

CONCORD PUBLIC SCHOOLS
CONCORD-CARLISLE REGIONAL HIGH SCHOOL
500 WALDEN STREET, CONCORD, MA 01742

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CONCORD PUBLIC SCHOOLS CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT

K-12 METCO Program Guide

“The true test of the METCO experience is not the busing routes, but how the children would be received in their METCO school district and community. The METCO Program not only provides the opportunity for enhanced multicultural interaction, but it also facilitates understanding and cooperation between urban and suburban students and their families.”

Submit all necessary forms via email or by mail to Concord/Carlisle METCO Office at:
Concord-Carlisle METCO Program
500 Walden Street Concord, MA 01742

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Concord & Concord-Carlisle METCO Program Mission

The CPS and CCRSD METCO Program aims to be a supportive ecosystem and strong advocate for METCO students and their families. We are dedicated to fostering strong interpersonal connections, academic discipline, and positive mindsets in our students. We also focus on enhancing their communication and leadership skills, empowering them to become change agents in our increasingly diverse community and global society.

AS A METCO DEPARTMENT:

- We value academic excellence and empower students to take ownership of their education.
- We envision students reaching their full academic potential through active engagement in leadership, sports, extracurricular activities, self-advocacy, and building strong relationships with administrators, faculty, and staff.
- We support and guide students in balancing their personal, social, and school lives, positively impacting their overall well-being.

Department Goals

- Promote the development of each student as an individual and a meaningful contributor to society, supporting them in balancing their personal, social, and school life.
- Foster a close-knit community among CPS/CCHS METCO families, resident students, and school-based faculty/staff.
- Increase the number of students achieving 'Proficient' and 'Advanced' levels on the MCAS.
- Boost the number of students achieving honor roll status at the middle and high school levels.
- Encourage more students to enroll in AP and honors courses at the high school level.
- Implement additional wrap-around services to support METCO students' academic, social, and emotional success.
- Evaluate and strengthen orientation programs for METCO students in grades K, 6, and 9 to help families acclimate to the school system and community.
- Ensure timely coordination and implementation of METCO transportation routes.
- Collaborate with the Office of DEIB to facilitate initiatives and programs that improve equitable educational outcomes, ensuring all students and their families feel welcome, respected, valued, and a sense of belonging in our school community.

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Concord & Concord-Carlisle METCO Charter

METCO has existed in Concord since 1967, when 20 students attended Concord-Carlisle High School. Currently, as of the 2023-2024 school year, we have a total of 126 students enrolled in the METCO program. The following is the enrollment breakdown of our METCO student population by school:

- Elementary School (K-5): **51**
- Concord Middle School (Grades 6-8): **24**
- Concord-Carlisle High School (Grades 9-12): **41**

Concord Public Schools and Concord-Carlisle High School Bell Times

	Day	AM	PM	Day	AM	PM
Elementary (K-5)	M-T-TH-F	9:00	3:30	Wednesdays only:	9:00	12:30
Middle (6-8)	M-T-TH-F	8:15	2:30	Wednesdays only:	8:15	1:15
High (9-12)	M-F	8:00	2:41			

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ADMINISTRATORS CONTACT INFORMATION 2023-2024

CENTRAL ADMINISTRATION

Dr. Laurie Hunter	Superintendent	lhunter@concordps.org
Robert Conry	Assistant Superintendent of Finance & Operations	rconry@concordps.org
Angel Charles	Director of Student Support	acharles@concordps.org
Shelly Chin	Assistant Superintendent of Teaching & Learning	schin@concordps.org
Andrew K. Nyamekye	Director of Diversity, Equity, Inclusion and Belonging	anyamekye@concordps.org
Peter Kelly	Director of Information Tech.	pkelly@concordps.org
John Arena	Transportation Manager	jarena@concordps.org
Denise Zahn	Human Resources Manager	dzahn@concordps.org
Russell Hughes	Facilities Manager	rhughes@concordps.org
Jessica Brown	Food Service Manager	jbrown@concordps.org

METCO Administration

Dewayne Clachar	K-8 METCO Director	delachar@concordps.org
Malinthe Fernando	9-12 Interim METCO Director	fernando@concordcarlisle.org
Barbara Burgos	METCO Sr. Admin Asst.	bburgos@concordcarlisle.org

CONCORD-CARLISLE HIGH SCHOOL

Brian Miller	CO-Principal	bmiller@concordcarlisle.org
Katie Stahl	CO-Principal	kstahl@concordcarlisle.org
Meg Maines	Assistant Principal	mmaines@concordcarlisle.org
Darius Green	Assistant Principal	dgreen@concordcarlisle.org
Amy Geer	Special Education Admin.	ageer@concordcarlisle.org
Aaron Joncas	Athletic Director	ajoncas@concordcarlisle.org
Chris Skinner	METCO Acad Liaison & Transportation Coordinator	cskinner@concordcarlisle.org
Malinthe Fernando	METCO Interim Director	mfernando@concordcarlisle.org

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CONCORD MIDDLE SCHOOL

Justin Cameron	Principal	jcameron@concordps.org
Olive Bradford	Assistant Principal	obradford@concordps.org
Dan Hausemann	Assistant Principal	dhausemann@concordps.org
Laura Brande	Special Education Team Chair	lbrande@concordps.org
Latoya Ogunbona	METCO Adjustment Counselor	logunbona@concordps.org
Andre Thomas	METCO Coordinator	athomas@concordps.org

ALCOTT ELEMENTARY SCHOOL

Naomi Krakow	Principal	nkrakow@concordps.org
Taryn Moon	Assistant Principal	tmoon@concordps.org
Alyssa Silva	METCO Academic Liaison	asilva@concordps.org
Solange Benjamin	METCO Coordinator	sbenjamin@concord.org
Kyrie Williams	Elemen METCO Bus Monitor	Kwilliams@concordps.org

THOREAU ELEMENTARY SCHOOL

Justin Sparks	Principal	jsparks@concordps.org
Julie Basler	Assistant Principal	jbasler@concordps.org

WILLARD ELEMENTARY SCHOOL

Matthew Lucey	Principal	mlucey@concordps.org
Christine Price	Assistant Principal	cprice@concordps.org
Kyrie Williams	Special Education Assistant	kwilliams@concordps.org

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BOSTON METCO ADMISSIONS POLICY

Revised and Approved by the Massachusetts Department of Elementary and Secondary Education (DESE) in August 2022

PURPOSE

The state-funded METCO Program aims to expand educational opportunities, increase diversity, and reduce racial isolation by permitting students from Boston to attend public schools in other communities that have agreed to participate. Since its founding, the METCO program has enrolled tens of thousands of Boston students of color in participating school districts. It has allowed students in those districts to experience the advantages of learning and working in a racially and ethnically diverse setting.

The statute that authorizes the METCO program is M.G.L. Chapter 76, Section 12A, the Racial Imbalance Act.

MISSION

The Metropolitan Council for Educational Opportunity (METCO, Inc.) provides students with a strong academic foundation rich in cultural, educational, ethnic, socioeconomic, and racial diversity, fostering the opportunity for children from Boston and neighboring suburbs to develop a deeper understanding of each other in an integrated public school setting.

ELIGIBILITY

Only Boston residents are eligible. Any student whose primary residence is outside of Boston is not eligible for the METCO program. Before any student is referred to a METCO district, their parent or legal guardian must prove legal residency in the City of Boston. Once enrolled, families must continue to be residents of Boston for the duration of the school year and throughout enrollment to be enrolled in a METCO partner school.

The McKinney-Vento Homeless Assistance Act and Every Student Succeeds Act (ESSA) provide broad protections to students experiencing homelessness or in foster care. If, during application review, METCO Inc. learns of a student whose residency cannot be verified due to homelessness or placement in foster care, METCO Inc. will cease residency verification but continue to process the student's application.

For applications of such students who are enrolled in and attending the Boston Public Schools, METCO Inc. will verify the student's residency by consulting with the Boston Public Schools Homeless Liaison or Foster Care Point of Contact, depending on the student's situation.

For situations where students apply to METCO, are experiencing homelessness, or are in foster care but are not enrolled in the Boston Public Schools, METCO Inc. will consult with staff at the Department of Elementary and Secondary Education.

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Situations of this type may require fact-specific inquiries and case-by-case determinations regarding eligibility to apply for METCO to comply with both METCO authorizing statutes and the McKinney-Vento Homeless Assistance Act or the foster care provisions of ESSA. In either case, METCO Inc. will continue to process these students' applications until METCO Inc. receives written notice that students are not eligible for the METCO program, including but not limited to ESSA and McKinney-Vento dispute resolution letters.

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BOSTON METCO ADMISSIONS POLICY & GUIDELINES

Revised August 2022

APPLICATION PROCESS

[Click here](#) to learn more about the METCO application process.

TRANSFERS

Once enrolled, METCO does not transfer students between districts. For enrolled students to be considered for placement in any other town, they must completely withdraw from the METCO program by disenrolling from their current METCO school district before applying during the next application cycle.

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BOSTON METCO ADMISSIONS POLICY & GUIDELINES

Revised August 2022

REFERRAL PROCESS

METCO partner districts estimate the number of available seats in each grade in the upcoming school year and contact METCO, Inc. individually to request a referral of applications from prospective students.

Districts may request applications for admission consideration for a specified number of open seats in particular grades during the **referral window** from February 1st of the current school year through October 1st of the subsequent year. According to the referral lottery rank order, METCO, Inc. will provide a **referral cohort** of up to 25% of the open seats (rounded to the nearest whole number) to each district for consideration based on the district's request within the range. The district may request additional referral cohorts during the referral window until all available open METCO seats are filled and after all applicants from any prior referral cohort for that grade have received a final admissions decision.

METCO, Inc. will make every effort to provide a referral cohort of up to an additional 25% based on a review of the completed applications submitted to date and concurrent requests from participating METCO districts. A referral does not guarantee admission.

Upon receiving each district's request, METCO, Inc. refers applicants with complete and verified applications in the requested grades in the following prioritized order:

- **Siblings:** A sibling of a student currently enrolled in the requesting district at the time of application. If the parent/guardian requests it, and if space is available at the appropriate grade level for that student,
- **New Applicants:** Applicants from the first cycle (which occurs in August of the current school year through December of that same year) entering the requested grade in order of lottery a number followed by new applicants from each subsequent cycle entering the requested grade in order of lottery numbers.

All applicants may receive one referral to one district per year.

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BOSTON METCO ADMISSIONS POLICY & GUIDELINES

Revised August 2022

For the 2022-2023 application cycle: METCO, Inc. may pilot a process allowing families to identify preferences for district referral, which will be incorporated into the random assignment process. The pilot process will be evaluated, and DESE will determine whether the process will be continued after consultation with stakeholders.

After all applicants from any prior referral cohort for a given grade have been offered or declined admission, the district may request additional students until all available open seats are filled.

With the above exceptions, neither METCO, Inc., partner districts, nor parents/guardians determine which district will receive a specific application. This will be determined by random assignment. If a parent of an enrolled sibling does not choose to have a child referred to the district of a sibling through sibling preference, the second child will not be referred there. METCO, Inc. will make every effort to refer siblings applying in the same year to the same district when possible. All enrollments, including siblings of current students, are subject to space availability at the appropriate grade level.

In all cases, referral does not guarantee enrollment in that district.

PLACEMENT PROCESS

METCO, Inc. and participating METCO school districts do not discriminate based on race, color, sex, gender, gender identity, disability, religion, national origin, or sexual orientation.

METCO districts will receive and review information provided on the common application by prospective students referred to them by METCO, Inc. The common application will only include documentation requirements related to proof of residency and the student's birth certificate. Outside of the common application process, METCO school districts may also request some or all the following additional sources of information, provided that reasonable accommodations are made for alternative arrangements when necessary:

- An interview
- An orientation

For the 2022-2023 application cycle only, for secondary students (grades 6 through 12) only: Districts may continue to elect to require the submission of report cards and attendance records for the last two completed school years, along with a teacher recommendation and/or discipline records. The collection of these additional records will be the district's responsibility after referral by METCO, Inc. METCO, Inc. may support districts in collecting the additional records when requested. Should districts elect to

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request record collection support from METCO, Inc., then METCO school districts and METCO, Inc. will jointly agree on the time frame for the records to be collected.

Districts should make reasonable attempts to communicate with applicants' families through multiple modes of communication before declining a student due to parent/guardian unresponsiveness. This includes emails, texts, and phone calls, as parents/guardians' modes of communication may shift.

Before offering enrollment to applicants in the referral cohort, each METCO school district may holistically consider assessments of student/family commitment to participate in the program (including prior family experience with the METCO program through alumni and family members) and local district goals related to the purpose of METCO.

For each applicant in a referral cohort provided before April 30, districts must make and communicate a final admissions decision to METCO, Inc., and families no later than June 30th of the current academic year, though districts are strongly encouraged to do so sooner if possible. All other decisions must be made no later than October 1st of the subsequent academic year.

Districts must identify a staff member whom parents can contact for questions about the admissions process or admissions decisions in the event DESE and/or METCO, Inc. needs to direct inquiries to districts regarding admissions decisions.

If a referred applicant is not selected for admission by a participating district, the application and assigned lottery number expire, and the parent/guardian may not apply again until the following year.

If selected, applicants have the option to decline enrollment in that district. Declining enrollment in a district will remove the applicant from consideration for METCO enrollment for the applicable academic year, and the parent/guardian may re-apply the following year.

Program Removal

METCO districts should consult with METCO, Inc. when a student may be involuntarily removed from the program.

Once enrolled in the METCO program through a district, a student can only be involuntarily removed from that district for the following reasons:

- Moving out of Boston
- Out-of-district placement through the IEP process
- Discipline Process

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Concord & Concord-Carlisle METCO Placement Process

Kindergarten is the entry point for METCO placement in the Concord Public Schools (CPS) and Concord-Carlisle Regional School District (CCRS). CPS and CCRSD make every effort to enroll siblings of current and former students at the appropriate grade levels (provided that parents meet all application requirements for registration).

Steps for Enrollment:

1. Notify the METCO Directors that you would like an additional sibling to be considered for METCO placement.
2. Complete a [METCO application](#) via METCO Inc./AVELA
3. Complete the [Sibling Request](#) Form by October 31, 2024.
4. Visit METCO, Inc. at **11 Roxbury Street, Roxbury, MA 02119**, or contact Wilmary Tejeda, Chief Student Services and Enrollment Officer, at 617-427-1545 for more information.

Please Note: This is only the first step in the Concord and Concord-Carlisle METCO program placement process.

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METCO Parent and Student Expectations

Parent Involvement

Parent involvement is essential to your child's experience in the Concord and Concord-Carlisle Public Schools. Parent involvement can take many forms: providing home-based learning activities for your child, participating in and attending school events, volunteering at your child's school, advocating for the school and its programs, or serving in an advisory or decision-making capacity.

Regardless of the level of involvement you choose, one thing is clear: the more involved you are, the more successful your child will be, both personally and academically. The METCO Program offers its own set of complex issues for children, which makes it necessary that parents pay attention constantly.

Finally, parents are encouraged to participate in school-based parent-teacher organizations and other organizations and committees at their children's schools.

Minimum Expectations of Parents

At a minimum, METCO parents are encouraged to attend all parent-teacher conferences and all back-to-school events and programs in which their children participate. In addition, parents are strongly encouraged to attend METCO parent meetings in Boston to keep abreast of program business and develop networks of support among themselves.

Student Involvement

All students participating in the METCO Program should understand that they must achieve high standards. Students are encouraged to become involved in the schools by joining clubs or participating in interscholastic or intramural sports. Participation in school activities provides students with enjoyable learning experiences and an excellent way to meet new people and make friends.

In addition, all students should make every effort to:

- Maintain excellent attendance.
- Always be prepared for class and activities.
- Complete all assignments on time.
- Demonstrate exemplary behavior.

Academic Performance

Students in the METCO Program are strongly advised to maintain a "C-" average or better in each class. Students who receive grades below "C" are provided extra support after school and in the regular education resource centers. Additionally, students with one or more grades below "C" will be scheduled for Achievement Strategies (high school only).

Attendance

Students are expected to attend school every day. When students are absent from school, they must adhere to the school's rules regarding absenteeism. Any time a student is sick and unable to attend school, his/her parents must call the attendance line to report their student's absence for all or part of the day. If the parent forgets to call on the day of, then the student must bring a note to the main office on the day of return to school.

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Student Support Services

I. Academic

- **METCO Achievement Strategies:** Concord-Carlisle High School (some grades 9th - 12) METCO students receive at least one scheduled period (4x a week) of academic support through the Achievement Strategies class. A METCO Teacher supports students' work completion throughout the school year and improves students' executive functioning skills (e.g., test-taking skills, organization, self-advocacy skills, etc.).
- **METCO Academic Liaison**
The METCO Academic Liaison advocates for Boston students enrolled in the Concord and Concord-Carlisle Public Schools via the Metco program. The position requires integration and collaboration with Boston students and families as well as classroom teachers, counselors, specialists, support staff, and administrators. Determining the abilities and skills of each student is a priority. The METCO Academic Liaison will actively support students' and families' cultural and social adjustment and develop a strong collaborative relationship with parents, school administrators, faculty, support staff, and other community advocates.
- **Tenacity Challenge:** An annual middle and high school academic competition for teams of Latino and African-American students. Students build academic capacity, strengthen intellectual risk-taking, hone leadership skills through an action project, and develop enduring peer and faculty relationships. The Tenacity Challenge competition consists of three events: Math and Science Bowl, Literature Response Challenge, and History Argument Challenge. Hosted by Bedford Public Schools.

II. Social-Emotional Support

- **METCO Friends and Family:** Families in Boston, Concord, and Carlisle have the opportunity to work together to build family-friends relationships, where the spirit is one of cooperating and sharing rather than of guest and host.
- **Racial Impact Social Empowerment Club (RISE):** Students in the RISE Club support one another. The club is a space of comfort where students discuss their cultural and ethnic backgrounds, and issues of race and culture can be discussed in a supportive and safe environment. RISE creates a “home outside of home” and is open to all students. RISE creates awareness about issues of race and works to be actively anti-racist.

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- **Positive Opportunities With Engaging Relationships (P.O.W.E.R.)**: Student leadership program. The program objectives include Increasing positive school climate, increasing METCO student participation in co-curricular activities, student's social and emotional well-being, providing leadership opportunities for 11th and 12th-grade METCO students, and providing positive peer mentoring for incoming 9th-grade METCO students.

METCO Headquarters - Scope of Services

METCO Inc. provides the following services to students and families through the Home /Student Services Department. Contact wtejeda@metcoinc.org for more information.

- **Intervention and Advocacy**: Special Education, Crisis intervention, Chronic issues and concerns, transitional support from a METCO district to Boston Public Schools, and New parent and student orientation.
- **Social-emotional health & Wellness**: Short-term counseling services, referral for psychological assessments, school visits, family support while dealing with trauma, homelessness, substance abuse, domestic violence, child abuse, etc.
- **Building and sustaining a Culture of Achievement**: facilitated workshops and ongoing student support after graduation.

IV. Additional Student Support Services

- Ann Christian's Learning Center ("ACLC") in Dorchester, MA, offers year-round Math, ELA, SAT/ACT, and MCAS tutorial services. ACLC also offers MCAS Boot Camps held during February and April school vacations. For additional information, visit <http://aclctutoring.com> or contact djeter@aclctutoring.com.

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Concord and Concord-Carlisle METCO Transportation

Letter to Families:

Each year, we are presented with organizing transportation for Concord and Concord-Carlisle METCO students. The Concord Transportation Department provides METCO transportation. The Concord Public Schools, the Concord-Carlisle Regional School District, and the Concord METCO Department expect all parents and students to comply with district policies and procedures.

Safety is the first priority when your child is on the school bus. Please impress upon your child the necessity of following bus safety rules and expectations. It is also important to note that **the school bus is considered an extension of the classroom**. Student conduct applies to all school buses. Please discuss appropriate bus behavior with your child.

In the event of inclement weather, “the Superintendent will make every effort to decide before 5:00 a.m. whether conditions will be safe for the children to come to school. Please know that schools will likely be open if roads are open and passable. Safety of the children is always important, and if a parent believes that weather conditions are too severe, he/she/they may keep his/her children home.” Please always notify your child’s school if he/she/they is to be absent from school.

In case of other emergencies or a transportation situation requiring bus stop modification or scheduling, families will be notified via Connect-Ed, an automated phone, email, and text alert system.

Transportation Parent Expectations

- Parents/Guardians/Caregivers are responsible for getting their child(ren) to and from their designated bus stop.
- Due to the traffic patterns in Boston, we strongly encourage parents/guardians to arrive at the bus stop at least ten (10) minutes early, before and after the scheduled pickup and drop-off time.
- If your child will not take a METCO bus home, provide a written notice to the METCO office a day in advance.
- Missing the school bus is not an excuse for being absent. Students are strongly encouraged to attend school even if they miss the bus. Parents/Guardians/Caregivers should consider other alternatives if their child(ren) misses the bus.
- The METCO office cannot grant early dismissals. Parents/Guardians/Caregivers must contact the main office of their child’s school if they wish to dismiss their child early.

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- The METCO Director and transportation manager must grant permission for guests/visitors to ride on the METCO bus in advance. Once granted, a pass will be issued.

If you have any questions or concerns associated with the Concord and Concord-Carlisle METCO program transportation, please contact the METCO office at 978-341-2943 or via email at bburgos@concordcarlisle.org, djemison@concordcarlisle.org, or dclachar@concordps.org.

The Transportation Department can also be reached at 978-461-3981 or via transportation@concordps.org.

Bus Rules & Consequences

TBA–Specific Parent and Student Expectations, Bus Rules, Policies, and Procedures:

The Concord and Concord-Carlisle Transportation Department is revising their parent and student expectations regarding transportation. We will share more information soon.

METCO Bus Monitors and bus drivers have complete authority over all students and enforce all rules and procedures. Please ensure your child always follows the directives of the METCO Bus Monitors and bus drivers.

NOTE: By riding the bus, it is implied that all students and parents will understand and abide by these rules. Stating that they did not know the rules does not excuse a student from misbehavior or infractions of the rules.

General Safety Rules

1. Listen and follow the instructions of the bus monitor. A student should never be disrespectful or refuse to cooperate with the bus monitor or driver.
2. Board and leave the bus at designated stops only.
3. All students must ride their assigned seats. Student transportation on a bus other than the bus regularly assigned will be reviewed. The METCO Director must approve this permission.
4. The parent/guardian must provide transportation to school if their child misses the bus. For high school students, taking the MBTA purple line to Concord may be an option for getting to school.
5. The bus monitor has the authority to confiscate prohibited items or any other items deemed dangerous.
6. The bus driver and monitor will not allow unauthorized people to board the bus.

Loading the Bus

1. Do not push or shove; always use the handrail.
2. Stay out of the bus "Danger Zone." Wait until the door opens or the bus driver gives a signal before approaching the bus.
3. Go directly to your seat. The bus will not move until all students are seated. Students must remain seated at all times.

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4. **SEATING ARRANGEMENT BY GRADE:** The bus driver and METCO staff may change seating arrangements whenever necessary.
5. Stay clear of the bus when the engine is started. Do not chase or hang onto the bus at any time. Stay out of the "Danger Zone" bus.

Note: Only authorized personnel and verified enrolled students can board a bus. The Bus Driver/Monitor shall report the parent/unauthorized person to the METCO Director.

Exiting the Bus

1. Students are to stay seated until the bus stops and the door opens.
2. Students are encouraged to use the handrails and take one step at a time leaving the bus.
3. Students must move away from the bus as soon as they exit. Do not chase or hang onto the bus at any time. Stay out of the bus "Danger Zone."
4. If crossing the street, students must cross in front of the bus and wait for the driver to signal.
5. If an article drops or rolls near or under the bus, do not attempt to retrieve the item without assistance from the bus driver.

Dropping off Kindergarten—5th Graders and Special Needs Students

Parents or a documented designee **must be at the bus stop** to receive Kindergarten — 5th-grade students at the end of the school day. If no one is there to receive the student, the Bus monitor will communicate with the parent and allow the bus driver to wait for the parent to arrive.

Note: It is the parent's responsibility to ensure the student's safety from home to the bus stop and from the bus stop to home.

Designated Stop/Changes

Students will be picked up and dropped off at the student's designated bus stop. Parents can submit a request for students who need an alternate drop-off location, such as a Boys and Girls Club or the YMCA.

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**[Click Here](#) for the 2024-2025
METCO Transportation Schedule.**

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Delayed Start and Early Dismissals

Early Dismissals

I. Concord-Carlisle High School (CCHS)

- Refer to the CCHS calendar at <https://www.concordcarlisle.org/calendar/>
 - *Thanksgiving Break - November 23: 8:00 a.m. - 11:35 a.m.
- Proposed last day of school - June 12: 8:00 a.m. - 2:41 p.m.

II. Concord Middle School (CMS)

- Refer to the CMS calendar at <https://cms.concordps.org/calendar/>
- Every Wednesday, school dismisses at 1:15 p.m. (Peabody) and 1:30 p.m. (Sanborn)
- Thanksgiving Break - November 23: 8:15 a.m. - 11:45 a.m.
- Proposed last day of school - June 12: 8:15 a.m. - 11:45 a.m.

III. Alcott Elementary School

- Refer to the Alcott school calendar at <https://alcott.concordps.org/calendar/>.
- Every Wednesday, school dismisses at 12:30 p.m.
 - ** Thanksgiving Break - November 23: 9:00 a.m. - 12:30 p.m.
- Proposed last day of school - June 12: 9:00 a.m. - 12:30 p.m.

Access the district-wide school calendar by visiting: <https://www.concordps.org/district-calendar/>

Submit all necessary forms via email or to the Concord/Carlisle METCO Office at:

Concord-Carlisle METCO Program
500 Walden Street Concord, MA 01742

METCO Late Bus Schedule

METCO late buses provide students the opportunity to remain in Concord after school for homework support, athletics, extracurricular activities, and clubs. Some students also use their after-school time to visit classmates who reside in Concord or Carlisle.

Middle & High School Late Bus -

Fall Schedule

1. Depart CCHS @ 4:15 PM Monday, Tuesday, & Thursday (Friday only if there are CMS Riders) Depart CMS @ 4:40 PM (Monday, Tuesday, Thursday, and Friday) Directly to Franklin Park	2. Depart CCHS @ 6:00 PM* Monday thru Friday Directly to Forest Hill * Subject to change
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Spring Schedule

1. Depart CCHS @ 4:15 PM Monday, Tuesday & Thursday (Friday only if there are CMS Riders) Depart CMS @ 4:40 PM (Monday, Tuesday, Thursday, and Friday) Directly to Franklin Park	2. Depart CCHS @ 5:30 PM Monday thru Friday Directly to Forest Hill
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Elementary Morning Extracurriculars, Late Bus for METCO Family & Friends Program (“MFF”)

- Parents who enroll their elementary school child in a morning extracurricular activity, such as chess or music, should submit a formal request to the METCO Director to arrange transportation for an earlier arrival (by 8 a.m.) at school.
- METCO Family and Friends occurs once a month on the second Wednesday of the month. A 3:00 p.m. bus departs from Alcott Elementary School. METCO Family and Friends allows METCO elementary students to visit with their Concord buddies. The late bus will arrive at Franklin Park Zoo (circle across the main gate) by approximately 4:20 p.m.

Submit all necessary forms via email or to the Concord/Carlisle METCO Office at:

Concord-Carlisle METCO Program
500 Walden Street Concord, MA 01742

Winter Weather Transportation Plan And Emergency Procedures

Communication of Cancellation or Delayed Opening of Schools Due to Snow Emergency, Late Arrivals, Emergency Routes, Accident Procedures

If there is a cancellation or delayed opening of schools, all Concord Public Schools and Concord Carlisle High School Boston families will be notified via Connect-ED, our parent/community notification system. Communication will come in the form of voice messaging, email, and text by 5:00 a.m. from the Superintendent, the METCO Director, and your child's designated METCO Bus Monitor. Announcements will also be made on television stations WCVB-TV-5, WHDH-TV-7, WBZ-TV-4, and radio station WBZ and posted on the homepage of concordps.org.

METCO Bus Pick-up Times And Routes

If there is a delayed opening of schools, ALL buses will pick up Concord Public Schools and Concord Carlisle High School Boston students ONLY from Franklin Park (circle across from the main gate).

Grade Level	One-hour Delay Pick-up Time and Location	Two-hour Delay Pick-up Time and Location
High School	7:30 AM @ Franklin Park (circle across from the main gate)	8:30 AM @ Franklin Park (circle across from the main gate)
Middle School	7:30 AM @ Franklin Park (circle across from the main gate)	8:30 AM @ Franklin Park (circle across from the main gate)
Elementary School	8:30 AM @ Franklin Park (circle across from the main gate)	9:30 AM @ Franklin Park (circle across from the main gate)

Emergency Procedures

Order of communication in case of an emergency:

1. Afternoon Snow Emergency Days—the bus routes will be conducted for all routes, depending on the inclement weather and Boston's clean-up removal.
2. If the City of Boston issues a snow emergency but Concord does not delay schools in the morning, buses will pick up students only from Franklin Park. Afternoon bus stops will also drop students at Franklin Park.
3. If the City of Boston does not issue a snow emergency but Concord has substantial snow, resulting in the school's delayed opening in the morning, students will be picked up from their regular bus stops. The afternoon will also follow the regular bus stops.
4. The Superintendent will notify all administrators, school-based faculty, and staff if there will be a snow day, delayed start, or early dismissal. The METCO Director and the METCO Bus Monitors will communicate such notices to all METCO families.

Submit all necessary forms via email or to the Concord/Carlisle METCO Office at:

Concord-Carlisle METCO Program
500 Walden Street Concord, MA 01742

5. METCO snow communication chain: Superintendent (Email and voice message) – METCO Director (text via Connect Ed.) – METCO Staff/Bus Monitor (via text)
6. In case of an emergency (traffic delay of the METCO bus to school, an accident, etc.), the impacted bus driver will notify Concord Transportation Manager and Dispatch. The Transportation Manager or Dispatch will notify the Superintendent, METCO Director, and impacted building administrators. The METCO Director and Bud Monitor will follow up by communicating with the parents of the students on the impacted bus.

Commuter Rail and MBTA Student Pass Program

1. Route 1: Orange Line to North Station. Board the Fitchburg line of the MBTA commuter rail. Get off the train at the Concord Depot in Concord Center. CCHS is a short walk from the depot.
2. Route 2: Red Line to Porter Square (Cambridge) to connect with the Fitchburg line. Get off the train at the Concord Depot in Concord Center. CCHS is a short walk from the depot.
3. The rail schedule can be found by visiting mbta.com

NOTE: Parents and guardians of elementary and middle school students should = **should NOT send their children on the commuter rail unless you have arranged for someone to ride with them to Concord and pick them up there** send your children on the commuter rail unless you have arranged for someone to ride with them to Concord and pick them up in Concord.

MBTA M7 T-Pass Request Fall 2023

*** Students entering grades 7-12 ONLY ***

In partnership with Boston Public Schools (BPS), all students in grades 7th-12th who reside in the City of Boston and attend school at a METCO district will receive an M7 Student Pass through the METCO Headquarters Office located at 11 Roxbury Street, Roxbury, MA 02119. The pass is valid from September 1st to August 31st.

If a student either (1) moves outside of the City of Boston or (2) is no longer a student in grades 7-12, notify the METCO office.

Passes are READY for pick up at our HQ office. Contact your METCO Director or METCO HQ at 617-427-1545 to determine where you can pick up a CharlieCard for your child.

Submit all necessary forms via email or to the Concord/Carlisle METCO Office at:

Concord-Carlisle METCO Program
500 Walden Street Concord, MA 01742

**CONCORD PUBLIC SCHOOLS
CONCORD-CARLISLE REGIONAL HIGH SCHOOL**

500 WALDEN STREET, CONCORD, MA 01742

PHONE: 978-318-1400 x 7625

www.concordps.org

Debra Jemison
CCHS METCO Director
djemison@concord.org

Dewayne Clachar
CPS METCO Director
clachar@concordps.org

Parent/Guardian Acknowledgement Form

Parents of ALL children, grades K-12, please sign & return to school.

By signing this form, you acknowledge receipt of the K-12 METCO Program Handbook from the Concord and Concord-Carlisle Regional High School. The handbook provides information about METCO's expectations, vision, goals, transportation, etc. We encourage you to review it carefully. You may obtain a revised copy from the METCO Office if the handbook changes.

I acknowledge receipt of the K-12 METCO Program Handbook (Concord and Concord-Carlisle Regional High School). I recognize that my family is expected to follow all the rules and regulations in the handbook.

Print: _____
(Parent / Guardian Name)

Signature: _____
(Parent / Guardian Name)

Date: _____

Submit all necessary forms via email or to the Concord/Carlisle METCO Office at:

Concord-Carlisle METCO Program
500 Walden Street Concord, MA 01742