:30 pm, parking lot.
- **Grade 6 Parent Potluck Dinner**, TBA
- **Back to School Night**, Thursday, October 5, 6:50-9:00 pm
  A meeting and light refreshments will be held for METCO parents at 6 pm in the library preceding the evening.
- **No School, Columbus Day**, Monday, October 9
- **Grade 7 Parent Open House**, Tuesday, October 10, 8-11:15am
- **Grade 8 Parent Open House**, Wednesday, October 11, 8-11am
- **Grade 6 Parent Open House**, Thursday, October 12, 8-11am.
- **6th Graders' Social**, Friday, October 13, 3-5pm
- **School Picture Day**, Wednesday, October 25

More information about these events will be forthcoming at the start of school.

We look forward to seeing you in a few short weeks. I hope this upcoming time of transition soon brings you and your children many new rewards.

Fondly,

_Todd_

Todd M. Harrison
Principal
Dear Parents and Guardians,

As a Bigelow family you are automatically included in our Parent Teacher Organization (PTO). We look forward to having you as part of our community and hope you will explore the many ways to get involved in middle school.

Keep up to date with the happenings at Bigelow:

1) **Website:** [www.bigelowpto.org](http://www.bigelowpto.org)
   You will find lots of helpful information and links for what is going on at Bigelow, the PTO, and in the Newton Community.

2) **E-mail:** bigelowbulldog@gmail.com
   Please contact us if you have any questions, feedback, suggestions or ideas. Your input and support makes our PTO community stronger.

3) **PTO Weekly Notes**
   We send a weekly newsletter to all parents/guardians of Bigelow students. You will start receiving the PTO Notes in the next few weeks. If you do not receive anything by April 14th, please let us know.

4) **Family and Staff Directory**
   The Bigelow PTO manages a Family and Staff Directory that is hosted online at My School Anywhere ([www.myschoolanywhere.com](http://www.myschoolanywhere.com)), a secure and easy to use school directory platform.

   Your information will be automatically added to the Bigelow Directory if you were in the Lincoln-Eliot, Mason-Rice, Underwood or Ward directories. If you come from out of town or a different school, please let us know and we will send you instructions on how to be included.

We look forward to seeing you this year at Bigelow.

*Bigelow PTO Co-Presidents*
# Bigelow Middle School Parent Handbook
## 2017-2018

### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important Phone Numbers</td>
<td>1</td>
</tr>
<tr>
<td>Letter from the Principal</td>
<td>2</td>
</tr>
<tr>
<td>Letter from PTO</td>
<td>4</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>5</td>
</tr>
<tr>
<td>Core Values Statement</td>
<td>6</td>
</tr>
<tr>
<td>Fact Sheet</td>
<td>7</td>
</tr>
<tr>
<td>Math at Bigelow</td>
<td>8</td>
</tr>
<tr>
<td>Guidelines for Parents</td>
<td>10</td>
</tr>
<tr>
<td>Program of Studies</td>
<td>11</td>
</tr>
<tr>
<td>Bigelow Staff</td>
<td>12</td>
</tr>
<tr>
<td>Bigelow Map: Floor Plan</td>
<td>14</td>
</tr>
<tr>
<td>School Calendar/Newton Public Schools – 2016/2017</td>
<td>15</td>
</tr>
<tr>
<td>Days of the Cycle</td>
<td>16</td>
</tr>
<tr>
<td>Homework Recommendations</td>
<td>17</td>
</tr>
<tr>
<td>Bus Schedule</td>
<td>18</td>
</tr>
<tr>
<td>Safe Busing Checklist</td>
<td>20</td>
</tr>
<tr>
<td>Transportation FAQ's</td>
<td>21</td>
</tr>
<tr>
<td>Rules and Regulations</td>
<td>23</td>
</tr>
<tr>
<td>General School Policies and Information</td>
<td>27</td>
</tr>
<tr>
<td>Policy on Medications to be Given at School</td>
<td>33</td>
</tr>
<tr>
<td>Medication Permission Form</td>
<td>34</td>
</tr>
<tr>
<td>Middle Schools Extra-Curricular Activities</td>
<td>35</td>
</tr>
<tr>
<td>Supply List Grade 6</td>
<td>37</td>
</tr>
<tr>
<td>Supply List Grade 7</td>
<td>39</td>
</tr>
<tr>
<td>Supply List Grade 8</td>
<td>41</td>
</tr>
<tr>
<td>World Language Supply List</td>
<td>43</td>
</tr>
</tbody>
</table>
BEGELLOW MIDDLE SCHOOL

CORE VALUES STATEMENT

The Bigelow Middle School community strives to create and provide children with a safe and comfortable environment wherein they will develop RESPECT for self and others, a sense of RESPONSIBILITY for oneself and community, and a LOVE OF LEARNING.

RESPECT

* Accept and appreciate human differences
* Acknowledge and appreciate different learning styles
* Value the rights and property of others
* Encourage others to express opinions, take risks and meet challenges
* Value the contributions and efforts of everyone
* Demonstrate respect, kindness and a sense of responsibility towards others and oneself

RESPONSIBILITY

* Accept responsibility for one’s own actions
* Treat oneself and others with respect
* Cooperate with others to reach common goals
* Acknowledge obligations to the community and environment
* Maintain clear behavioral expectations of civility and accountability
* Value the inclusion of all community members
* Inform a trusted adult of serious violations of school rules

LOVE OF LEARNING

* Take responsibility for learning: develop good study skills, come to school, and be prepared to learn
* Acquire a strong academic foundation
* Develop an enthusiasm for life-long learning and pursuit of knowledge
* Strive for academic excellence through risk taking and consistent effort
* Understand the link between effort and achievement
* Acquire basic skills important to future learning
* Develop the habit of critical thinking and intellectual curiosity
* Develop the desire to learn more and challenge oneself
* Develop the confidence to strive for one’s personal best
BIGELOW MIDDLE SCHOOL

FACT SHEET

Mission Statement: The Bigelow Middle School community strives to create and provide children with a safe and comfortable environment wherein they will develop respect for self and others, a sense of responsibility and a love of learning. Respect for human differences and active anti-racism are highly valued. It is our goal to prepare students to become citizens of the 21st century - ready and able to succeed in a global economy with people of all races, genders, cultures and customs. We believe all children can learn at our school; we set high expectations and provide support to help students succeed academically, socially and emotionally. The staff, students and parents of Bigelow Middle School are committed to excellence through continuous improvement.

Core Values: Respect, responsibility and love of learning are our core values.

Grades: Students are enrolled in grades 6, 7, 8.

Structure: Teams of staff work with clusters of students. Teams include: teachers of language arts, math, science, social studies and special education, as well as a guidance counselor. We believe that teaming allows us to get to know students better so that we can best meet the needs of our adolescents.

Programs: All students study language arts, math, science, social studies, physical education, unified arts and world languages. Students may join the band, chorus or orchestra, receive support in special education or ELL, or take enrichment courses.

The Rotation: All students study art, music, health and wellness, physical education, and technology every year. In addition, in 6th grade students participate in drama; in 8th grade, students may choose drama in lieu of art or music.

World Languages: Chinese, French, Italian, and Spanish are offered. Latin is offered as an elective to 7th and 8th grade students.

After-School Activities: Students may participate in a wide range of activities in our EEE after school program for a fee: Bigelow Academic Center, drama club, a musical production, technology, interscholastic sports, intramurals, yearbook, student council, tutoring younger students, school store, math team, and more. Most after school activities run from 2:45- 4:00 P.M. There are late buses every day except Tuesdays. Please check the Bigelow website for a current listing of EEE activities.

School Hours: 8:15 a.m.-2:45 p.m. Mondays, Wednesdays, Thursdays, Fridays; 8:15 a.m. - 2:00 p.m. Tuesdays

Daily attendance and being on time are important habits for students to develop. The Cafeteria is open at 7:30 a.m. The day begins with Homebase at 8:15 a.m. All students are expected to be present by then.

School Council: The School Council is comprised of the principal, parents, teachers and community members who represent our diverse population. The School Council works collaboratively to advise the principal in order to enhance the education of our students. Meetings are usually held on the 3rd Thursday of every month from 3:00 – 4:15 P.M.

PTO: The Parent Teacher Organization at Bigelow is an important part of our community. Parents work on a variety of committees and volunteer in our school throughout the year. These committees plan programs, raise funds, and provide volunteers for Library assistance, chaperoning dances, completing work projects, and more. The PTO is highly valued and is important to the education of our children. Dates and times for meetings are issued in the fall and we meet in our school library.
Seventh and Eighth Grade Math At Bigelow

Seventh Grade Math
All seventh grade students study mathematics using two sources: EngageNY Common Core Curriculum and the Connected Math Project 3. This pre-algebra course continues to develop students’ math skills and conceptual understanding and is adjusted to reflect the Massachusetts Mathematics Standards based on the Common Core State Standards.

Eighth Grade Math
All eighth grade students study algebra, using a variety of resources such as Impact Mathematics, The Connected Mathematics Project, and Algebra: An Integrated Approach by McDougal Littell. This course continues to develop students’ skills and conceptual understanding in the domains of math and incorporates the Massachusetts Mathematics Standards based on the Common Core State Standards.

Flexible Grouping
Bigelow uses a flexible-grouping model on occasion in both 7th and 8th grade math classes. It is designed to enhance all students’ math experience.

Flexible Grouping Rationale
Flexible-grouping allows the teachers to meet the needs of students more immediately and directly. Teachers can flexibly group students in mixed ability groups for new material and then re-group them in selected ability-level groups for additional challenge or support as needed for each unit of the curriculum. Students grow and develop at different times and at different rates and they have varying areas of strengths and weaknesses in math. We have found that flexible grouping provides students with work that matches their changing needs and abilities by allowing for movement between regular and accelerated work throughout the year. In this format, there is less repetition of concepts already mastered by students and more support available to help students who need more time on certain skills.

For the past four years, middle school staff in the Newton Public Schools have explored research regarding “growth mindset.” We strongly believe that it is important to create a “growth mindset” learning environment in our classrooms, so that all students learn that their achievement and intelligence can be increased through effective effort, including their achievement and intelligence in math. Flexible-grouping in math communicates this “growth mindset” approach to students. We have found that the past practice of placing students in fixed math tracks, on the other hand, has had detrimental side effects to students’ self-images of their own potential, and of their willingness to learn from asking questions and making mistakes. Several new middle school studies have shown that achievement and participation improve significantly for all students in mixed ability math classes.
In 8th grade, when students are in ability level groups, both flex groups will cover material needed for accelerated high school math classes; students in the high flex group will also study material to prepare them for possible placement in the high school honors 501 math class. The placement process for ninth grade math uses four points of data (past MCAS scores, work habits, test/quiz average, and a placement test) combined to determine high school recommendations. There are several choices of 9th grade math classes at NNHS.

**Placement in a Higher Grade Level Math Class**

All seventh grade students are enrolled in seventh grade math classes only. This is a new district-wide policy.

In the past, we have had an occasional 8th grade student who has been placed in a higher grade-level math class at NNHS. Skipping a grade level in math is only an option in the Newton Public Schools in 8th grade, and this is a very rare occurrence. It is only done when a student demonstrates conceptual understanding and procedural fluency beyond the 8th grade content. Greater than 99% of eighth graders take math at the middle school. If seventh grade math teachers identify a 7th grade student in the spring whose needs may not be met by the 8th grade math curriculum the following year, they will initiate a district-wide procedure in May which involves consulting with the math coach, further assessments, a review of all applicable data, and collaboration between the teacher, coach, and principal to determine the student’s proper placement.

**Questions?**

For further information about seventh or eighth grade math at Bigelow, please contact your child’s math teacher or the principal.
GUIDELINES FOR PARENTS:
WHO TO CONTACT WHEN YOU HAVE A QUESTION OR CONCERN

Smooth and efficient communication and close collaboration between home and school is important to the success of students. The guidelines below are intended to help parents know who to contact if they have a question or concern. Bigelow uses a collaborative approach to develop effective solutions and some situations may involve multiple staff. We try to respond as soon as possible to parents' inquiries, but please be mindful that teachers and staff are in class and meetings for most of the day.

When to contact the teacher:

*(Email is the best method)*
- Questions about homework, tests/quizzes, and/or projects
- Questions about progress report(s) and/or grades
- Questions/concerns about classroom dynamics
- Clarification about assignments
- Questions/concerns about your student's relationship with the teacher

When to contact the special education teacher, speech pathologist, and other service providers:

*(Email is the best method)*
- Questions about classroom accommodations and modifications
- General questions about your child's academic progress
- General questions about your child's service delivery
- Questions/concerns about and for your student's teaching assistant
- Questions about setting up an IEP Team meeting

When to contact your child's guidance counselor or the school psychologist:

*(Either the phone or email is okay.)*
- Questions/concerns about your child's relationships with peers
- Questions/concerns about your child's social emotional well-being
- Setting up a parent-cluster conference
- Questions/concerns about a situation that you are unsure about how to handle.
- Questions/concerns about general academic issues.

When to contact the school nurse:

*(Either the phone or email is okay.)*
- The health of your child has changed
- Your child's prescription has changed or will need to be refilled soon
- Health concerns about your child that teachers need to know

When to contact the assistant principal or principal:

*(Either the phone or email is okay.)*
- After you have processed through all the above steps OR:
  - For a concern that there is an issue of safety or well-being with your child
  - After you have contacted teacher, guidance, special education, etc. and still have an issue that you feel has not been resolved.
  - If you are unsure about who to contact or how to resolve a situation.

When to contact the main office:

*(Phone is the best method; 617 559-6800)*
- For dismissing your child early
- For dropping off items, such as lunch
- For calling in your child's absence.
- For difficulties with ParentConnect and accessing report cards or progress reports.
BIGELOW MIDDLE SCHOOL

PROGRAM OF STUDIES

Grade 6

Team Subjects
English, Math, Science and Social Studies each day

Physical Education
Three periods per six-day cycle

World Language
Four periods per six-day cycle

The Rotation
Art, Music, Technology, and Drama—each subject meets four periods per six-day cycle, per quarter. Health & Wellness meets one period per cycle for the whole year.

Extension
Band, Chorus, Orchestra, Reading, T-time, Special Education and ELL Services. Each extension class meets twice per cycle.

Grade 7

Team Subjects
English, Math, Science and Social Studies each day

Physical Education
Two periods per six-day cycle

World Language
Everyday

The Rotation
Art, Music, Technology, and Health & Wellness—each subject meets four periods per six-day cycle, per quarter.

Extension
Band, Chorus, Orchestra, Latin, T-time, Special Education, ELL Services and other Electives. Two extension classes per year. Each extension class meets twice per year.

Grade 8

Team Subjects
English, Math, Science and Social Studies each day

Physical Education
Two periods per six-day cycle

World Language
Everyday

The Rotation
Art, Music, Technology, and Health and Wellness; grade 8 students may also choose to take drama in lieu of art or music. Each subject meets four periods per six-day cycle, per quarter.

Extension
Band, Chorus, Orchestra, Latin, T-time, Special Education, ELL Services and other Electives. Each extension class meets twice per cycle.
### Grade Clusters and Homerooms

#### Grade 6

<table>
<thead>
<tr>
<th>Cluster A</th>
<th>Cluster B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject</strong></td>
<td><strong>Teacher</strong></td>
</tr>
<tr>
<td>English</td>
<td>Alexa Bryn</td>
</tr>
<tr>
<td>Math</td>
<td>Alison Arcangeli</td>
</tr>
<tr>
<td>Science</td>
<td>Ken Waldman</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Sue Levy</td>
</tr>
<tr>
<td></td>
<td>Lauren Cohen</td>
</tr>
<tr>
<td></td>
<td>Greg Livingston</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Grade 7

<table>
<thead>
<tr>
<th>Cluster C</th>
<th>Cluster D</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject</strong></td>
<td><strong>Teacher</strong></td>
</tr>
<tr>
<td>English</td>
<td>Rebecca Robles Taylor</td>
</tr>
<tr>
<td>Math*</td>
<td>Elizabeth Hall</td>
</tr>
<tr>
<td>Science</td>
<td>Jessica Hatjar(Parlon)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Sheryl Rice</td>
</tr>
<tr>
<td></td>
<td>Holden Trunk</td>
</tr>
<tr>
<td></td>
<td>Felicia Bennington</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Grade 8

<table>
<thead>
<tr>
<th>Cluster E</th>
<th>Cluster F</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject</strong></td>
<td><strong>Teacher</strong></td>
</tr>
<tr>
<td>English</td>
<td>Hannah Merchant</td>
</tr>
<tr>
<td>Math*</td>
<td>Kyra Mercado</td>
</tr>
<tr>
<td>Science</td>
<td>Deanna Hoffman</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Jean Singers</td>
</tr>
<tr>
<td></td>
<td>Crista Cavicchio</td>
</tr>
<tr>
<td></td>
<td>Michael Burcht</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: Math classes are cross-clustered; students on both teams will have Ms. Hall and/or Mr. Leone.

*NOTE: Math classes are cross-clustered; students on both teams will have Ms. Mercado and/or Ms. LeQuire.
<table>
<thead>
<tr>
<th>Rotation Staff</th>
<th>Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>Denise Taglienti</td>
</tr>
<tr>
<td>Health &amp; Wellness</td>
<td>Michael Burlich</td>
</tr>
<tr>
<td>Music</td>
<td>Jaime Alberts</td>
</tr>
<tr>
<td></td>
<td>Greg Livingston</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Mary Fitzgerald</td>
</tr>
<tr>
<td></td>
<td>Bill Prendergast</td>
</tr>
<tr>
<td></td>
<td>Jay Coughlin</td>
</tr>
<tr>
<td>Technology</td>
<td>Mike Whitman</td>
</tr>
<tr>
<td>World Language Staff</td>
<td>Jie Gao</td>
</tr>
<tr>
<td></td>
<td>Christine Langlois</td>
</tr>
<tr>
<td></td>
<td>Felicia Calabria</td>
</tr>
<tr>
<td></td>
<td>Meghan Martin</td>
</tr>
<tr>
<td></td>
<td>Carolina Verdaguer</td>
</tr>
<tr>
<td>Guidance Staff</td>
<td>Molly Morrow</td>
</tr>
<tr>
<td>Grade 7 Counselor</td>
<td>Kathleen Ahern</td>
</tr>
<tr>
<td>Grade 6 Counselor</td>
<td>Jessica Pierce</td>
</tr>
<tr>
<td>Psychologist</td>
<td>Jordanna L'Esperance-Chouinard</td>
</tr>
<tr>
<td>METCO</td>
<td>Michelle Reddick</td>
</tr>
<tr>
<td>Boost Social Worker</td>
<td>Daniela MacKinnon</td>
</tr>
<tr>
<td>Special Education Staff</td>
<td>Karen Popp</td>
</tr>
<tr>
<td>Inclusion Facilitator</td>
<td>Xylene Graves</td>
</tr>
<tr>
<td></td>
<td>Lauren Cohen</td>
</tr>
<tr>
<td></td>
<td>Heather Dragsbæk</td>
</tr>
<tr>
<td>Integrated Program &amp;</td>
<td>Holden Trunk</td>
</tr>
<tr>
<td>Learning Center</td>
<td>Stefanie Dafflor</td>
</tr>
<tr>
<td>Grade 7</td>
<td>Crista Cavicchio</td>
</tr>
<tr>
<td>Grade 8</td>
<td>Brooke Falcone</td>
</tr>
<tr>
<td>Boost Social Studies</td>
<td>Joe Eckstorm</td>
</tr>
<tr>
<td>Math</td>
<td>Xylene Graves</td>
</tr>
<tr>
<td>Science</td>
<td>Jon Galloni</td>
</tr>
<tr>
<td>English</td>
<td>Kelli Pearson</td>
</tr>
<tr>
<td>Specialty Staff</td>
<td>Leah Richardson</td>
</tr>
<tr>
<td>ELL</td>
<td>Tracey Hamilton</td>
</tr>
<tr>
<td></td>
<td>Stacy Zheng</td>
</tr>
<tr>
<td></td>
<td>Missy Costello</td>
</tr>
<tr>
<td></td>
<td>Patty Summa</td>
</tr>
<tr>
<td></td>
<td>Brian Marks</td>
</tr>
<tr>
<td></td>
<td>Donna Pentaleri</td>
</tr>
<tr>
<td>Speech and Language Specialist</td>
<td>Megan Rawson</td>
</tr>
<tr>
<td></td>
<td>Alex Lechlock</td>
</tr>
<tr>
<td></td>
<td>TBA</td>
</tr>
</tbody>
</table>
Bigelow Middle School

SECOND FLOOR

GROUND FLOOR

FIRST FLOOR
# Newton Public Schools School Calendar 2017-2018

## 2017

### August
- 30: First day for teachers

### September
- 1: Teachers off
- 4: Labor Day
- 5: First day for students
- 21: Rosh Hashanah

### October
- 9: Columbus Day

### November
- 10: Veterans Day Observed
- 22: Schools close at noon
- 23-24: Thanksgiving recess

### December
- 25: through January 1, 2018
- December recess

## 2018

### January
- 15: Martin Luther King Day

### February
- 19-23: Winter Vacation

### March
- 30: Good Friday

### April
- 16-20: Spring Vacation

### May
- 28: Memorial Day

### June
- 22: Last day for students*
- 25: Last day for teachers
- *: 185th day

This includes five (5) snow days.
The last day will be a half-day

### October
- 2: First Full-day of Kindergarten Group A

### September
- 28: First Full-day of Kindergarten Group B

### Secondary Schools - Afternoon Release
- 9/27, 11/2, 12/7, 2/7, 3/8

### Graduation Dates
- Newton North (June 6, 2018) and Newton South (June 7, 2018)

*School Committee approved on 12/12/16 and 3/13/17.*
<table>
<thead>
<tr>
<th>Month, Year</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September, 2017</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Day</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>27</td>
</tr>
<tr>
<td>24</td>
<td>ER-1</td>
<td>ER-1</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td><strong>October, 2017</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>27</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>30</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td><strong>November, 2017</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Veteran's Day</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td><strong>December, 2017</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>ER-4</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>January, 2018</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Year's Day</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>MLK Day</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td><strong>February, 2018</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>ER-5</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td><strong>March, 2018</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>Good Friday</td>
<td>Good Friday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>April, 2018</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>May, 2018</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td><strong>June, 2018</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
</tbody>
</table>
BIGELOW MIDDLE SCHOOL
HOMEWORK RECOMMENDATIONS

1. Students in the sixth grade at Bigelow Middle School are expected to do an average of one to one and one half hours of homework week-nights. Students in the seventh grade at Bigelow Middle School are expected to do an average of two hours of homework weeknights. Students in the eighth grade at Bigelow Middle School are expected to do two to two and one half-hours of homework weeknights and weekends. If homework is not completed by the start of class, students are expected to stay after school with the teacher. Weekends are to be used for review, long term projects and keeping pace with all assignments.

2. All students are expected to use an assignment notebook to record their assignments.

3. Assignment notebooks and monthly calendars should be used to break down long-term assignments into steps. When students are given a schedule outlining due dates, parents should monitor the completion of each section of the assignment.

4. Students are encouraged to read for one half hour each night.

5. Students should look at each night's assignments and focus first on the ones they have to do in one night. They should determine the necessary time needed for each subject. If students find that the work continually takes more than a total of two hours to complete each night, then parents should send a note to the teacher(s) stating that their child worked two hours and did not have time to complete the work. Guidance will work with students, parents and teachers to develop a plan to address homework issues.

6. Staff will help facilitate student study skills. If time concerns are raised, teachers will ask students to record how long it takes to do each assignment. Discussions will be held with classes on how to manage and complete work in a timely fashion.

7. Team members will collaborate on assignments to help ensure that students are not overburdened. Team teachers will take into consideration assignments given by world language teachers. Team calendars will be posted to record assignments. Teachers may suggest how long students are expected to spend on given assignments.

8. Teams will meet to discuss homework expectations.

9. New homework and new projects will not be assigned during vacations, but daily reading is expected. Vacation time can be used to complete make-up work.

10. Long weekends and vacations are designated as times when no new work is assigned so that families have time together. Three-day holidays occur almost every month and this ensures a homework-free weekend. Students may use these times to catch up on assignments.
### Bigelow Middle School

#### 2017-2018 Bus Schedule

<table>
<thead>
<tr>
<th>Trip</th>
<th>Stop Number &amp; Location</th>
<th>Morning Arrival</th>
<th>Afternoon Departures</th>
</tr>
</thead>
<tbody>
<tr>
<td>4301</td>
<td>Gibbs &amp; Sumner</td>
<td>7:30 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Commonwealth &amp; Manet (N)</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jefferson &amp; Nonantum PI</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>#7 Charlesbank</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Charlesbank Opp Orchard</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pearl &amp; Jewett</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bigelow</td>
<td>8:00 AM</td>
<td>2:55PM N/A 2:55PM 2:55PM 2:55PM</td>
</tr>
<tr>
<td></td>
<td>Ward</td>
<td>3:05 PM 12:35PM 3:05 PM 3:05 PM</td>
<td>3:05 PM 3:05 PM 3:05 PM</td>
</tr>
<tr>
<td>6101</td>
<td>Jasset &amp; Faxon</td>
<td>7:50 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pellegrini Pk @ Hawthorne</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Albemarle/Day @ Footbridge</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kensington &amp; Watertown</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wolcott @ Carriage Rd</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Comm Ave @ Lyons Field</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bigelow</td>
<td>8:00 AM</td>
<td>2:55PM 2:10PM 2:55PM 2:55PM</td>
</tr>
<tr>
<td>6102</td>
<td>Berkshire &amp; Bullough</td>
<td>7:40 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bigelow</td>
<td>8:00 AM</td>
<td></td>
</tr>
<tr>
<td>6103</td>
<td></td>
<td>BUS: N/A</td>
<td>N/A  DD N/A N/A N/A N/A</td>
</tr>
<tr>
<td></td>
<td>Bigelow</td>
<td>N/A</td>
<td>2:10PM N/A N/A N/A N/A</td>
</tr>
<tr>
<td></td>
<td>Commonwealth &amp; Manet (N)</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jefferson &amp; Nonantum PI</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>#7 Charlesbank</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Charlesbank Opp Orchard</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pearl &amp; Jewett</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>6104</td>
<td></td>
<td>BUS: RR</td>
<td>N/A  N/A N/A N/A N/A N/A</td>
</tr>
<tr>
<td></td>
<td>Albemarle @ Day's bus stop</td>
<td>7:40 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kensington &amp; Watertown</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eddy &amp; Watertown</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bigelow</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>6199</td>
<td></td>
<td>BUS: N/A</td>
<td>UU N/A UU UU UU UU</td>
</tr>
<tr>
<td></td>
<td>Bigelow</td>
<td>4:15PM</td>
<td>N/A 4:15PM N/A 4:15PM 4:15PM 4:15PM</td>
</tr>
<tr>
<td>Trip</td>
<td>Stop Number &amp; Location</td>
<td>Morning Arrival</td>
<td>Afternoon Departures</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------</td>
<td>----------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>04</td>
<td>Pellegrini Pk @ Hawthorne</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Berkshire &amp; Bullough</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Commonwealth &amp; Manet (N)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6300</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>North - Wed. 9AM</td>
<td>8:40AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Day</td>
<td>8:50AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bigelow</td>
<td>9:00AM</td>
<td></td>
</tr>
<tr>
<td><strong>BOS3</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BUS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>YY</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>YY</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>YY</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>YY</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Day</td>
<td>4:20 PM</td>
<td>4:20 PM 4:20 PM 4:20 PM</td>
</tr>
<tr>
<td></td>
<td>Bigelow</td>
<td>4:35 PM</td>
<td>4:35 PM 4:35 PM 4:35 PM</td>
</tr>
<tr>
<td>01</td>
<td>Tremont &amp; Mass Ave</td>
<td>4:50 PM</td>
<td>4:50 PM 4:50 PM 4:50 PM</td>
</tr>
<tr>
<td>02</td>
<td>Roxbury B &amp; G Club</td>
<td>4:55 PM</td>
<td>4:55 PM 4:55 PM 4:55 PM</td>
</tr>
<tr>
<td>03</td>
<td>Washington &amp; Columbia</td>
<td>5:00 PM</td>
<td>5:00 PM 5:00 PM 5:00 PM</td>
</tr>
<tr>
<td>04</td>
<td>Washington &amp; Talbot</td>
<td>5:05 PM</td>
<td>5:05 PM 5:05 PM 5:05 PM</td>
</tr>
<tr>
<td>05</td>
<td>Morton &amp; Blue Hill</td>
<td>5:10 PM</td>
<td>5:05 PM 5:05 PM 5:05 PM</td>
</tr>
<tr>
<td>06</td>
<td>Forest Hills T on Washington</td>
<td>5:20 PM</td>
<td>5:20 PM 5:20 PM 5:20 PM</td>
</tr>
</tbody>
</table>
TIME FOR SCHOOL

➢ Don't miss the bus! Give yourself plenty of time to reach the bus stop. Walk. Don't run!
➢ Walk safely! Stay on the sidewalks or, if there are none, walk on the left side of the road facing oncoming traffic. Cross streets only at intersections or crosswalks.

WAITING

➢ No horse playing! Running around and playing may be okay for the playground, but not the bus stop. Stay out of the street while you wait for the bus. Traffic often is heavy in the morning, and you could be hit by a car or cause an accident if a car is forced to stop quickly for you.
➢ Respect property! Don't run across people's yards, climb their trees, or go into their garages. Stay at the bus stop.
➢ Shhh! People in the area may still be sleeping when you leave for school, so keep down the noise in consideration of your neighbors.
➢ Wait! Make sure the bus has come to a complete stop before stepping off the curb.
➢ Never in back! Never cross in back of the bus because children cannot be seen.
➢ Never in front! Never cross in front of the bus when the door is closed unless the driver instructs you to do so. The bus has a blind spot and children cannot be seen.
➢ Never underneath! Never reach under the bus for paper, clothing, toys, etc. Wait until the bus has moved and it is safe to do so. Ask an adult for help if necessary.

BOARDING THE BUS

➢ Form a line! Don't push or shove; you'll get on the bus eventually. If you have to cross the street while the bus is stopped, cross carefully (even though motorists are supposed to stop for a school bus, they often don’t and you could be hurt).
➢ Move along! Step quickly and use the handrail when you are entering or leaving the bus. Watch your step.
➢ Sit down! Go directly to your seat and sit down. Don't wait for a friend to get on before you take a seat.

THE RIDE

➢ Stay in your seat! The driver needs your help and he/she may have trouble concentrating if there is a commotion on the bus.
➢ Be respectful of others! Do not mistreat others: physically, verbally, or in any other way.
➢ Be respectful of the bus itself! Do not mark or vandalize the bus in any way.
➢ Keep the aisles clear! Nothing (books, bags, legs, arms, or bodies) should block the aisle. Do not stand in the aisle. If the driver is forced to make a quick stop, you could be thrown around, hurting yourself and others.
➢ Everything inside! If the driver lets you open a window, keep your hands, arms, and head inside.
➢ No pets allowed! Animals, including pets on leashes, in boxes, or in cages, are not allowed on the bus.
➢ Share your seat! Don't save a spot for a friend, but keep the seat open for anyone who wants to sit down.
➢ No throwing! Do not throw any objects including small items such as candy or coins. Don't throw anything out of the windows.
➢ Never touch or tamper with the emergency door! This door is for emergencies only.

GETTING OFF

➢ Be organized! Be ready to leave when you reach your stop. Don't keep the driver and other bus riders waiting while you gather up your books and other belongings.
➢ Stay put! Wait until the bus has stopped completely before you get up from your seat. Always let people in the front of the bus get off first.
➢ Don't push! You'll get out faster if no one shoves or pushes. Also, chances are better no one will trip and fall, causing delays.
➢ Leave immediately! After you get off the bus, leave the area quickly so that you are out of the way of other buses bringing more children to or from school.
➢ Stay clear! Keep away from the side of the bus. If you must cross the street, cross in front of the bus. Wait for an "all clear" signal from the driver before you leave the curb. Look both ways before crossing!

IT'S UP TO YOU...

➢ Stay calm! In case of an emergency, listen to the driver and follow his/her instructions.
➢ Set a good example! You're getting older...we expect you to show leadership.
➢ Students who violate these rules are in danger of losing their bus riding privileges.
1. Who is entitled to bus transportation free of charge in Newton?
Under Massachusetts General Laws Chapter 71, Section 68, students in grades K-6 who reside more than 2.0 miles walking distance to their neighborhood school are entitled to free transportation. In addition Newton’s policy allows free transportation for students in grades K-5. Special education transportation services are separate from regular bus transportation and are not affected.

2. Must I apply if my child is eligible for free transportation?
An application must be filed if your child is in Grades K-12 and plans to receive bus transportation. All students riding the bus must purchase/acquire a bus pass including students in grades K-5 and grade 6 residing greater than 2 miles from school.

3. Who can choose to pay a user fee?
Under Newton Public Schools/School Committee Policy, all students in Grade 6 who live less than 2.0 miles from their school must pay a user fee for transportation. Grades 7-12 must pay the fee regardless of distance or apply for financial assistance.

4. How is the distance from school determined for all students?
It is measured by using the shortest walking route from the public way in front of a student’s home to the nearest entrance way of the school. The City of Newton’s Geographic Information System has calculated these distances.

5. How can I find out the distance from my home to school?
If you have a child in Grade 6, their address, school, and distance from school are indicated on the address label on the outside of this packet. Students in Grades 7-12 pay the bus fee regardless of distance. You can also query the Newton Public Schools’ website at www.newton.k12.ma.us/transportation for the walking distance from your home to school.

6. What if I do not agree with the measurement?
The distance will be re-measured allowing a .05 mile (264 ft.) leeway. Your fee will be returned if the walking distance is more than 2.0 miles for grades K-6.

7. Will the bus routes and schedules stay the same?
The bus routes will be set with reasonable revisions based on the number of applications and space availability. Please see a list of bus stops on the reverse side of the enclosed application. The bus routes may also be viewed on the Newton Public Schools’ website at www.newton.k12.ma.us/transportation.

8. May a student use a bus route or stop other than the one closest to his/her home?
Requests will be considered on a space available basis.

9. Is a student ever assigned to more than one bus stop?
Yes. This should be noted on the application with the names and addresses of more than one parent or guardian.

10. May a student not eligible for busing ride home with a friend?
The policy allows periodic use of buses for guests as long as space is available and with the school’s permission.

11. How much is the bus transportation fee?
The bus fee for the 2017-2018 school year is $350 per student with a family maximum of $700. After February 1st, the bus fee is one-half the regular price. Students in grades K-5 do not pay a fee and students in grade 6 who live greater than 2.0 miles from their neighborhood school do not pay a fee.

12. How can I receive financial assistance if the bus fee causes hardship?
It is the intention of Newton Public Schools that no student should be excluded due to the inability to pay. Families may apply for a CONFIDENTIAL fee waiver based on financial hardship so that no student is denied bus transportation. All applicants seeking a waiver must submit an application for financial assistance which is available from the Transportation Office or on-line at www.newton.k12.ma.us/transportation.
13. Are there any one-way pass options?
Yes, elementary students who travel by bus only to an afterschool program located in the vicinity of an existing bus stop may acquire a one way pass at no cost.

14. How do I apply for a bus pass? Can I apply on-line?
All students in grades K-12 must apply for a school bus pass. You can apply using the enclosed application or purchase on-line at www.newton.k12.ma.us/transportation

15. Will bus passes be checked?
Passes will be checked regularly at all schools so that the bus driver can concentrate on safe driving practices and timely adherence to the bus routes. In addition to checking passes, school officials monitor student eligibility by reviewing regular updates of the student bus pass database. Abuse of the bus pass system or violation of the school system’s rules of behavior will result in disciplinary action including suspension of transportation privileges and forfeiture of fees. Parents will be notified by the school.

16. What is the transportation policy regarding Kindergarten and 1st grade drop off?
Kindergarten and 1st graders students will be dropped off at their assigned bus stops. If a parent or guardian is not at the bus stop to meet the kindergartner, the driver will radio the dispatcher and keep the child on the bus. After the last stop on the route, the driver will return to the student’s bus stop and then to school if the parent or guardian is still not there. Repeated occurrences will result in the forfeiture of transportation privileges.

17. Are private school students subject to the bus fee?
Yes. According to Massachusetts General Laws, students who attend private schools in Newton are eligible for bus transportation according to the same policy as public school students. All private school students in grades K-12 must file an application.

18. How do I pay for the bus pass?
Payments can be made by check or money order payable to the “City of Newton” and mailed with the application. You can also pay the bus fee on-line at www.newton.k12.ma.us/transportation using your checking account, MasterCard or Discover Card.

19. Must I pay the bus fee in one payment?
Families may request to pay the fee in installments, but must pay at least 50% of the total fee by August 18th. Families will be billed for the balance of the fee payable by February 1st. All prior year balances must be paid in full in order to receive a bus pass for the new school year.

20. When will the bus passes be distributed?
Bus passes will be mailed home in August prior to the first day of school.

21. Must my child carry the bus pass every day?
Yes. All students should have their passes with them every school day. Please note that each school has an up-to-date list of students who have been issued bus passes. This list will confirm a student’s eligibility to ride. Abuse of the bus pass system or violation of the school system’s rules of behavior will result in disciplinary action including suspension of transportation privileges and forfeiture of fees.

22. Why must I apply by August 18th?
In order to plan the bus routes and prepare passes for mailing in August, the Transportation Office must receive all busing requests by August 18th. Passes may still be purchased after August 18th based on space availability. To ensure that your child has a pass for the start of school, the district strongly recommends returning the application and payment by the August 18th deadline.

23. What if I leave something on the bus?
Although the bus company is not responsible for items left on the bus, they do have a lost and found and try to return as much as possible to the rightful owner. The number for lost and found is 617-942-7305.
BIGELOW MIDDLE SCHOOL
RULES AND REGULATIONS

Please refer to Newton’s Student Rights and Responsibilities Handbook which details expectations around student behavior, as well as specific consequences for breaking school rules.

Expectations: We have high academic and social expectations for all students. Academic expectations stress day to day work, as well as the joy of learning and its importance to growth and development. Social expectations stress the importance of learning in a group, respect for human differences, and the rights and responsibilities of the individual -- all of which any community needs to survive and grow.

Students are responsible for knowing the school rules, understanding their importance, and abiding by them throughout the school year. All rules and regulations are in effect during school hours on school grounds, in school vehicles, and on school trips. They also apply during after school activity time. Consequences may include detentions or suspensions. Students are expected to do detention on the day assigned. If the student has a valid scheduling conflict, then the detention occurs the next academic day (other than Tuesdays). If a student is suspended from school, he or she is responsible for making up any missed work. Bus privileges may be suspended for violation of school rules on the bus.

1. **BULLYING WILL NOT BE TOLERATED**
   Bullying, including cyber bullying and intimidation are prohibited. They are prohibited at school, at school-sponsored events on or off school grounds, at school bus stops, on buses, through the use of school owned technology, and through the use of non-school owned technology at school or off school grounds if it affects the school environment.

   Bullying is the repeated use by one or more students of a written, verbal, or electronic communication, or a physical act or gesture directed at a target. The behaviors involve an imbalance in power and a pattern which interferes with another person’s sense of safety, dignity, comfort, or productivity in school. A few possible examples of unacceptable bullying behavior include:
   - Name-calling
   - Teasing
   - Mimicking
   - Texting
   - Pranks
   - Gestures
   - Rumors
   - Social Isolation

   Any student or parent who has a reasonable belief that bullying has occurred to a student is strongly encouraged to promptly report the incident to the school administration. Reports may be made anonymously on the Newton Public Schools website. Retaliation against a person who reports bullying or provides information about it during an investigation is strictly forbidden.

2. **HARASSMENT WILL NOT BE TOLERATED**
   Harassment of another student or school personnel on the basis of race, sex, national origin, religion, disability, physical appearance or sexual orientation is forbidden. Sexual harassment or unwanted sexual attention, such as verbal comments or unwanted touching, is forbidden as well.

3. **RESPECTFUL BEHAVIOR IS EXPECTED**
   - Students must be respectful of each other and of all adults in the building.
   - Students must stop when asked, and identify themselves upon request of any school personnel.

4. **SMOKING, DRUGS AND ALCOHOL ARE NOT ALLOWED**
   Cigarette smoking and/or possession or use of alcohol and other drugs are forbidden in the school building and on school grounds for legal, health, and safety reasons. All types of tobacco, smokeless tobacco and smoking materials (e.g. matches, lighters, rolling papers), including electronic nicotine delivery products, are prohibited. These offenses are considered serious breaches of student behavior. Students will be subject to suspension and/or expulsion, and their parents and in certain instances the police will be notified.

5. **WEAPONS ARE NOT ALLOWED**
   Students are forbidden to bring a weapon of any kind to school. This includes any type of gun, knife (such as a pocketknife), or a replica of any type of dangerous weapon. Firecrackers, stink bombs, string bombs, cap guns, lighters, shock pens, and other shocking or explosive devices, are forbidden. A student who brings a weapon to school is subject to suspension and a potential expulsion.
6. **CLASS CUTTING, TARDINESS, AND TRUANCY ARE NOT ALLOWED**
   - Students are responsible for maintaining good attendance, arriving to all classes on time, and supplying a note from a parent or guardian with a valid excuse for any absence or tardiness.
   - Cutting class is a serious offense. Consequences for cutting class include detention, parent notification and possible suspension.

7. **PHYSICAL VIOLENCE, FIGHTING, AND VERBAL INTIMIDATION ARE NOT ALLOWED**
   Physical violence and verbal intimidation or threats among students are not tolerated. Although we are aware that some incidents begin inadvertently, we will continue to treat each instance as a serious disciplinary offense. Students involved in fighting and other forms of physical violence (regardless of who "started" the altercation) are subject to suspension and their parents are notified. In addition, use of intimidating, obscene, abusive, or profane language or gestures is dealt with as a serious breach of conduct.

8. **CARE OF BUILDING, SCHOOL PROPERTY AND PERSONAL BELONGINGS**
   All students should help keep the building looking good by not littering or marking equipment, walls, etc. Students found stealing, damaging or defacing school or personal property will be subject to disciplinary action and held responsible for costs of repairs or replacement.

   In the cafeteria, students are responsible for clearing their table and removing the trash from the surrounding floor. Students who are disruptive in the cafeteria may be required to eat their lunch in a silent lunch area for a given time period. Students should leave their valuables at home. This includes collectors’ cards (such as baseball cards), radios, iPods, iPads and large sums of money. Cell phones may be used after school but should be turned off, stored securely and out-of-sight at all other times. The school can not assume responsibility if these possessions are damaged or lost -- nor can it assume responsibility for items loaned to other students. Students should lock their valuables at all times. A backpack is not a secure place for valuables.

   Students are responsible for taking care of textbooks and library books. They are required to pay for any lost or damaged books.

   Everyone at Bigelow should take personal responsibility for keeping our facility clean. We take pride in the appearance of our school.

9. **PROHIBITED ACTIVITIES -- Students are prohibited from:**
   - Lying, cheating, copying, and/or plagiarizing. Students are expected to do their school work honestly and never represent any other person’s work as their own, to allow any other student to copy their work, or obtain test information ahead of time or pass such information to others.
   - Selling any items in school without the approval of the principal.
   - Gambling in any manner, whether or not money is involved.
   - Panhandling, such as persistently asking students for money in the cafeteria.
   - Using walkmans, radios, TV’s, CD or tape players, iPods, electronic games and similar devices. These items should not be brought to school.
   - Taking food outside of the cafeteria. Food and drinks must be consumed in the cafeteria only.
   - Chewing gum.
   - Throwing snowballs.
   - Using skateboards, roller blade, or scooters on school grounds.
   - Bringing in and/or using water guns.
   - Engaging in any illegal activity.
   - Using cell phones during the school day without a staff member’s permission.

10. **PLEASE TAKE CARE OF COMPUTERS AND VIDEO EQUIPMENT**
    Students are expected to use the school’s computer equipment and video equipment both responsibly and productively. Students must have a staff member’s permission before touching or operating a computer, before using any specific software, before uploading or downloading anything before visiting websites, and before using email. Only appropriate websites and email messages are allowed. They must access only those files that they have created or that have been created for their use. Rules and guidelines regarding the operation of school computers will be detailed in the computer lab. Please see the Internet Use policy in the Student Rights and Responsibilities Handbook for more information.
11. **FIRE SAFETY IS IMPORTANT!**
Starting a fire, regardless of size, and/or playing with fire (such as with a lighter and/or matches) is strictly prohibited. Fire extinguishers are placed in strategic areas in order to help ensure the safety and welfare of everyone in our school. Tampering with fire extinguishers or any part of the fire alarm system is a serious offense. Matches and lighters are prohibited. Students found violating a fire safety rule are subject to suspension. In addition, they are held responsible for monetary compensation and other consequences from the Fire and Police Departments.

12. **COMINGS AND GOINGS**
Before school (7:30 A.M.), students are allowed only in the cafeteria or the gym (if it is open). Students should not be in the hallway, library, or classroom before 8:00 a.m., unless they have permission from a teacher or administrator. Students must leave the cafeteria for first period by 8:10 a.m. unless they have permission from a staff member.
- Students may not leave the school grounds before the end of the day without permission from the principal or the assistant principal.
- Unless students have explicit permission to be elsewhere with a signed pass, they must be in the cafeteria during their lunch period.
- The auditorium and stage areas can be used by students only under the direct supervision of a teacher.
- Students may not use the elevator unless they have an authorized medical need to do so. Students should receive an elevator pass from the nurse and carry it until it expires. No yelling, running or horseplay is allowed in the hallways.
- After school, students must be in a supervised activity in order to remain in the building.

**Bathroom use** - Students are free to use the bathrooms before and after school and between classes. If you need to use the bathroom during a class, please get a pass and sign out. We ask that only one student leave the room at a time to go to the bathroom, unless it is an emergency. If it is an emergency, you may leave at any time without question after signing out and taking a pass.

**Lockers are provided for all students.** It is the responsibility of students to provide a lock (combination locks are preferred) and to maintain and take care of their own lockers. Students need to leave the combination or a spare key with their homeroom teachers. The lockers are the property of the school and we reserve the right to enter a locker when deemed necessary by the principal or assistant principal. During the school day, students should lock all valuables in their hallway locker, and when they have PE, in their gym locker.
**Reminder:** A backpack is not a secure place for valuables.

13. **ASSEMBLY PROCEDURES**
Students should walk quietly to the auditorium and begin seating in the front of the auditorium. In the gym, students are seated in the bleachers and on the floor by grade.

14. **DRESS POLICY**
Bigelow's dress policy continues to be that students should wear suitable attire. In order to promote a positive self-image for students and to keep the learning environment free from distraction, we have formulated the following guide to appropriate school dress:
- The following six “B’s” must be covered by solid clothing (not see through) at all times: Belly, Breasts, Butt, Bra, Boxers and Briefs
- Shirts with words or images that have sexual connotations, extreme or violent imagery, or that have references to alcohol or other drugs are not allowed.
- No hats, hoods, bandanas, or head coverings are allowed unless for valid religious purposes. Hats should be kept in lockers or book bags.
- Jackets should not be worn during or between classes. They should be stored in lockers.
- No shorts or skirts that expose the rear end or underwear.
- All tops should fit comfortably and cover your upper body. They should be long enough so that they reach the waistband of the skirt or pants and do not expose the midriff and high enough so that they do not reveal cleavage.
- No long chains or cords, such as those used to attach wallets or keys.
- Only gym shoes or stocking feet are allowed in the gymnasium and exercise room.
- Students are encouraged to be considerate of others' feelings in deciding to wear apparel from private parties to school.

25
15. **CELL PHONES AND ELECTRONIC DEVICES**
   All phones must be shut off and stored in backpacks or lockers (students are not allowed to keep phones on their person) after 8am until the end of school. In addition phones are not allowed in after-school activities. Students may only use their cell phone during school hours in the front office or with a staff member’s permission. The first violation of this rule will result in confiscation of the cell phone for the day and parent notification. Any student who receives more than one offense will be required to turn in their cell phone to the front office daily for an extended period of time and parent will be notified. This rule also applies to other electronic devices, such as, iPods, iPads, and headphones. These devices should be left at home. **The school cannot be responsible for lost or stolen items.**

16. **ATTENDANCE**
   Attendance is required by law. Students should not take family vacations during school time.

17. **ABSENCES**
   When absent, students are required to make up their work. They should contact a classmate for missing work, or if they've been out for more than 3 consecutive days, they should contact their guidance counselor.

18. **AFTER SCHOOL POLICY**
   - All students must be with a teacher, at the Bigelow Academic Center (BAC) in the library, or in a school-sponsored activity after school. **No hanging around in the building or on the school grounds is permitted.** No ball playing, bike riding or skateboarding is allowed in the parking lot or on school grounds.
   - If a student is done staying after school for a teacher, or if his/her after school activity is completed, he/she must leave school grounds promptly, or be given a pass and sent to the BAC until his/her ride or bus arrives. No loitering in the front door foyer area or in the gym corridor.
   - The BAC is open in the library from 2:45 to 4:30 p.m. on Mondays, Wednesdays, and Thursdays. After 3:00 p.m., students must have a pass from a teacher in order to enter the BAC. Once students enter the BAC, they may not leave unless for an approved reason. Students may not leave for extended periods of time or leave school grounds. They may not leave to hang out with friends outside who are waiting for a ride or the bus. If a student leaves for a valid reason, he/she must sign out in the appropriate place and get a pass. Students will be dismissed at 4:00 p.m. for the Newton late bus, and at 4:30 p.m. for the Boston late bus. In order to attend the BAC, all students must sign a **User Agreement**.
   - Students staying after school, especially students participating in sports and play rehearsals after school should bring all belongings—coats, backpacks, homework—with them. The gates in the gym area will be closed after school. Students will not be allowed back in the building after practice or games.
   - Students are expected to serve a detention on the day it is assigned unless they have a valid scheduling conflict or they cannot reach a parent. In this case, the student is expected to serve the detention on the following academic day, except for Tuesdays. It is the student's responsibility to inform parent(s) about a detention.
BIGELOW MIDDLE SCHOOL
GENERAL SCHOOL POLICIES AND INFORMATION

SCHOOL HOURS AND ATTENDANCE
School hours for students are from 8:15 A.M. until 2:45 P.M. except on Tuesdays when school dismisses at 2:00 P.M. It is advisable to arrive a few minutes earlier so as not to be late. In order to provide adequate teacher supervision, students may not enter the hallways before 8:00 a.m. unless they have a pass or an administrator’s permission. Early arrivals should wait in the Cafeteria until the hallways are open at 8:00 a.m.

In order to report an absence, please be sure to call our attendance number at: 617-559-6835 and include in your message your child’s name, homeroom number, team and date of absence. (Do not use Bigelow’s main number for this purpose.) You may call that number 24 hours a day. Bigelow’s voice mail is also operating twenty-four hours a day.

When students return from an absence, they must bring a note from home, signed by a parent or guardian, giving the reason for the absence.

Please don’t forget to call to report absences to the main office when:
• It is due to a religious holiday;
• An absence will extend beyond a school holiday;
• The absence will be long-term.

TARDY
Tardy to School: The school day begins at 8:15 a.m. Students arriving after 8:15 a.m. should report directly to the office for a Pass. They will be marked tardy and given appropriate consequences. A written note from a parent or guardian must accompany a request for an excused tardiness. Repeated tardiness will result in detention, and parents will be notified.

Early Dismissal: Students with early dismissal requests (dental or medical appointments) must bring a note to the main office before the first class, signed by a parent or guardian that includes the dismissal time. The student will then receive a dismissal Pass. At the designated dismissal time, the student should show his/her teacher the Pass and then report to the Main Office. A parent or guardian must come into the office to pickup the student. No student will be released without a parent/guardian’s accompaniment.

Entrance to Building: Keeping Bigelow safe is always our first priority. Thus, all students and visitors enter the building through the front door of the school on Vernon St. After 8:30am, the front entrance is locked. If you arrive after 8:30am, you must press the buzzer and request admittance. Please be patient until the front office unlocks the front door, and then proceed directly to the main office to sign in and get a visitor pass. For safety purposes, all other doors are locked at all times; please do not request that they be opened.

Personal Messages/Dropping off Items for Student: In an effort to eliminate inconvenient classroom interruptions, Bigelow uses a “message board system” for informing students of personal messages or items received from parents during the school day. When a parent calls with a message or drops off an item, a note with the child’s name will be posted on the “message board” outside the office. The child should bring this note to a secretary in the office to receive his/her message or item. It is the student’s responsibility to check this message board on their way to or from lunch or between classes, especially if they anticipate receiving a message or item. At the end of the day, if a student has not retrieved his/her note on the message board, only then will the office call into the classroom to inform the student of the message or item.

VACATIONS
In recent years an increasing number of parents have taken their children out of school to go on family vacations. Although we understand the constraints and pressures placed on families regarding this issue, we must stress that taking children out of school is disruptive to a child’s education. It is especially important that students are present during state testing periods. We urge parents to make every effort to plan their vacation in such a manner as to avoid this problem. Teachers are not required to provide advance assignments or study aids for a student absent due to an extended trip. Students missing school due to such trips are expected to attend the BAC after school in the library until all work is caught up promptly. Parents must notify the main office if they plan to take their child out of school for any reason.

Tardy to Class: A student who is late to class must present a pass from the staff member who detained him or her. If the student is late for class and does not have a pass, he or she is admitted to class and must report to that classroom teacher after school or make appropriate arrangements with the teacher for resolving the problem of Tardy.

Breakfast and Lunch: Breakfast is served in the Cafeteria each morning beginning at 7:45 a.m. There are three lunch shifts each day during fourth period. Selections of hot and cold lunches are served in the Cafeteria or students may bring their own lunch. The cost of lunch is $3.25. Snacks are also available for an additional fee. All students have lunch accounts - they may pay with cash or by charging their account. Parents may deposit funds in their child’s lunch account online at www.myschoolbucks.com. Applications for free and reduced rates are mailed home during the summer. No food is to be eaten outside the cafeteria without permission.

ADULT VISITORS AND STUDENT GUESTS
Adult visitors to the school must report to the main office upon entering the building. There is a visitor sign in/out
log in the main office. Please sign in and obtain your visitor pass.

Students may bring another student to visit our school on special occasions. Students can get a visitor form from their guidance counselor which should be signed by teachers several days before the visit. Once signed by teachers, the form must be submitted to the Assistant Principal for final approval. Visitors from schools that are in session on the day of the visit must also have written permission from the sending school. Please note that the school reserves the right to limit these visits.

DANCES AT BIGELOW

Occasional all-school dances with a disc jockey are held at Bigelow. The eighth grade has its own farewell event in June. Tickets are sold in advance and only Bigelow students are allowed to attend. Dances begin at 6:30 P.M. and end at 9:30 P.M. Students must stay until the end of the dance unless they are picked up by a parent. Students are not allowed to walk home from the school dance. Any student who leaves a dance early will not be allowed re-entry. All school rules and policies apply to students during dances. Students who are absent or suspended on the day of a dance cannot attend the dance. The dances are for Bigelow students only.

NO SCHOOL DUE TO EXTREME WEATHER

School will be closed in cases of extreme weather conditions when the safety of our students is jeopardized. On stormy days the school asks that parents use their own judgment as to conditions on the way to school. No school announcements will be broadcast over the following radio and television stations: WBZ (1030 AM), WRKO (680 AM), Newton Cable TV, Channels 4, 5, 7, and 56 and all students receive a voicemail message via telephone. You may also call 617-559-9699 to hear if school is cancelled or has a delayed opening or check the Newton Public School website: www.newton.k12.ma.us.

SCHOOL STRUCTURE

Each grade is divided into teams of students and teachers. Teams are the heart of the middle school structure. They allow teachers to get to know their students well and to be responsive to their developmental needs. Staff can readily confer on curriculum projects, as well as educational plans for individual students. Team teachers include a math, science, social studies, language arts, and special education teacher. A guidance counselor and an administrator are members of the team as well.

EXTRA-CURRICULAR ACTIVITIES

All Bigelow Middle School extracurricular activities operate under the umbrella of the Triple E Program: Excellence, Enrichment, and Exploration.

Clubs and Intramural Sports - Club activities appeal to a wide range of student interests. They vary with each semester. Clubs and intramural sports are open to students. Examples of programs that have been offered in the past include: Yearbook, Math Team, Jazz Band, Chess, Tennis, CAD Cam, Community Service Club, Peer Tutoring, A.M. Basketball, Drama Club, Student Council and Mock Trial. In addition, the Triple E program includes musical and theatrical productions. Special Grade 6 activities are also provided. Please contact the Triple E Director at 617-559-6800 with any questions. The list of EEE offerings is in the Bigelow website.

Interscholastic Sports - The athletic program is open to 7th and 8th graders, except for track and cross-country, which are open to all students. School teams include: baseball, boys and girls basketball, cross-country, football, lacrosse, boys and girls soccer, softball, and track. Each season is eight weeks long and consists of up to 12 games or meets, depending on the sport.

Fees - Fees are required in order to participate in after school activities and intramural sports. The fee is $60 to participate in any EEE activities, except drama, for the entire year; if you participate in a drama production the fee is $100 for all activities. The user fee to play on a team sport is $160 per sport. Fees can be paid on-line at www.newton.k12.ma.us and follow the link to online fee payments.

NEWTON COMMUNITY EDUCATION

The Newton Community Education offers after school courses for a nominal fee. Please contact Newton Community Education at 617-559-6999 with any questions.

ACADEMIC EXPECTATIONS

Bigelow has high academic expectations for all students. Students are expected to earn As, Bs, or Cs. Should a student not achieve these expectations, then support is provided during extension periods and/or after school. Students are expected to do well or may be required to go to our after-school homework program. If a student is experiencing difficulty, his/her team teachers and guidance counselor will contact the student and his/her parents/guardian to discuss a plan to help the student succeed.

METCO

The Metropolitan Council for Educational Opportunity (METCO) is a state-funded educational program involving the enrollment of children from Boston and Springfield to public school systems in surrounding suburban metropolitan communities. The initiative for the Program can be traced to the concern for quality education in the African-American community, as demonstrated in the Boston Chapter of the NAACP. In 1963, the NAACP's Education Committee challenged the Boston School Committee on educational policies, including the racial imbalance of the schools. Subsequently, legislation was filed making imbalance illegal and penalizing school systems by withdrawing state appropriations until suitable plans to alleviate racial imbalance were approved by the State Department of Education. The Boston Public Schools were among the entities penalized. Furthermore, suburban residents realized that their children were inadequately educated as well because of racial isolation. This combination of concerns resulted in the establishment of the METCO Program.

28
ENGLISH LANGUAGE LEARNERS
Students who are English Language Learners receive sheltered English instruction in the ELL classroom with native language support as needed. Gradually, they are integrated into the regular education classroom with the support of ELL aides. The goal of the ELL program is the acquisition of English language competency to promote both social and academic progress. This includes the development of listening, speaking, reading, and writing skills in English to a level, which will allow for successful mainstreaming in subject area classrooms, as well as the acquisition of basic concepts in math, science, and social studies. Furthermore, the ELL program seeks to promote multi-cultural sensitivity through the school community and successful adjustment of ELL students to U.S. culture in the classroom, the school, and the community. Students are taught English through a content-based approach. The curriculum follows that of the mainstream English and social studies classes as closely as possible in order to facilitate students' integration into mainstream classes. In addition, academic support in the native language is provided as needed.

NON-DISCRIMINATION
Title IX and Section 504 - Federal law prohibits discrimination on the basis of sex or disability in educational programs or activities receiving federal financial assistance. The Assistant Superintendent for Human Resources (617-559-6005) and the Assistant Superintendent for Special Education and Pupil Services (617-559-6025) have been designated as the employees responsible for coordinating the school system's efforts to implement these non-discriminatory policies. Inquiries or grievances having to do with sex discrimination or discrimination because of a disability (Section 504) may be referred to the Assistant Superintendent for Special Education and Pupil Services. Inquiries may also be made to the Director, Office for Civil Rights, Department of Health, Education and Welfare, Washington D.C., 20201.

TESTING AT BIGELOW
Students in our school experience formal testing in four settings: quizzes, tests and exams in their classes; citywide tests; and state-mandated assessment tests.

Students take MCAS tests (Massachusetts Comprehensive Assessment System) in English, math, and science (grade 8 only), which are administered annually in the spring. These assessments aim to measure a broad range of skills, knowledge, and processes in reading, math, science, and writing.

Information that we gain as a result of testing gives us an opportunity to assess student progress, enables us to develop curriculum which most fully supports student needs, and permits us most effectively to tailor individual education plans.

CHAPTER 766
The Massachusetts Special Education Law, Chapter 766, requires schools to provide a free and appropriate education in the least restrictive environment to students who, because of a disability, are unable to progress effectively. The disability may be autism, a developmental delay, or an intellectual, sensory, neurological, emotional, communication, physical, specific learning, or health impairment or combination thereof that requires specially designed instruction or related services to enable the student to make effective progress and have access to the curriculum.

A student can be referred for evaluation for special education by a parent or a member of the school staff. The purpose of an evaluation is to gather comprehensive information to explain why the student is not progressing effectively. Based on the results of the evaluation, an interdisciplinary collaborative TEAM, consisting of the student's parents and school staff, determine eligibility for services and, if appropriate, develop an Individualized Education Program (IEP). The IEP identifies a student's special education needs and describes the services the school should provide to meet these needs. The responsibility of the evaluation TEAM is to ensure that each student receives an appropriate educational program. Evaluation, program, and placement decisions require the written consent of the student's parent or guardian. The Newton Public Schools supports the implementation of positive behavioral interventions. Schools should provide supports and interventions to assist students to acquire pro-social, adaptive behaviors and extinguish maladaptive behaviors. Teams should teach functional skills as replacements for problem behaviors.

School teams should develop behavior intervention plans for providing positive behavioral supports for students through the process of conducting a functional behavioral assessment.

In rare cases, schools may need to administer physical restraint of children. Physical restraint should only be used in emergency situations with extreme caution after other less intrusive alternatives have failed or been deemed inappropriate. School personnel shall use physical restraint with two goals in mind:

a. To administer a physical restraint only when needed to protect a student and/or member of the school community from imminent serious, physical harm; and
b. To prevent or minimize any harm to the student as a result of the use of physical restraint.

TUTORING, HOME OR HOSPITAL INSTRUCTION
Parents of students who, in the judgment of the child's physician, will have to be absent from school or in the hospital for health or safety reasons for a period of not less than 14 school days may request home or hospital instruction. These services may also be provided for students who are chronically ill for recurrent periods of less than fourteen days each with written documentation from the child's physician. To obtain home or hospital instruction, parents must contact their child's counselor and provide the requested written documentation from the physician. Home and hospital instructions are provided...
under Chapter 766. (See Chapter 766 regulation, Section 502.7 Mass. Department of Education, September 1991.)

Only in cases of home or hospital instruction are Bigelow staff allowed to provide outside of school tutoring for Bigelow students.

Newton's policy on tutoring and testing prohibits Newton Public School employees from accepting payment for private tutoring or testing of students in the school in which the employee works, unless it is for home/hospital instruction as described above.

**PARENTS ADVISORY COUNCIL (PAC)**
The PAC is an organization of parents of children with special educational needs, parents of typical children, special education staff, and interested members of the community. Chapter 766 requires that every school district establish a PAC, “to advise the school committee on matters that pertain to the education, health and safety of children with special needs.” The role of the PAC is to ensure that the local school department is responsive to the needs of children receiving special education services. PAC members also offer parent-to-parent support, advice and information about obtaining quality special education and related services. Parents can call the school for the name and number of Bigelow’s PAC resource parent. They can also contact the Pupil Services Offices, 617-559-6025, to obtain names of PAC officers, and to put their name on the PAC mailing list to receive notices about meetings and other events.

**OUT-OF-DISTRICT POLICY AND PROCEDURES**
Out-of-District placements for students who wish to attend a school in Newton other than his/her district school are limited. Such placements are made on a space available basis only. Please call the Assistant Superintendent’s Office at 617-559-6115 for information. Students who receive acceptance for Out-of-District placement must remain in the school selected or file for out-of-district placement at the appropriate time.

**SECURITY CAMERAS**
Security cameras are located on the exterior of the building in order to monitor the school grounds. Security camera recordings are limited for viewing in accordance with the School Committee protocol approved 6/14/10.

**OUTDOOR ACTIVITIES**
Outdoor activities are restricted to school grounds and must be instructional and organized. If a teacher plans to take students off school grounds administrative permission must be received and/or field trip forms must be completed. Before going outside the teacher-in-charge must sign out in the office. If a group wants to use Burr Park, the teacher must notify the Phys Ed teachers ahead of time and please do not touch any PE equipment or interfere with PE classes while on the field.

**STATE PUPIL RECORDS POLICY**
The pupil records policy mandated by the state is in effect at Bigelow Middle School. Regulations have been published by the Massachusetts Department of Education and are available to parents and students through the school. Regulations call for the securing of records and protection of student privacy.

**POLICY ON RESEARCH**
The office of Teaching and Learning regularly conducts studies in areas such as reading, math, early childhood education and high school follow-up. From time to time we have requests from people outside the schools to conduct research in the schools. Our criteria in such cases are: (1) Is it worthwhile from an educational and professional point of view? (2) Will the project take a reasonable amount of class time or teacher time? (3) Is the privacy of the student protected? Parental permission is sought in special cases involving testing or interviewing of children. The office of Teaching and Learning screens all requests for research in the schools.

**TRAFFIC AT BIGELOW MIDDLE SCHOOL**
Bigelow Middle School is located on a busy corner. Please use extra caution when dropping-off and picking-up children by car at the school. Drive slowly and yield to pedestrians. The safety of our children is paramount!

We encourage students who live near the school to safely walk or ride a bike to school.

When transporting children to and from the school by automobile, it is important to obey all traffic signs and parking regulations in the area. In particular:

- Please drop-off students on Vernon St. or in the Blue Zone on the right hand side of Park St, and please pick up students after school on Park St. Please pull over to the curb and pull as far forward as possible along Park Street. Drivers should not leave their vehicles.
- Please do NOT park on the left hand side of Park Street to pick-up or drop-off. It is marked “No Parking.”
- Please do NOT stop in the middle of the street to drop-off or pick-up students. This blocks the flow of traffic and is unsafe.
- Please do NOT block the entrance to driveways or parking lots. Be respectful of our neighbors’ property and access.
- Please do NOT park and leave your vehicle in the designated bus pick-up zone on Vernon St.
- Please respect the speed limits posted in the school zone.
- Please park in the handicapped parking spots in front of the school only if you have handicapped tags.
- Please inform all family members and caregivers who pick-up or drop-off children at Bigelow of these procedures.

**MESSAGES FROM THE HEALTH DEPARTMENT AND SCHOOL NURSE**
Physicals - All entering sixth grade students (as well as any new students) are required to have a routine health examination. Parents are asked to have their child examined by their private physician and to bring a copy of
the examination printout to the health office. Parents who are unable to meet this requirement should discuss the matter with the school nurse as soon as possible.

**Sports Physicals** - According to Massachusetts State Law, any student who plans to participate on his/her school sport team must have a physical exam performed within the 13 months prior to the start of the sport season.

The physical exam for athletic participation should be done by your private physician. A copy of this exam must be submitted to the school nurse prior to the start of the sport. The sports physical is part of the comprehensive health care received by a student from his/her health care provider. Your health care provider's familiarity with your family history and child's past medical history is important in an assessment for sports participation.

If meeting the requirement for a sport's physical creates a financial hardship please call the Health Department for assistance during the summer.

**Concussion Policy** – A new sports-related head injury and concussion policy now applies to all students participating in school athletic programs. Please see the page on “Middle School Extra-Curricular Activities-Athletic Program” in the handbook for more information on this policy and other requirements for playing sports.

**Medication Policy** - The safe, appropriate and effective use of medication by students requires good communication between parents and the school. Every attempt should be made to give medications before or after school hours. However, if medication needs to be given in the school, the school nurse is responsible for their administration. Medication cannot be given without the completion of all required paperwork. The full medication policy is provided in the back of this handbook.

**Immunization** - According to state regulations: NO student will be allowed entry into the school unless he or she is fully immunized according to the requirements set by the Massachusetts Department of Public Health.

This includes a second dose of measles vaccine at entry to seventh grade. Laboratory evidence of immunity will be acceptable in lieu of the booster dose.

Please refer to the immunization memo in this handbook and to the Newton Public Schools' Citywide Student Rights and Responsibilities Handbook booklet for further information about school policies in general.

**TELEPHONE CALLS**

If you want to speak with teachers on the telephone, simply call the school (617-559-6800) and leave a message with your home/work numbers. Our teachers will return your calls as promptly as possible. Teachers also often initiate calls to you to inform, to commend, or to discuss a problem.

**CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

1. **Verbal Reminder**
   Teachers should talk to the student privately and warn him/her that inappropriate behavior will lead to a detention.

2. **Teacher Detention**
   - Detention with teacher that day or the next day if parents cannot be notified or if there is a valid scheduling conflict.
   - A note or call home from the teacher should follow all detentions.

3. **Student Sent to the Office**
   - If the problematic behavior persists, the teacher may send the student to the office. The Assistant Principal or Principal will investigate the situation and determine an appropriate consequence, such as an office detention or conference with the teacher and/or parent. Information about this consequence will be made available to the teacher in the office.
   - The Assistant Principal or Principal will call home to speak to the parent. If the teacher has not already spoken to the parent about the problematic behavior, he or she should call home as well.

   - For serious offenses or repeated problematic behavior, suspension from school may be a consequence. For violations of a few specific rules, expulsion may be a consequence. (See Student Rights and Responsibilities Handbook.)

4. **Serving the Detention**

   Students are expected to serve the detention on the day it is assigned unless they cannot reach a parent or if there is a valid scheduling conflict.

In this case, the student is expected to serve the detention on the following academic day, except for Tuesdays. It is the student's responsibility to inform parent(s) about a detention.

**Frequently asked questions**

"**HOW WILL I LEARN ABOUT MY CHILD’S ACADEMIC PROGRESS FROM SCHOOL?**"

**Report Cards**: Report cards are issued three times a year, at the end of each term. Achievement grades are reported using the standard letter grades: Excellent (A, A-), Above Average (B+, B, B-), Average (C+, C, C-), Below Average (D+, D, D-), and Failure (F).

**Progress Reports**: Progress reports are issued three times a year in the middle of each term. All students receive progress reports for all team subjects and world language in the first and second terms. In the third term, progress reports are only given to selected students who have dropped one full grade or are in danger of receiving less than a C- for the term, or have made significant improvement.
Conferences: Parent conferences are held in the early winter. These conference days are scheduled for Tuesday afternoons. Conferences at other times may be requested through the guidance department. Individual teachers should be contacted directly.

Newsletters: The PTO Newsletter is an important vehicle for communication between school and home. Newsletters will be emailed every week. We urge you to read it.

"WHO DO I CONTACT IF MY CHILD OR I HAVE QUESTIONS ABOUT AN ACADEMIC ISSUE?"
Students are encouraged to speak directly to their teachers about homework assignments, test, behavioral and academic expectations. It is the student's responsibility to seek extra help. If a student needs help from a teacher, he/she should get a pass from the teacher to meet with the teacher at an arranged time.

If you have questions or concerns about your child's academic progress, you should contact the teacher by email or voice mail. If you would like a meeting with your child's team, please contact your guidance counselor to arrange this time.

"TO WHOM CAN I SPEAK ABOUT MY CHILD'S LEARNING DIFFICULTIES OR SOCIAL/EMOTIONAL ISSUES?"
Guidance counselors are assigned to each team. They are frequently the link between parents and teams. They are available to help with scheduling issues, individual education plans, social and emotional issues, and learning difficulties. The eighth grade counselor also reviews the high school course plan for each student. The guidance counselors attend all team meetings and have a familiarity with the students and curriculum on their assigned team. You should call your child's counselor if you have concerns in one of the above-listed areas.

"WHAT HAPPENS WHEN A STUDENT VIOLATES A BEHAVIORAL RULE?"
In general, teachers deal with minor discipline issues within the classroom. Physical aggression, inappropriate language, disrespectful behavior, harassment, and hallway or cafeteria discipline issues are referred to the assistant principal with a written incident report. Consequences may include detention or suspension with a parent conference scheduled, if necessary. Parents are always contacted about a suspension. Teachers and guidance counselors are informed about suspensions/detentions. For infractions of some basic rules, students may be assigned to a weekly detention hall. Students will be notified of its time and place.

"WHO DO I CONTACT ABOUT PROBLEMS REGARDING THE BUS?"
Problems involving scheduling, routes, or overcrowding should be addressed in writing or by calling the Transportation Office at the Education Center (617-559-9051). The school reinforces appropriate bus behavior. If inappropriate behavior occurs, please report the incident to the Assistant Principal (617-559-6800). We will follow up to resolve the issue. Disciplinary actions may include warnings, detentions, and suspension of bus privileges.

Because of the difficulty in monitoring bus behavior, parental reinforcement of appropriate bus behavior is particularly important. If problems involve behavioral issues, please call the assistant principal.

"TO WHOM DO I SPEAK IF I HAVE QUESTIONS ABOUT CURRICULUM?"
If you have a question or concern about the curriculum in a subject area, you should first speak to the teacher to ensure that the information you have about the curriculum is accurate. Further questions or concerns should be addressed to the city-wide curriculum coordinators. Below is a list of the area coordinators who can be contacted at the Education Center on Walnut Street at: 617-559-9090:

- English: Eva Thompson
- Bilingual/ESL: Allison Levit
- Fine Arts: Richard King
- Math: Jen Shore
- METCO: Maricel Sheets
- Physical Ed/Health: Dana Bennett
- Science: Jenny Craddock
- Social Studies: Alan Ripp
- World Language: Alison Mulligan

"WHAT RESOURCES ARE AVAILABLE TO DEAL WITH COMMUNITY-WIDE SCHOOL ISSUES?"
Bigelow School Council: This advisory group to the principal is made up of parents, teachers, one community member and the principal. It has worked on the school's core values, educational goals, school improvement plan and budget. Eight meetings are held and noted on our school calendar; the first ten minutes are open to public comment.

Bigelow Parent - Teacher - Organization: The Bigelow PTO helps Bigelow Middle School and supports many school projects and activities. It has provided funds for scholarships, creative arts programs, technology, and more. We highly value the PTO's suggestions and advice, and urge parents to be involved and active in this organization.
POLICY ON MEDICATIONS TO BE GIVEN AT SCHOOL

The school nurse is responsible for the administration of all medication. She may delegate this task to other trained personnel who may administer the medication under the supervision of the nurse.

The medication permission form (see other side) must be completed in ink and be on file in the Health Office before any medication is administered.

The following statements highlight the main points of the policy. The entire policy is available for review in each health room and in the Health Department office and on the web page (www.ci.newton.ma.us)

- Whenever possible medication administration should be scheduled at times other than during school hours.
- All medication must be delivered by the parent/guardian or designated adult.
- Only a thirty (30) day supply of medication will be accepted at any time.
- All medication must be delivered in a pharmacy or manufacturer labeled container.
- The pharmacy-labeled container can be used in lieu of a physician’s order only in the case of short-term medications, i.e. those medications to be given for ten (10) school days or less.
- Self medication can be allowed under certain circumstances after consultation with the school nurse.
- If a medication needs to be given during a FIELD TRIP the school nurse must be contacted in advance to make special arrangements PRIOR TO THE OUTING.
- Medication order must be renewed at the beginning of each school year.

NON-PRESCRIPTION MEDICATION (OVER-THE-COUNTER MEDICATION) WILL BE TREATED THE SAME AS PRESCRIPTION MEDICATION. THIS MEANS MEDICATIONS SUCH AS TYLENOL, BENADRYL, ADVIL, ETC., WILL NOT BE GIVEN UNLESS THERE IS A WRITTEN ORDER FROM YOUR PHYSICIAN.

When your child needs a medication during the school day, please act quickly to follow this policy so that we may begin the medicine as soon as possible. Thank you in advance for your cooperation.

Massachusetts School Immunization Requirements

In order to protect children from vaccine preventable diseases and to comply with Massachusetts State Law, all parents/guardians are required to present evidence to the school that each student’s has been appropriately immunized upon entry.

Failure to do so will result in the student’s exclusion from school until evidence of immunization is provided.

Please see the website, www.ci.newton.ma.us/Health/school_health.htm for the specific state immunization requirements.
MEDICATION PERMISSION FORM & POLICY

This form must be completed by a health care provider and parent before any medication (over-the-counter or prescription) can be administered at school. (M.G.L. Chapter 112 § 80)

Student name ___________________________ School _______ Grade: ___ D.O.B.: ___________ M/F

HEALTH CARE PROVIDER: Please complete a separate form for each medication to be administered at school.

Medication ___________________________ Dosage _______________ Route ____________

Frequency ___________________________ Time(s) to be given at school ____________

Possible side effects: ___________________________________________________________

Special Instructions: ___________________________________________________________

Date of order: ______________________ Discontinuation date: ______________________

Diagnosis ___________________________ Drug/Food Allergies: ______________________

Name of licensed prescriber: ___________________________ Title ______________________

Signature of licensed prescriber: ___________________________ Date: ____________

Address: ___________________________ Phone: ________________________________

Consent for self administration: The student has been instructed to self administer medication and may do so at school. Yes____ No____ (The school nurse must determine it to be safe and appropriate.)

PARENT/GUARDIAN:

Print Name: ___________________________ Relationship to student ______________________

Please list all other medications. _______________________________________________________

I, the undersigned parent or guardian, give permission to the school nurse (or school personnel designated by the school nurse) to administer the above medication to my child or to supervise my child in taking the above medication if approved to do so by the school nurse. I authorize the school nurse to share information about such medication administration as the school nurse deems necessary for the health and safety of my child. I agree to release, indemnify and hold harmless the City of Newton, the Newton School Committee and their employees and agents from and against any claim either I or my child may have as a result of any act or omission which may arise out of this authorization.

Signature of Parent / Guardian ___________________________ Date ____________

Phone numbers: Home __________________ Work __________________ Cell __________________

Field Trip Plan: _________________________________________________________________

Signature of School Nurse: _______________________________________________________

34
BIGELOW MIDDLE SCHOOL
MIDDLE SCHOOL EXTRA-CURRICULAR ACTIVITIES

ATHLETIC PROGRAM
The middle school athletic program offers seventh and eighth grade students the opportunity to participate in the following sports: baseball, boys and girls basketball, cross country, football, lacrosse, boys and girls soccer, softball, and track. Sixth grade students are allowed to participate in cross-country and track because of the non-contact nature of these two sports. There is a user fee of $160 for students who participate in interscholastic sports, with a family cap of $480 per family. Please contact your child's coach if your family will exceed the cap or need financial assistance.

It is the intent of the athletic program to provide opportunities for participation for as many students as possible. Budget constraints, safety concerns, and available facilities, however, make a "no cut" policy difficult. Prior to the start of season coaches should make parents and students aware of the try-out and participation policy for each sport. Every effort will be made to accommodate as many students as possible with regard to safety, playing time, and available facilities, but coaches may follow pre-established and announced cutting policies.

All four Newton Middle Schools participate as members of the MIAA leagues. It is the philosophy of the MIAA that athletics is an integral part of the educational program of the individual schools. The fostering of participation and sportspersonship, as well as the physical, emotional, and ethical development of a student in a competitive situation is emphasized. Inherent in this philosophy is the belief that winning is not the major goal of an athletic program. Coaches are encouraged to play every team member when game circumstances permit use of substitutions. The league abides by the rules and regulations of the Massachusetts Interscholastic Athletic Association, as well as having rules pertaining specifically to league members/schools (e.g., postponement of games, agree upon rules for specific sports, etc.).

A new sports-related head injury and concussion policy now applies to school athletic programs. Under this policy all student athletes, parents, coaches and nurses must learn about the consequences of head injuries, and that athletes and parents are required to submit a pre-participation concussion history form at the beginning of each season. In addition, students who become unconscious during practice or a game must be taken out and may not return to play until a medical clearance form is received from a doctor. Students interested in playing a sport must complete an online baseline neuro-cognitive screening called ImPACT. Please see the Bigelow website for the complete policy.

Before a student can try-out for an interscholastic team, the steps below must be completed:

- Registration/Sign Up - Families must register all student athletes and enter basic contact and medical information on the FamilyID site for our school at www.FamilyID.com. Each participant must be registered before participating in tryouts or practice.
- Health Documentation - All student athletes must have a hard copy of a complete physical examination on file with our School Nurse Sue Schy (617-559-6819). This physical must have been performed within 13 months of the sport's tryouts or practice date and completed by your child's physician. Once this physical exam expires at the end of 13 months, students must present an updated physical to continue playing, even to practice, even if mid-season. Physical forms must be submitted to the nurse prior to

35
participating in tryouts or practice: she will give students a clearance slip to participate after receiving the physical form. This physical exam must be performed by a duly licensed physician, physician’s assistant, or nurse practitioner. It is suggested that a student’s physical examination be scheduled during the summer to avoid any conflicts or lost playing time. Please see the Nurse’s Notes link on the Bigelow Middle School website for further information.

- Fee Payment - All fee payments can be made through the City of Newton fee payment system (UniPay Gold) at the Newton Public Schools website, www.newton.k12.ma.us. The fee is $160 per student per sport. All fees must be paid AFTER your child is selected for the team and PRIOR to the first game of the season. (User fees are not required as part of the initial registration on FamilyID.)

- Families may also request financial assistance, also known as a fee waiver, using the form posted on the NPS website fee payment page. If necessary, families may also pay by check. Checks must be written out to “City of Newton.” Financial assistance request forms or checks should be submitted to Mr. Chris Campbell, Bigelow After-School Athletics Coordinator.

Please understand that students will not be allowed to attend a tryout until your family has registered through FamilyID and submitted an up-to-date physical.

**CLUB PROGRAM**
The club program or Triple EEE in each middle school includes intramural sport activities for sixth graders and an optional activity program for grades six, seven, and eight. The intramural program provides opportunities for sixth graders to participate in sports, as they are not eligible for most school athletic teams.

The optional activities program provides for a variety of clubs that respond to the needs and interest of students. Some examples of these club activities are chess club, drama club, hip hop, math club, yearbook, model building, woodworking, etc. A calendar of EEE activities is online at the Bigelow website.

All EEE activities require a fee. The cost is $60 to participate in all activities, except drama, for the year, and if a child participates in a drama production, the cost is $100 for all activities, for the year.
August 2017

Dear Parents,

The Grade 6 teachers have collaborated to produce this list to assist you with purchasing supplies for the upcoming school year. It is important that every student purchase these materials before the first day of school. We will provide specially formatted assignment books for all students on the first day of school.

Being organized is a key component for success in academics. Our teachers have created this list to assist in developing organizational skills and to reduce the weight in students' book bags.

We look forward to working with your children in the upcoming school year.

Have a wonderful summer!

Sincerely,

Cluster 6A and 6B
6th GRADE SUPPLY LIST
2017-2018

ITEMS TO KEEP AT HOME FOR HOMEWORK
  o One Pair of scissors for cutting cloth and paper (we suggest Fiskars)
  o One Glue stick (large)
  o One Pack 3x5 index cards
  o Colored pencils

GENERAL ITEMS TO BRING TO SCHOOL
  o Back-pack (We recommend a lightweight pack. Please see the letter from the School Council about choosing a backpack.)
  o Two Locks (Master Lock type padlocks with a numeric combination dial fit best and are most secure)
  o One Highlighter marker, any color
  o One Eraser (large)
  o Three dozen Pencils, sharpened, with erasers (one box for classroom)
  o One Pencil pouch (sturdy)
  o One Package lined, 3-hole punched white paper (250 sheets) (keep some in notebook and some at home)
  o Two Marble composition books for English and Science (Science composition book stays in the classroom)
  o Two sets of notebook dividers with tabs (at least 10 total)
  o One pair of science goggles (provided by science teacher in September)
  o One 1 1/2-inch blue 3-ring rigid binder with clear plastic window cover for English and Social Studies
  o One 1 1/2-inch red 3-ring rigid binder with clear plastic window cover for Math and Science
  o 2 plastic pocket folders
  o 1 pocket folder with metal clasps for Health & Wellness
  o One basic calculator. We recommend the TI Model 30X II
  o One Ruler with inches and centimeters
August 2017

Dear Parents,

The Grade 7 teachers have collaborated to produce this supply list for your convenience in purchasing supplies. It is important that every student purchase these materials before the first day of school.

Being organized is a key component for success in academics. Our teachers have created this list to assist in developing organizational skills and to reduce the weight in the students’ book bags.

Students should purchase a homework assignment notebook at school. Please have your child bring $5.00 to school on the first day of classes to cover this cost. Homework assignment notebooks can be purchased at the school store.

We look forward to working with you and your family in helping your child be well-organized in the upcoming school year. We appreciate parents’ involvement and support throughout the year in monitoring your child’s organization.

It is important for students to keep track of their assignments and complete them on time. Additional support and assignments can be found on the Bigelow website. Together, we are confident it will be a successful year.

Have a wonderful summer!

Sincerely,

Cluster 7C and 7D
GRADE 7 – SUPPLY LIST
2017-2018

ITEMS TO KEEP AT HOME FOR HOMEWORK:
- One three-hole puncher

GENERAL ITEMS:
- Backpack
- Two locks (Master Lock type padlocks with a numeric combination dial fit best and are most secure)
- One assignment notebook (including dates and a calendar). This can be purchased at school.
- One package of white lined filler paper (at least 100 sheets, kept in locker)
- 48 sharpened pencils with erasers (keep 3 dozen at home)
- Two boxes of color pencils (keep one box at home)
- One dozen black or blue pens; one dozen red pens (keep 8 of each color at home)
- One pencil pouch
- 3 highlighters – assorted colors (keep 2 at home)
- One package of hole reinforcements
- Three packages of 3x5 index cards (keep 2 packages at home)
- Small pencil sharpener
- One ruler with inch and centimeter markings (keep at home)

DETAILS FOR SPECIFIC CLASSES:
- One Quadrille (graph) notebook (spiral bound) with three holes punched for math
- One Scientific Calculator with fractions and square root function for math. We recommend the TI Model 30xi
- One 2" hardcover three-ring notebook binder for science and math
- One 1 1/2" flexible cover three-ring binder filled with graph paper for science labs (to keep in classroom)
- One 1" hardcover three-ring notebook binder for social studies
- One 1" hardcover three-ring notebook binder with clear plastic window cover for English
- One marble composition notebook for English
- 14 notebook tabs (3 for social studies, 3 for English, and 8 for science)
August 2017

Dear Parents,

The Grade 8 teachers have collaborated to produce this supply list for your convenience in purchasing supplies. It is important that every student purchase these materials before the first day of school.

Being organized is a key component for success in academics. Our teachers have created this list to assist in developing organizational skills and to reduce the weight in the students' book bags.

As students did in Grade 7, they should purchase a homework assignment notebook at school. Please have your child bring $5.00 to school on the first day of classes to cover this cost. Homework assignment notebooks can be purchased at the school store.

We look forward to working with your children in the upcoming school year.

Have a wonderful summer!

Sincerely,

Cluster 8E and 8F
8th GRADE SUPPLY LIST
2017-2018

The 8th grade teachers acknowledge that most students may have their own organizational skills/preferences. During the first week of school, each teacher will specify which materials are needed for that particular subject. However, there are certain supplies that each student should purchase before school starts in September. These items are listed below:

ITEMS TO KEEP AT HOME FOR HOMEWORK:
- One ruler with centimeter and inch markings
- Glue sticks
- Stapler
- White Out
- Colored pencils
- Protractor
- Dictionary (household)
- Colored markers

GENERAL ITEMS TO BRING EVERY DAY:
- One assignment notebook with calendar. (Teachers would prefer you to buy this at Bigelow)
- Several pencils with erasers
- Pens (dark colors like black and/or blue and red)
- One 2” three-ring binder with clear plastic window cover and with divider tabs for math, science, and English
- One 1” three ring binder with five divider tabs for history (to be left in the classroom)
- Three different colors of Highlighters.
- One packet of lined paper with three holes punched (approx. 250 sheets)
- Ear buds or headphones for viewing videos
- 3”x3” square post-it notes—minimum 2 pads

DETAILS FOR SPECIFIC CLASSES:

MATH
- One Scientific Calculator with Fractions key-- Texas Instruments model TI-30X II recommended
- 1 graph paper notebook (to be left in classroom)

ENGLISH
- Standard composition notebook
- One 2-pocket paper folder

42
World Languages Department
Class Supply List – 2017/2018
Grades:  6, 7, 8

ALL LANGUAGES
- A place in your assignment notebook to record nightly assignments
- Writing utensils & erasers
- One hand-held pencil sharpener

CHINESE
- one 3-subject red spiral notebook
- 100 3x5 index cards (to be kept at home)
- 1 dry erase marker

ITALIAN
- one divider tab to make a section for Italian in a 3 ring binder for other classes
- lined paper or a single subject spiral notebook
- one 2-pocket folder
- one dry erase marker
- Box of colored pencils or markers (to be kept at home)

FRENCH
- single subject notebook (un cahier)
- one 2-pocket folder (une chemise double poche)
- Writing utensils & erasers (crayons, stylos, gommes)
- 100 3x5 index cards (to be kept at home)

SPANISH
- 3-ring 1-2” binder
- 5 divider tabs for 3-ring binder
- a section of lined paper or a single subject spiral notebook
- Three white-board markers
Please call the ELL teacher at your child's school if you need this document translated.

אם יש לך בעיות בשפתון ספרות, אנא צור קשר עם מורה ב-ELL ב imu פרפר של ילדות.

Пожалуйста, свяжитесь с преподавателем программы ELL в школе вашего ребенка, если вам нужен перевод этого документа.

假如你需要这份文件的翻译本，請打电话给您子女学校的 ELL 老师。

この書面の翻訳が必要な場合はお子さんの学校の ELL 担当教員に連絡してください。

이 서류에 대한 번역이 필요하시면 여러분 학교의 ELL 선생님께 전화하시기 바랍니다.

Por favor, telefone para o professor do programa ELL na escola do seu filho se precisar deste documento traduzido.

Si usted precisa que este documento sea traducido, por favor llame al profesor del programa de aprendices del idioma inglés de su hijo, -a.