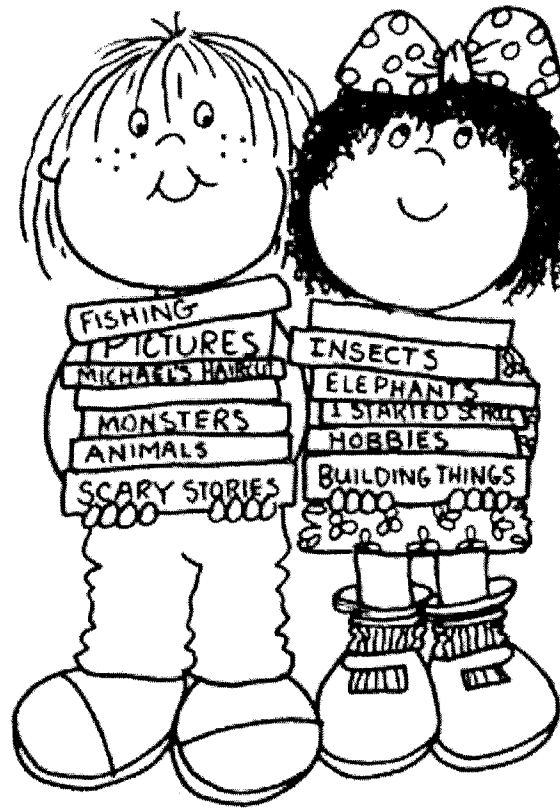


Hanscom Primary School

Student & Family Handbook

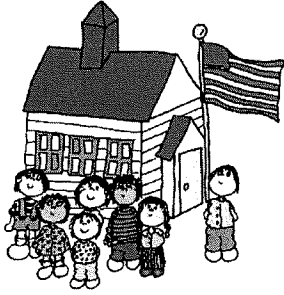
2011 - 2012



Beth Y. Ludwig, Principal

6 Ent Road
Hanscom Air Force Base, Massachusetts 01731
Telephone: 781.274.7721

Also available on the web www.lincnet.org



Hanscom Primary School
Beth Ludwig, *Principal*

6 Ent Road
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T (781) 274-7721
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<http://www.lincnet.org>

September 2011

Dear Families,

On behalf of the entire Hanscom Primary School staff, I welcome you into the 2011-2012 school year. The Hanscom Primary School is a special school community where children come to learn. We value the input and involvement of parents and believe that a strong home-school partnership makes a difference for our students. We are available to communicate and to work closely with you throughout the school year.

This handbook is a school specific supplement to the Lincoln Public Schools Student and Parent Handbook that was mailed to your home. The district handbook outlines our district wide policies and also contains all of the forms you will need to sign for the upcoming year. So, I encourage you to look through both handbooks.

An important part of our school culture is our *HPS Citizenship Agreement*. This document articulates three very important school virtues – *Be kind. Be safe. Be a hard-worker*. It is expected that all members of the community will receive, review and sign a copy of the *Citizenship Agreement* in September. It is our hope that this Agreement will help create a consistent code of positive behavior that is a natural part of our learning environment. All HPS staff will be looking closely for kind, safe, hard-working behaviors to recognize and reward all year long!

In addition to our *Citizenship Agreement*, our Parent-Student Handbook has been recently revised. The handbook contains information on the procedures and guidelines that have been established to make Hanscom Primary a positive and safe learning environment for our students and staff. Please keep in mind the handbook cannot cover every situation that may come up during the course of the school year. Portions of the handbook are subject to amendment. The school will keep families informed of all changes as soon as possible.

Thank you in advance for your support in keeping our students safe and productive. We share in your child's excitement and enthusiasm for the best school experience this year. If I can be of any help, please do not hesitate to call me at the school office at 781. 274.7721.

Respectfully,

Beth Y. Ludwig
Principal

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Additional Information located in folder

- Parking Lot Procedures
- School Calendar
- School Map

For Additional Polices, please see District Handbook mailed to families prior to school and given to new families at registration

STATEMENT OF NON-DISCRIMINATION

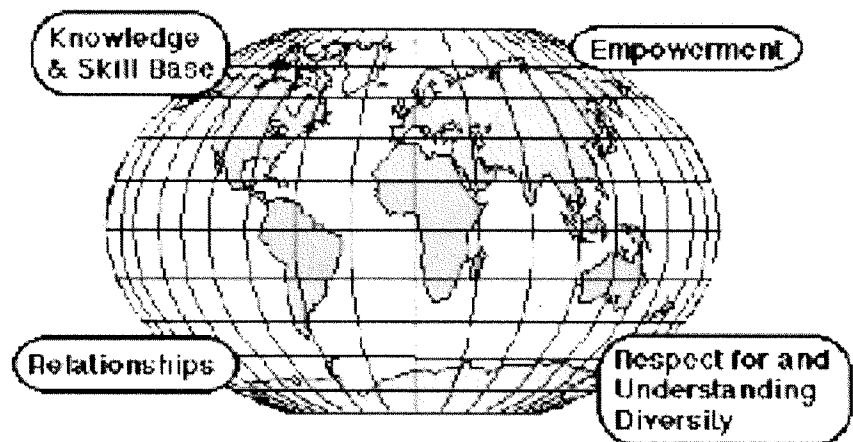
The Lincoln Public Schools, an affirmative action employer, is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, covered veteran status, disability, national origin, race, religion, sex, or sexual orientation. Inquires regarding the district's compliance with Title IX and other civil rights laws may be directed to the Superintendent of School, Lincoln Public Schools, Hartwell Building, Ballfield Road, Lincoln, MA 01773.

PRINCIPAL'S DISCRETIONARY AUTHORITY

The Hanscom Primary School Principal reserves the right to use professional discretion to waive or adjust any rules and regulations for students with extraordinary circumstances.

Welcome to the Hanscom Community!

The staff, students, and parents of Hanscom Primary School understand the many unique situations military life presents for our students and their families and, therefore, we continually seek to create and encourage a strong sense of community, belonging, and caring among all our members. We value your ideas and urge you to join us in making your child's experience at Hanscom Primary School happy and productive.



Hanscom Primary School's Advisory Council, parents, and teachers have strived to create a comprehensive handbook that will assist all members of the Hanscom Primary School family in understanding our day-to-day practices and procedures. **This handbook along with the District Parent Handbook, describes the existing policies, practices, and procedures that shape our school program.** *You will need to refer to both the District and School Handbooks throughout the year. Please add updated pages as they are received.*

Hanscom Primary School, as a part of the Lincoln Public Schools, is dedicated to developing lifelong learners who will contribute to a global society. Our mission is to engage the entire Hanscom community in the process of challenging all students to develop a strong knowledge and skill base, a respect for and understanding of diversity, an ability to relate to others, and a sense of empowerment as individual learners. Together, we can make Hanscom Primary School an educationally challenging, productive, respectful, safe, and child-centered environment.

Hanscom Primary Contact Information

Beth Y. Ludwig, Principal, ludwigb@lincnet.org
Gale Winchester, Administrative Assistant, winchesterg@lincnet.org
Karen Kanter, Student Services Coordinator, kanterk@lincnet.org
Eileen Diranne, RN, School Nurse, dirranee@lincnet.org

Mailing Address – 6 Ent Road
Hanscom AFB, MA 01731

Main Office: 781-274-7721 Fax: 781-274-6414
Student Services: 781-274-6178
Health Office: 781-274-7723

Web site: www.lincnet.org

GENERAL INFORMATION AND PROCEDURES

School Hours

The regular school day runs from 8:00 a.m. to 2:50 p.m., except on Wednesdays, when all students are dismissed at 12:35 p.m. This early release day gives teachers the opportunity to take part in professional development activities and curriculum planning. Children should not arrive before 7:50, as supervision begins at that time. **There is no outside supervision after dismissal.**

The kindergarten schedule is somewhat different. At the beginning of the school year, kindergartners attend school each day from 8:00 a.m. until 12:35 p.m. only. Beginning on October 1, the school day is extended to full days, from 8:00 to 2:50 except on Wednesday, when they will be dismissed at 12:35 p.m.

Emergency Cards

Each child must have an updated enrollment verification form with your latest contact information completely filled out and filed in the school office. These forms are used as our Emergency Contact information. It is imperative that at least two emergency numbers are listed in case we are unable to reach either parent during an emergency. Please contact the Principal if you are new to the base and need assistance with this.

Visitors/ Volunteers

All parents, visitors, and volunteers are required to enter through the front doors and use the computer sign in at the front office before going to classrooms. They will be issued a "Visitor" badge to be worn until they leave the school building. Please sign out when leaving. Parents are requested to contact teachers in advance for extended visits or special projects. **All school volunteers & chaperones are now required by Massachusetts state law to have CORI checks, (Criminal Offender Record Information). Forms are available at the front office and require you to submit them in person for processing with a valid ID.**

Student Drop-Off and Pick Up

Parents who drive students to and from school should use the one lane drop-off zone provided in the school parking lot. (See Attachments) At dismissal time, students are instructed to meet parents at the curb. Children who walk to school should wait outside their designated school entrances when they arrive. During inclement weather, they may wait inside. Students who participate in the "after-school program" at the Child Development Center - "The Clubhouse" - should meet their daycare providers at the designated locations.

Attendance

If a student will be absent from school, parents should notify the office by 8:30AM at 781-274-7721. If you are calling before 7:30 AM, please leave a message on the school's voice mail. If a child is absent and the school has not been notified, office personnel will call home to verify the child's absence. If you know ahead of time that your child will be out for one or more days, a letter submitted to the front office before the child's absence will suffice.

*****Consistent attendance is essential for school success. Please use the enclosed vacation schedule when planning trips or family visits.*

Tardiness

Please note that school begins at 8:00. Students who arrive after 8:00 should enter through the front entrance and stop at the front desk for a late slip. Arrival at school on time is an important routine for young children. Parents of children who are constantly late will be notified.

Dismissal

If a student is to be dismissed before the end of the school day, the parent or authorized person must report to the office to sign the dismissal log. The student will remain in the classroom until the teacher is notified by the office to release him or her. If a child's after school plans will be different from what is usual, parents should notify the classroom teacher in writing. In order to minimize disruptions, please do not call the school with dismissal changes unless it is an emergency.

Snack and Recess

Each classroom has a mid-morning snack. Children should bring a simple and nutritious snack that can be eaten within the allotted time. We go out to recess on all but the most inclement days. Students should wear clothing appropriate for the weather.

Birthday Celebrations

Primary age children are always excited to celebrate their birthdays. At school each child receives a birthday ribbon to wear and a birthday pencil. We encourage parents to think about celebrations with a birthday book donation to the class or school library.

It is strongly recommended for reasons of nutrition, safety, and time on learning that parents refrain from sending in food to celebrate your child's birthday. To avoid hurt feelings, children should not distribute birthday party invitations at school unless the whole class is invited.

Pets

In line with Hanscom Air Force Base Policy on Veterinary Health and Animal Control, pets may not enter the schools (public buildings) or schoolyards. Approval from the Principal, with 24-hour notice, is required for special situations that require or request modifications.

Homework

Primary age children should read or be read to each night. Homework at this level serves to reinforce good study habits for future years. Parents are asked to monitor completion of homework.

Citizenship Agreement

Expectations for behavior are outlined in the District Code of Conduct and in the school Citizenship Agreement, which can be found at the end of this handbook. This agreement outlines the rights and responsibilities of each student and explains the appropriate consequences for those who do not uphold these rights and responsibilities. (See Attachments) Our goal is to insure that all children feel safe and can learn within a caring community. It is essential that our students realize that we are a partnership –

home – school – community and that we support each other to keep our school, and our students, safe. Our classrooms build safe and caring classroom communities based on the Responsive Classroom approach. Thank you, in advance, for your support. Together, we do make a difference!

****Please note: Our District has a Code of Conduct, which is distributed to parents/guardians through a summer mailing, or upon registration. In addition, the following Hanscom Primary School Citizenship Agreement simplifies the language for our Primary School students. They learn that we have three important rules – **Be Safe, Be Kind, Be Hard Working**.*

Personal Property

The school is not responsible for any loss of personal property. Personal belongings should be clearly marked with the student's name. A lost-and-found area is located at the end of the main school hallway.

** For safety reasons, students are not allowed to ride or use any wheeled vehicles on school grounds before, during, or after school. This includes but is not limited to bicycles, skateboards, scooters, skateboards, ripsticks, rollerblades, heelys etc. Students must walk bicycles and scooters to their grade level bike racks and secure with a lock. With the exception of bicycles and scooters, all wheeled vehicles brought to school must be able to fit in the student's locker for storage. Massachusetts law requires that helmets be worn while riding a bicycle.

Student Use of Telephones

Students may use the classroom and office telephones for emergency purposes only. Cell phones and other mobile devices should not be seen, heard, or viewed during school hours. If a mobile device in any way disrupts or distracts from class, it will be taken away and held for a parent to pick up.

REGISTRATION AND ENROLLMENT

General Registration & Enrollment Procedures

Parents may enroll new students at the Hanscom Primary School office. Birth Certificate or Passport and proof of immunizations are required at the time of registration. Parents should bring previous school records, if available, and should inform the school if the child has an Individualized Education Plan requiring special services. Children must be residents of Hanscom Air Force Base **and** active duty military dependents or Department of Defense civilians in order to enroll. Please check with us for more specifics regarding eligibility. Registration may take place throughout the school year. Summer Registration dates will be published in the Hansconian and displayed on the electronic sign, and on our website.

Kindergarten Registration

Hanscom Primary School schedules a kindergarten registration each spring for children who will be eligible for Kindergarten the following school year. Children must be 5 years old by September 30 of that school year. The school will post the dates for the kindergarten registration in the Hansconian newspaper. Parents must bring a birth certificate, a current shot record, and a current physical, if one is available. Registration requires approximately 30 minutes. At this time, parents will be given an appointment for a kindergarten-screening visit.

Classroom Assignments

The goal of the placement process is to create classrooms in which children can learn and work well together. Teachers weigh a number of factors in their placement decisions to create a positive academic and social environment.

The school provides parents an opportunity for input in placement decisions through the Parental Information Form (see Attachments). This form is optional, but the school asks that parents use it if they wish to communicate thoughts about their child's placement. Information submitted by parents on this form is considered along with all of the other factors mentioned in making classroom placement decisions. The school does not accept individual requests for specific teachers. After sharing parental communications with grade level teachers, the principal confirms the final placement decisions.

Because many children move onto the Base and register during the summer, final classroom assignments are not made until the week before school begins. Class lists are posted at the school at 1 PM on the day before the start of the school year. List posting is followed by a PTO sponsored "Meet and Greet", where students and their families can meet their new teacher.

Student Transfers

If a student is to transfer to another school, parents should notify the front office and the teacher two weeks in advance. Library books and textbooks must be returned before leaving. Student records may be signed out on the child's last day and hand carried to the new school. If you do not sign out the records in person, they must be mailed to your child's next school.

HEALTH INFORMATION

Eileen Dirrane, RN – School Nurse – 781-274-7723

A registered nurse and an assistant nurse provide care to students in the health office. Health forms required by state law must be on file in the health office before a child may attend school. Please see district Parent Handbook for School Health Information, policies, and forms.

Emergency Care

In the case of minor accidents or injury, a child will receive appropriate first aid. If a more serious injury occurs, immediate attempts will be made to contact a parent, or a person specified on the student's Emergency Card. If a designated adult cannot be reached and the child requires immediate care, the child will be taken to a hospital.

COMMUNICATIONS AND PARTICIPATION

Open lines of communication between the school and parents are of vital importance

Contacting a Teacher

During school hours, parents may leave messages for teachers with the school secretary, and teachers will return calls as soon as possible. Parents are encouraged to

contact the classroom teacher or specialist if there is a concern. Together, efforts will be made to resolve the problem.

Voicemail/email: Parents may leave voice mail or e-mail messages for teachers. For email messages please use the following format: Teacher's last name first initial typed in as one word then followed by "@lincnet.org" Please note that a response may take up to 48 hours, so items needing immediate attention should go through the school office.

Notes: We do urge parents to send a note to school with your child. A note is still the best and safest way to notify your child's teacher of a change in the dismissal routine. School notes that come home as a hard copy are put in the student's red homework folder. Please look inside your child's folder each day. Notes to teachers can be sent back to the school in the red homework folder.

Newsletter

The school publishes an informative weekly newsletter that outlines programs, events, and the school lunch menu. It is emailed to parents/guardians on Fridays. For good school communication, it is important that parents read the school newsletter. Newsletters are available on our website, www.lincnet.org. Parents should sign up on the web site and alerts will be sent to them when the site is updated.

Report Cards

Report cards are sent home in December, March, and June. These reports contain notification of progress in academic achievement, work habits, social development and effort. You'll be hearing more throughout this year about our new standards based report cards.

Parent/Teacher Conferences

Teachers schedule conferences two times each year, in October and March. At the conference, parents may discuss their child's academic achievement and effort, and review performance assessments. In addition to the regularly scheduled conferences, a parent or teacher may set up other times for telephone discussions or additional conferences, as needed.

Open House Night for Parents

An Open House for parents is scheduled in the fall. This parent's evening provides an opportunity for parents to visit the classroom and learn about their child's program and grade level curriculum.

Curriculum Night for Parents and Students

A curriculum night for parents and students is scheduled in the spring. A curriculum area will be highlighted each school year. The curriculum night helps parents become familiar with new programs and better understand the learning that takes place in the classroom.

Volunteers and CORI Checks

Massachusetts state law requires CORI checks, (Criminal Offender Record Information), for all volunteers and chaperones. Parents can receive an application when they register. Many teachers request the help of parent volunteers and ask parents to collaborate on special classroom projects or to help supervise school

trips. Teachers often recruit volunteers to serve as room parents. Parent volunteers are essential to helping us in our school library. We hope you can assist us!

Hanscom Primary School Advisory Council

In 1993, the Massachusetts Education Reform Act mandated school councils statewide. The Hanscom Primary School Advisory Council is composed of the Principal, two teachers, three parents, and a Hanscom community member. The purpose of the Council is to help the principal formulate a yearly school improvement plan and work in task groups to achieve these goals and keep home-school communication open. All meetings are open and parents are always welcome to join us. Meetings are usually held on the third Thursday of each month from 3:00-4:00 in the Hanscom Primary School conference room. Watch the weekly Parent Newsletter for exact dates and times.

The Hanscom Middle School Advisory Council also meets and collaborates with the Hanscom Primary School Council.

Parent Teacher Organization (PTO)

The Hanscom Schools PTO is a volunteer organization that supports both the Primary and Middle Schools through fund raising, volunteering, and sponsoring special events. The PTO provides a close link between parents, teachers, and administrators. Annual fees help fund the activities that are supported by the PTO. There are a number of fund raising activities each year.

PTO sponsored activities include: 3 mile Hopa Race, First Grade Nutrition Breakfast, Honor Roll Assemblies, Health Day, and Teacher Appreciation Week. PTO Board Officers are elected annually, and there are many volunteer committees that actively support the schools throughout the year. All parents are encouraged to join the PTO. This year the PTO will have a classroom "Room Parent" to act as a liaison between the PTO, teacher, and the class.

Lincoln School Foundation

The Lincoln School Foundation is a membership-supported, privately funded organization. The LSF was established by a group of parents concerned about school needs that could not be met by the school budget. Although independent, the foundations' bylaws and procedures are compatible with, and endorsed by, the School Committee.

The LSF provides grants to develop professional skills, implement special projects, or sponsor guest artists. The LSF also funds projects that integrate the resources of the community with the public schools: it has funded activities stemming from partnerships with DeCordova Museum and Drumlin Farm. One-hundred percent of contributions are used for grants. For more information, contact the Lincoln School Foundation at P.O. Box 675, Lincoln, MA 01773. The LSF is part of the Combined Federal Campaign. www.lincolnschoolfoundation.org

Programs and Assemblies

The curriculum is enriched through programs involving guest performers, authors, scientists, artists, and experts from appropriate fields. Performing arts assemblies bring professional actors, musicians, and dancers to the school. These events, sponsored by

the school and the PTO, enhance and broaden the children's learning experiences. In addition, students perform in assemblies for the community during the year.

Field Trips

Field trips have become an integral part of the instructional program and are designed to support our curriculum. Students and chaperones are asked to pay a portion of the cost of each trip. Permission slips for each trip are sent home prior to the date, and must be returned to school. Most trips require chaperones. For parents with limited time, chaperoning is an excellent opportunity to volunteer. Please note that younger siblings cannot be accommodated on school trips. Children are transported by school bus and may not ride in private cars.

All chaperones are required by Massachusetts state law to have CORI (Criminal Offender Record Information) checks. (see P.5)

BEFORE & AFTER SCHOOL PROGRAMS

Hanscom AFB offers programs for children in grades Kindergarten through 4. Before- and after-school program schedules include age-appropriate activities to promote and enhance the child's physical, social, emotional and intellectual growth outside the school environment.

School Age Program

The School-Age Program, "The Clubhouse," is located in Bldg. 1999 between the base swimming pool and Hanscom Primary School. The facility is open year round from 7 am to 5:30 p.m. Monday through Friday. The facility is closed on Federal holidays as well as during base closures due to inclement weather or at the installation commander's discretion.

Specific program operating hours are as follows unless school release/holidays state otherwise:

<i>Kindergarten</i>	<i>7 - 8:00AM</i>	<i>and</i>	<i>12:30- 5:30PM</i>	<i>Mon-Fri (September only)</i>
<i>K-4th grades</i>	<i>7 - 8:00AM</i>	<i>and</i>	<i>2:45 - 5:30PM</i>	<i>Mon, Tues, Thurs, Fri</i>
<i>K-4th grades</i>	<i>7 - 8:00AM</i>	<i>and</i>	<i>12:30 - 5:30PM</i>	<i>Wed</i>

Fees are based on Department of Defense guidelines according to the Military Child Care Act of 1989. These fees are updated annually. For registration materials and further information, call the School-Age Program at 781-377-2858.

Youth Programs

Hanscom AFB Youth Programs are offered through the Youth Center, Bldg. 1993, located next to Hanscom Middle School. The Youth Center is available for military family members upon payment of an annual membership fee. For more information regarding youth programs and the Youth Center, call 781-377-3739.

After School Music Program

Students attending Hanscom Primary and Middle Schools may register for private, after-school instrumental and vocal music lessons. Lessons will take place in both schools and are available for voice, piano, violin, viola, flute, clarinet, guitar, saxophone,

trumpet, and drums. Registrations for the program and instrument rentals usually take place within the first few weeks after school begins in September. Parents will be notified and forms sent home when the dates and fees are set. Please note that this program is separate from the group instrumental program offered for Middle School students. For more information contact Howard Worona at woronah@lincnet.org

DISCIPLINE PROCEDURES

Rules are important and necessary to keep our community safe. Classrooms build safe and caring communities based on the Responsive Classroom approach. At Hanscom Primary School, we use the following steps when students do not follow the Citizenship Agreement.

Consequence Steps

1. FIRST OFFENSE – The parent will be called. A discipline communication slip is sent home, signed by the parent and returned to school the next day. The teacher will determine an appropriate in-school consequence and will contact the parent. A copy of the discipline slip will be given to the principal.
2. SECOND OFFENSE – The parent will be called. A discipline communication slip will be sent home to be signed by the parent and will be returned to school the next day. The teacher will determine an appropriate in-school consequence and will contact the parent. A copy of the discipline slip will be given to the principal and the student will meet with the principal.
3. THIRD OFFENSE – The parent will be called. A discipline communication slip will be sent home to be signed by the parent and will be returned to school the next day. A conference must be scheduled with the student, teacher, parent, and principal prior to the child returning to school. In all cases, a plan will be designed to enable the student to work towards success in the school environment. In some cases, the principal may suspend a student for one to three days.

Any serious violations of this agreement, which endangers the health, or safety of self or others will result in immediate action. In such a case, the principal will notify the parent and appropriate consequences will be determined.

These consequences will accumulate within each term and will not carry over. Discipline communication slips are kept as part of the student's temporary record and are not kept in their permanent student record.





Hanscom Primary School
Discipline Communication Slip

Date _____

Term # _____ Slip# _____

Dear Parent(s),

This is to inform you that your child _____

Consequence:

Please discuss this incident with your child and review the Citizenship Agreement. Sign and return this form with your child tomorrow.
Thank you.

Teacher's signature

Comments/Feedback:

Parent's signature

HPS CITIZENSHIP AGREEMENT

Our school is a community where we want all students to *be kind, be safe, and be hard workers*. Please do your part to follow the school agreement and help us to be a great school community.

We agree to:

Be kind to adults and students in our school.

Therefore, I have the responsibility to:

- Be respectful
- Use good manners
- Speak politely
- Be a good listener
- Be honest
- Cooperate
- Include everyone
- Appreciate the ideas and opinions of others
- Appreciate that people are the same and different
- Treat other peoples' belongings and school property with care



We agree to:

Be safe to ourselves and others.

Therefore, I have the responsibility to:

- Not hit others
- Not tease, bully, name-call, insult, or pick on one another
- Never bring weapons (real or pretend) to school
- Avoid dangerous games
- Use playground equipment properly
- Walk quietly in and around school
- Keep my hands and feet to myself
- Tell an adult if I see or overhear something unsafe
- Stay inside school grounds

We agree to:

Be hard workers.

Therefore, I have the responsibility to:

- Put my best effort into my work
- Do work I can be proud of
- Be an active classroom participant
- Ask for help when I need it
- Behave in a manner that allows teachers to teach and children to learn.
- Get to school on time
- Complete class work and homework

Hanscom Primary School Citizenship Agreement

I have read the Citizenship Agreement and will support the HPS community by:

***being kind,
being safe,
and being a hard worker.***

Student _____

Parent _____

Teacher _____

Date _____

