



Douglas Resources Guide

WELCOME TO CT DOUGLAS

This document has all the information that you need and will help you get to know about life at Douglas. We have provided links to source documents where possible to ensure that all information is up to date and accurate ongoing.

If you click on the title below you will be brought to that location within the document.

Table of Contents

Letter From The Principal	2
Academic Calendar	3
School Schedule	3
MCAS Dates & Progress Report Schedule	4
Student Arrival and Dismissal	4
Douglas Safe Arrival & Pickup Patrol App (PUP)	4
The Bus	5
Extended Day	5
Emergency Dismissal	6
Breakfast, Lunch & Snacks	6
Buying Additional Breakfast or Lunch	6
Menu	7
Food Services	7
Health Services	7
Medication Administration:	7
Health Topics:	8
Area Health Care Resources:	8
School Supplies	8
Communication Expectations (keeping in Touch)	9
Parent Square	9
Backpack Express	9
Douglas School Post Office	9
Instagram	9
AB Resource Center	10
PTO and Volunteering	11
Eagle Eye Weekly	11
Facebook	11
Douglas Directory	12
PTO General Meetings	12

LETTER FROM THE PRINCIPAL

Dear Douglas Families,

I hope you enjoyed your summer and are ready to start the school year! We are excited to start the school year at the Boardwalk Campus.

Please take a moment to read this letter and take the time to read this entire packet as it has a lot of valuable information and will answer many of your questions. The link to this document will also be available on the [Douglas School website](#).

We have some wonderful new staff and a few staffing changes we'd like to share:

- **Nelia Patrick** - Our new assistant principal joins us after spending 26 years teaching Spanish in Framingham. She is a passionate educator who looks forward to transitioning to school administration and serving the Douglas community.
- **Anne Marie Phelan (grade 3)** - Anne Marie returns to Douglas after taking last year off. She will join the third-grade team.
- **Kathryn Terranova (grade 3)** - After two years of teaching in Kindergarten, Kathryn moves to third grade.
- **Emma Mrozicki (grade 4)** - Emma joins the grade 4 team after spending more than 10 years in Somerville's dual language Spanish immersion program. She is bilingual Spanish and looks forward to joining the Douglas community.
- **Elana Rose (grade 5)** - After spending several years as a long-term substitute in Sudbury, we welcome Elana Rose to grade 5. She joins the team that expands to three sections this year.
- **Nicole Ciolfi (Special Education)** - Nicole joins Douglas after working for years as a special education teacher in Framingham. We look forward to having her on our team of incredible special educators.
- **Christina Kim (ML)** - Christina joins Amie Saulnier as a part-time multilingual teacher at Douglas. She spent years in Westborough as a multilingual teacher.
- **Jessica Davis (Office Assistant)** - Jess joins Douglas after working at Gates Elementary School. She is familiar with the Boardwalk Campus and we look forward to having her greet students and families in the front office daily. She'll serve as a part-time office assistant.
- **Laurie Maylander (Kindergarten Assistant)** - Laurie joins Mackenzie Larochelle's Kindergarten class this year as a Kindergarten assistant.

We are excited to begin the school year at Douglas. As always, please feel free to reach out with anything at lwolpe@abschools.org. If you have specific feedback you'd like to share, please do so on [this Google Form](#).

Take care
Larry Wolpe, Principal

ACADEMIC CALENDAR

The ABRSD 2024-2025 Academic Calendar is available on the AB District website. It is available in English, Mandarin Chinese, Russian, Spanish, Portuguese, Korean and Hindi.

[ABRSD 2024-2025 Academic Calendar](#)

SCHOOL SCHEDULE

[Douglas 2024-2025 School Schedule](#)

Douglas School Times 2024-2025

Teachers in Classroom and Students Enter Building	8:35*
School Begins	8:50
Walkers Leave Building	3:15
Bus Dismissal	3:20

LUNCH SCHEDULE

12:05 - 12:30	Grade K
12:30 - 12:55	Grade 1
1:05 - 1:30	Grade 2
11:35 - 12:00	Grade 3
1:05 - 1:30	Grade 4
12:30 - 12:55	Grade 5
11:10 - 11:35	Grade 6

RECESS SCHEDULE

10:35 - 11:00 & 2:15 - 2:30
12:05 - 12:30
1:30 - 1:55
11:10 - 11:35
1:30 - 1:55
12:05 - 12:30
11:35 - 12:00

Mondays, Tuesdays, Thursdays and Fridays

All Day K and Grades 1-6: 8:50am to 3:20pm
AM K Session: 8:50 am to 11:50 am

Wednesdays

ALL Students, including AM K Session
8:50 am to 12:50 pm

*Please note that the doors will be locked at all times. Students will not be able to enter the building prior to 8:35 a.m.

MCAS DATES & PROGRESS REPORT SCHEDULE

[Link to MCAS Dates & Progress Report Schedule](#)

Students in grade 3 through 6 are scheduled to take MCAS tests in the spring of 2025. Specific dates are not yet known. Families should watch for future communications when dates are finalized.

Student progress reports are distributed via Powerschool in December, March and June. The progress report is built upon the *Massachusetts Curriculum Frameworks* and describes your child's progress toward the end of the year learning standards and expectations in each subject area and in social and emotional learning. For more details about the progress report, see the [Douglas website](#).

STUDENT ARRIVAL AND DISMISSAL

[Link to Student Arrival and Dismissal Procedures](#)

DOUGLAS SAFE ARRIVAL & PICKUP PATROL APP (PUP)

Douglas School uses an online app called Pickup Patrol (PUP) for our student arrival and dismissal process. This system saves time in the Douglas Office, reduces classroom interruptions and provides families with a convenient way to report absences, tardiness or early dismissals, and to make changes to your children's dismissal plans. Most importantly, it ensures that students are safely dismissed to their correct after-school destinations.

The first step is for you to be able to access Pickup Patrol (PUP) at [this link](#). If you do not have an account in the PUP system, please email the Douglas School Office at douglasoffice@abschools.org to request access. More information about the Pickup Patrol System is provided below.

The Pickup Patrol app is:

- Free to parents and is accessible from your smartphone or computer.
- Easy to use. Follow simple instructions for how to add it to your phone's home screen (PUP is not accessed through the app stores).

The Pickup Patrol app is used for:

ATTENDANCE: To notify the school office when your child will be absent, arriving late or leaving early.

IF YOU ARE NOT ABLE TO USE PUP: The Douglas School Safe Arrival Service ensures that every student is accounted for each school day. If your child will be absent or

late, parents must submit an absence/tardy entry in the Pickup Patrol System (preferred) or by calling the Safe Arrival Hotline (978-266-2566) by 9:00 am.

DISMISSAL CHANGES: To submit changes to your child's regular dismissal plans.

For example:

- *Your child normally rides the bus, but is getting picked up today.*
- *Your child is staying after for an activity.*

It is important that your child's default plan is entered into the PUP system. Student dismissal options are listed below. You may choose a different option for each day of the week, if necessary.

- Bus home
- Bus pass to a licensed day care facility (after receiving approval from the Transportation Department)
- Extended Day Program (after receiving approval from the Community Education Program)
- Car Line Pickup (grade K-3 students with older sibs to Spruce Street; grade 4-6 students to Elm Street)
- Supervised walker to Elm Street or Main Office
- Unsupervised walker to Elm Street or Spruce Street

Please see detailed [arrival/dismissal procedures](#) if your child is dismissed as a walker or to a car line.

Should you have questions about using the Pickup Patrol, you may reference [this document](#) (also available in [Spanish](#) and [Portuguese](#)). If you still have questions, you may email the Douglas Office at douglasoffice@abschools.org or call 978-266-2560.

THE BUS

If you have questions about your child's bus, please contact the Transportation Office at 978-264-3328 or ABtransportation@abschools.org. The bus schedule and other important information is posted online at [District Transportation](#).

Kindergarteners, Grade 1 and Grade 2 are not let off a bus unless there is someone physically at the bus stop to meet them. Additionally, when first and second graders are dropped at their bus stop, a parent or guardian should be visible to the driver. Children are returned to school if an adult is not there to get them from the bus.

If you require your child to bus to a licensed Acton daycare facility, you must submit an application to the Transportation Department. Once approved you must also update your default plan in Pickup Patrol.

EXTENDED DAY

Douglas Extended Day Program is the before- and after-school care program offered at The Boardwalk Campus. The before-school component is from 7:00-8:35am and the after-school is from 3:20-6:00pm (Wednesdays 12:50-6:00pm). Not sponsored by the PTO, this program provides safe, fun, and educational alternatives outside of school hours.

There is a nominal registration fee. We encourage families to register as soon as they know their schedule. Questions? Contact extendedday@abschools.org, 978-265-2525, option 1. More program information and online registration can be found here: https://abce.abschools.org/extended_day.

EMERGENCY DISMISSAL

Should Douglas School need to dismiss school early, due to weather or an emergency situation, every effort will be made to contact you through the Parent Square Notification System. The process and procedures for emergency dismissals may be found [here](#).

BREAKFAST, LUNCH & SNACKS

The Acton-Boxborough Food Service Department is excited to serve healthy and delicious breakfast and lunch to all students in the district.

Every student is eligible to receive one breakfast and one lunch at no charge every school day! You can choose to send your child to school with a packed lunch. **All students must bring a snack to school each day.**

All lunches include an entrée, choice of milk, fruit, and vegetable. If a student would like an additional breakfast the price is \$1.75. For an additional lunch, the price is \$3.50 for Elementary school students. If a student wants to purchase an a la carte milk, it is available for \$.50. Other 'a la carte items' are available for purchase at the schools.

Please visit the [Food Services website](#) for additional information and for monthly menus. Our cafeteria manager, Ksenia Olsen, is also available to answer questions by email (ksolsen@abschools.org).

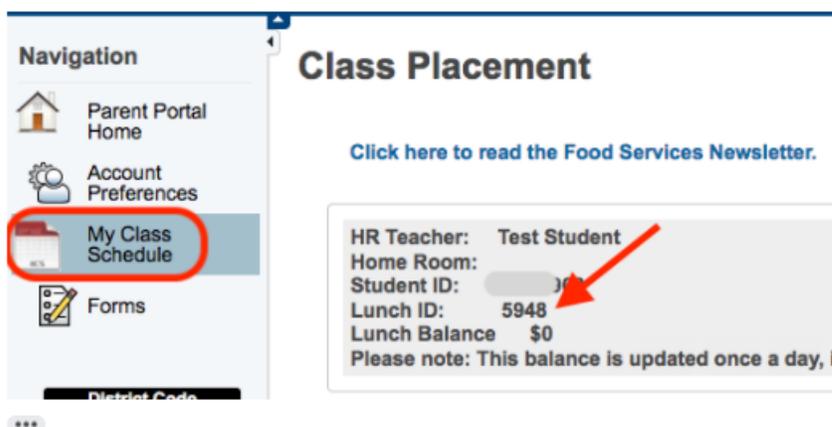
Please note that Douglas School does **not** have a no-nut policy. Please check with your child's teacher to determine if his/her classroom has its own policies related to allergies.

BUYING ADDITIONAL BREAKFAST OR LUNCH

Families are encouraged to pre-pay money to your child(ren)'s lunch account(s) in the case that your child would like to purchase an additional breakfast or lunch or a la carte items (such as milk). To do so, you can log into SchoolCafe at www.schoolcafe.com/ABRSD to prepay using a credit card. Another option is to submit a check to be applied to your child's lunch account. To do this, submit [this lunch form](#) along with a check payable to "AB Food Services". To ensure proper credit, please include your student's first name, last name and Lunch ID on the memo line of the check. The form and check should be placed in an envelope and

marked with the following: Food Services Lunch Payment. Your child may bring it to school in their Backpack Express folder. Payments sent via Backpack Express may not post to a child's lunch account until the following day. Prepaid accounts will be automatically debited for student purchases in the cafeteria.

To find your student ID number, please sign into PowerSchool. The Lunch ID is located in the same region as the assignment of homeroom teachers/class placements. If possible, have your child memorize this number because they will be asked for it when checking out with their a la cart item or second breakfast or lunch.



MENU

A lunch menu calendar is available [online](#). To translate monthly menus, please access [this website](#). There are several options for each day, including a few standards that are always served. Fridays are a fan favorite because it's always pizza day!

Don't forget to check the lunch calendar for "Sticker Days," when students who buy lunch can win a free dessert if they find a sticker on their tray.

Gluten free options are available daily with 24 hr. notice to Café Manager. Vegetarian options are always available. Menus are subject to change. Meals are planned to meet USDA Dietary Guidelines. Questions or Comments, please contact the Food Services Director at (978) 264-4700 x3221 or at lunchonline@abschools.org

FOOD SERVICES

[Food Services Website](#)

Should financial assistance be needed, Food services applications can be found [online](#) and are available in the following languages: [English](#), [Spanish](#), [Chinese](#), [Portuguese](#), and [Haitian](#)

[Creole](#). For general financial assistance information, please see the [AB District Financial Assistance Letter](#).

HEALTH SERVICES

[District Health and Nursing Website](#)

Below is important health information and resources. Should you have questions, please contact the Douglas Health Office Nursing Staff at 97-266-2560, extension 23148 or by emailing our nurses directly:

- Diann Oster BSN, RN, NCSN - doster@abschools.org on M,W,TH, Friday
- Kimberly Powers RN - kpowers@abschools.org on Tuesday

MEDICATION ADMINISTRATION:

Medication administration is an important issue for schools. On the [Acton Boxborough Regional School District Website](#) you will find a link for [“Forms”](#) under Health and Nursing. Forms should be completed for those medications necessary for the school nurse to administer during the school day.

The EpiPen Care Plan form or Medication Permission form should be signed by you and your licensed care provider and returned to the School Nurse on or before the first day of school, August 28th, 2024.

State law requires children with life-threatening allergies, asthma, seizures or diabetes to have a care plan or signed medical order each year to allow the nurse to administer medication. All medication must be in the original labeled container and be labeled with the student’s name. Some older grade students might self carry inhalers after certain requirements are met.

HEALTH TOPICS:

Please refer to the following links for information regarding these topics:

- [Attendance at School: Should My Child Stay Home with this Illness?](#)
- [Concussions](#)
- [Diabetes: Recognizing the Warning Signs](#)
- [Fifth Disease](#)
- [Lice Facts](#) and [Head Lice Procedure of the ABRSD](#)
- [MRSA](#)
- [Sun Safety](#)
- [Tick Facts](#)

AREA HEALTH CARE RESOURCES:

To find Health Care Resources in the Acton-Boxborough Area that may help with children's vaccination, physicals or sick visits, see these links:

- [AB Health Resources - English](#)
- [AB Health Resources - Portuguese](#)
- [AB Health Resources - Spanish](#)

SCHOOL SUPPLIES

The AB District purchases school supplies for students. Additional items your child will need to bring each day include:

- A backpack or bag to carry their belongings back and forth to school. A folder will be provided in class and be used to communicate between home and school
- A snack
- A packed lunch if your child does not choose to get the free cafeteria lunch
- A refillable water bottle

COMMUNICATION EXPECTATIONS (KEEPING IN TOUCH)

There are many ways that we share information. Below we have outlined the various ways we will communicate with you throughout the year. We hope that you engage and actively participate in the Douglas community.

PARENT SQUARE

This is the main way that the staff and administration of the school will communicate with you. Specifically, you can expect the bi-weekly Douglas Dispatch from the administration and bi-weekly community from teachers. It is very important that you create your account and set your preferences for notifications. You should be able to set up your Parent Square account [here](#).

BACKPACK EXPRESS

“Backpack Express” is a way to get information to/from the school and other parents. Check your child's folder daily for papers from your teacher or the school. You can also send notes to your teacher in your child's backpack. Any school wide flyers will be sent home via backpack express in the folder of the youngest child at the school. For parent-to-parent communication, put the parent's name c/o their child's name, classroom teacher, and room

number. (For example, TO: Mark Jones, c/o Alice Jones, Ms. Bingley, Room 323). Backpack express is for school related information only-please do not use this for birthday party invitations, etc.

DOUGLAS SCHOOL POST OFFICE

The 6th graders manage the Douglas School Post Office, which typically opens late September or early October. An official opening date will be communicated once known. Once the Post Office is open for business, mail can be sent both within the school and through USPS.

If your kids want to send mail within the school, there is a mailbox up on the third floor of the school that they can drop mail in. It's the big blue mailbox at the top of the main staircase by the elevators. Just make sure it has the name of the person who should receive the mail (student or teacher) and their room number.

If you (or friends, grandparents, etc.) want to send mail through USPS, just include the student's name and room number and the Douglas mailing address:

Douglas School
Attn: - Room
73 Spruce Street
Acton, MA 01720

A list of the room numbers can be found in the school directory and is also listed [here](#) for reference.

INSTAGRAM

Be sure to follow CTDouglas Elementary on Instagram. You can do so [@ctdouglaselementary](#)

AB RESOURCE CENTER

[AB Resource Center Information Page](#)

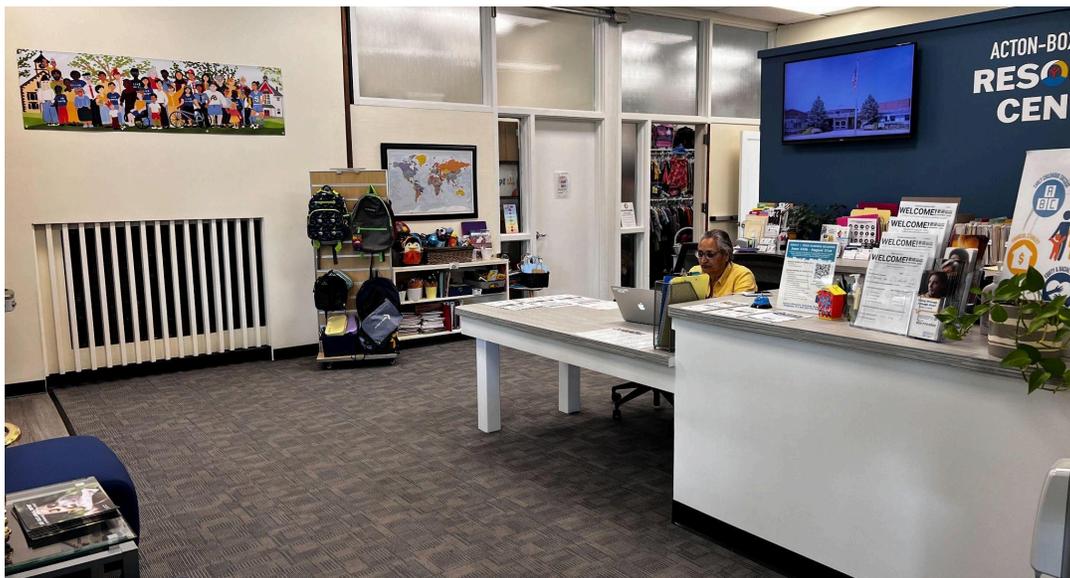
Flyers: [English](#), [Spanish](#), [Portuguese](#)

Acton-Boxborough Regional School District and Acton-Boxborough United Way invite you to visit the Acton-Boxborough Resource Center (ABRC), located at the district's Administration Building at 15 Charter Road in Acton. AB Resource Center is open to all residents of Acton and Boxborough.

- Visit Us - Drop in to talk with our volunteer greeters. They are happy to answer your questions about Acton and Boxborough, refer you to local resources, and share about all our community has to offer.

- Shop AB Exchange - Essential items, all free. Gently used backpacks, seasonal clothing, & more are available thanks to the generosity of our neighbors. Stop by during ABRC's opening hours to shop for what you need.
- Donate - Pass on your in-season consignment-quality clothes to help us keep AB Exchange stocked for the community. Or recycle your worn clothes/textiles and a small rebate will benefit AB Schools. Both bins are located outside the AB Administration Building at 15 Charter Road.
- Explore Online - Discover local resources anytime on our Resource Site. Explore by topic or use the search feature to look for something specific: abuw.org/resources

Hours: We are open Monday through Thursday, 10 AM - 3 PM. This September, we'll be piloting evening hours in an effort to make the Resource Center more accessible. We'll stay open until 7PM on the 1st and 3rd Thursdays of the month (September 5 & 19, evenings when there is a school committee meeting).





PTO AND VOLUNTEERING

We are thrilled to have a very active PTO community. If you would like to become involved please contact them at: douglasschoolpto@gmail.com.

Below are a few of the resources that the PTO makes available to all families. To find information regarding specific events and other opportunities, please visit the [PTO website](#).

EAGLE EYE WEEKLY

Every Sunday, the PTO sends out the Eagle Eye Weekly, our email newsletter. The Eagle Eye Weekly is a “must-read” series of school happenings and important information. It is distributed via a confidential email list used only for school-wide notices from the office or PTO. To receive these weekly emails (or to change the address where you receive them), please contact us at douglasschoolpto@gmail.com. You can also sign up on the Eagle Eye link at douglas school pto.org.

FACEBOOK

Douglas School has an active Facebook group for parents and staff. It's a great place to ask and answer timely, school-related questions. You can find and request membership to the private group at [Douglas Facebook Group](#). You'll also find frequent posts/reminders about school events throughout the year.

DOUGLAS DIRECTORY

The Douglas Directory is a wonderful resource for reaching the rest of the Douglas community. It contains a staff listing and class lists, as well as student names, phone numbers, and parents' names and emails, alphabetized by last name. It even includes a list of Douglas 6th graders willing to offer babysitting services! The printed version is sold for a nominal fee or you can access an online version through Powerschool, as well, for no cost to you.

The PTO will reach out to parents to confirm if you wish to purchase a hard copy version otherwise a digital version will be made available within the PowerSchool portal for your use during the month of October.

PTO GENERAL MEETINGS

The PTO holds a general meeting 4-5 times per year at Douglas School. ALL members of the Douglas community are welcome and encouraged to attend these meetings! The meetings include an update from the Principal/Assistant Principal, PTO updates and committee reports, and occasionally a guest speaker (such as the district Superintendent). These meetings are a wonderful way to hear what is going on at school and an opportunity for parents to connect with other parents and teachers. Details about upcoming meetings are posted on the Douglas Facebook page and in the Eagle Eye Weekly.