

Q&A

Answers When You Need Them

What are the hours of the school day?

School begins at 8:00 and ends at 2:50. School dismisses early every Wednesday at 12:35 PM. Parents can drop students off beginning at 7:45. There is no supervision before 7:45. The school office is open Monday – Friday, 7:30 AM to 4:00 PM. Students who arrive after 8:00 are considered tardy. The school office is open during the Summer months (2012 Summer schedule TBD).

Where do I drop off my child?

If you are moving in during the year, you should bring your child into the main lobby so your child can meet his/her teacher. His/her teacher will walk your child to the classroom on the child's first day.

If you are starting the year off with us during the official opening day, you will be directed by staff outside to appropriate line-up spots. These are the locations in which your child will line up each morning and meet you in the afternoon.

When should I register my child?

As soon as you have an estimated arrival date, please call the primary school at (781) 274-7721 and/or the middle school at (781) 274-7720 to let us know you will be joining us. To attend our school, children must be residents in base housing or Temporary Living Facility (TLF).

How do I register my child?

Parents of students new to Hanscom can register at the main office while school is in session. After you have arrived on base, please call, email or visit our school during our secretary's office hours (9:00 AM – 2:00 PM) to register your child. At this time, we cannot accept mail-in registrations.

What is required for registration?

In order to register your child you must bring with you a copy of:

- The child's birth certificate or passport
- Parent/Guardian ID card
- Proof of immunizations (see details below)
- School records (if available)
- Copy of Individualized Education Program (IEP) or 504 Accommodation Plan (if applicable)

What "school records" are helpful to bring?

If your child's "sending school" allows you to take copies of academic records and assessment information from classroom assessment folders, they are very helpful to have. If your school cannot make copies, please call our office when you know you will be moving and request a release be sent to your child's current school. The more information we have before your child arrives, the more thorough we can be in our process.

What immunizations and health information are required before my child can begin school?

The following immunizations and health information are required in the Commonwealth of Massachusetts. Proof of these up-to-date immunizations and health information is required before your child can begin school.

The following immunizations are required for **all** two-year-old children attending **Pre-school**:

- ≥ 4 doses of DTap vaccine
- ≥ 3 doses of polio vaccine
- ≥ 1 dose of MMR vaccine
- ≥ 1 to 4 doses of Hib vaccine
- ≥ 3 doses of hepatitis B vaccine; and
- ≥ 1 dose of varicella vaccine or a physician-certified reliable history of chickenpox disease.

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What immunizations and health information are required before my child can begin school (continued)?

The following immunizations are required for **all** students entering **kindergarten**:

- 5 doses of DTap/DTP vaccine
- 4 doses of polio vaccine
- 2 doses of MMR vaccine
- 3 doses of hepatitis B vaccine and
- 2 doses of varicella vaccine or a physician-certified reliable history of chicken pox disease

The following immunizations are required for **all** students entering **7th grade**:

- TD booster

What is the illness policy?

Children who are ill are to be kept at home until they have been without fever, vomiting and /or diarrhea for 24 hours. Any child on antibiotics for a communicable disease must remain at home until he/she has completed 24 hours of antibiotic therapy.

- Fever of 100* or greater
- Vomiting
- Diarrhea

Presence or suspicion of: flu, mumps, chicken pox, whooping cough, impetigo, bacterial conjunctivitis, scarlet fever, measles, lice, scabies

What do I need to provide if my child needs medication in school?

Prescription medications **MUST** be delivered to Health Unit in an original labeled prescription container by a Parent/Guardian or delegated adult. **A CHILD MAY NOT TRANSPORT A MEDICATION.** There **MUST** be a written order from your child's physician on file with the school nurse for all prescription medications that are to be given for more than 10 days. There **MUST** be written permission from a parent/guardian on file with the school nurse which authorizes the school nurse or her delegate to dispense the medication, regardless of the duration of the prescription. This note must also specify what the medication is for, when it should be given and for how many days. Over-the-counter medications are treated just like prescription medications. The same rules and procedures apply.

How is a child's food or other allergy handled at school?

Parents of students with life-threatening allergy are encouraged to contact the school nurse to discuss a plan to meet the student's individual health needs during the school day.

Can I bring in food and/or beverages to celebrate a special occasion for my child?

Parents who wish to send food to their child's classroom must contact the classroom teacher or school nurse to review plans and seek guidance. At times certain items may not be allowed secondary to food or other allergies.

PLEASE NOTE: No latex balloons are allowed. Non-food items such as pencils, stickers, or a donated book are suggested as alternatives.

What does my child need to participate in a school sport?

Before a student is allowed to try-out, practice, compete, perform or in other ways participate in any extra-curricular activity (drama) or sport, an Authorization for Medical Services must be on file in school's health office. One form per year is sufficient unless there is a change in a student's health.

The Massachusetts Interscholastic Athletic Association requires students to have a current (done within last 13 months) physical on file in the Health Office at the start of each season's practice and play.

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Is a physical examination required for registration?

Every student in Pre-K to Grade 8 is required by state regulation to present evidence of a complete physical examination by a health care provider performed within the last 12 months (private PE may be on health care provider form or MA form). A student transferred from another school system shall be considered an entering child unless school health records are transferred with the child showing that he/she has had documented physical exam in the school year of transfer. In addition, all K students must present evidence of one Lead Test prior to entry.

Does my child need school supplies?

Hanscom schools provide **ALL** academic year school supplies for students. It is not necessary for parents to purchase any additional supplies.

How do I register my child for Kindergarten?

Children are eligible for Kindergarten if they will have reached five years of age on or before September 30 of the year of admission. Kindergarten is a full-day program. Please see the general registration and immunization requirements (previous).

All future Kindergarten students are screened in the spring and summer before entering Kindergarten. Screening is a team process. The staff who administer the screening may include, but is not limited to, Kindergarten teachers, special educators, the speech and language pathologist, reading specialist, school nurse, school psychologist and occupational therapists. The screening components include key areas of speech and language, fine and gross motor, and beginning academic skills.

How will my child's teacher be selected?

Included in the registration packet is a Student Placement Information form. The information you include on this form will assist the team in making a thoughtful placement decision. It is very helpful to have your child's academic file in advance of making placement decisions. Please see the following information about our typical placement process:

Each spring teachers begin the process of creating new classes of students for the following school year. This is one of the most important tasks our staff takes on as we consider the strengths and needs of our students both individually and collectively. The principal and staff work to form classroom groups in a way that balances age, ability, talents, needs and temperament. This is a complex and time-consuming process that teachers and the principal take very seriously to obtain the very best class assignment for each student. Parents often ask if they can have input into the selection of their child's teacher. The principal is open to receiving your comments about your child's learning style, social and academic needs, and any other pertinent information that would be helpful in determining their placement. This information should be detailed on the Student Information Sheet distributed to parents in April. However, requests for specific teachers are not possible and will not be honored. The principal approves all final placement decisions.

Class lists are posted on lobby windows of the school for parents to view before our fall Meet and Greets.

How do I know who my child's teacher is at the beginning of the school year?

Each Fall the school hosts a Meet and Greet the day before school begins. The Meet and Greet is typically at 1:00 PM for grades 1-8. The Kindergarten Meet and Greet is the day before Kindergarten begins. Class lists are posted in the front lobby windows to be viewed during the Meet and Greets. If you are unable to attend the Meet and Greet, please call the school office the day before school starts (between 2:00PM and 3:30PM) to find out who your child's teacher is.

Why are class lists posted the day before school begins?

Because many of our families move in during the summer months and right before school begins, we are often making final placement determinations until the day before school begins.

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How will my child be placed if he/she moves in during the school year?

Generally, our process works in this order:

1. Parent contacts HPS and/or HMS office notifying school that they will be moving to base. At this time, an assessment session is scheduled for your child.
2. Sending school or parent mail records in advance (preferred) or bring them into the HPS office as soon as they arrive on base.
3. Principal reviews student's records (if available).
4. Assessment Process:
 - When you contact the main office about your move and have a moving date, the secretary will schedule your child for a reading and mathematics assessment.
 - The reading and math assessment will take place 1-2 days before your child begins attending school.
 - The teacher assessing your child will follow up with you if your child is below grade level benchmarks in any areas of the assessment.
5. Assessments and records are shared with the grade level Team. The Team determines an appropriate class placement for your child that adheres to our placement process (see Placement Process above).
6. The school will notify you of your child's placement.
7. When your child begins school, the teacher will meet you and your child in the front lobby on the first day.

Does the district offer transportation?

Students living on Base do not receive transportation. If your child has specific needs as part of his/her IEP or 504 Accommodation Plan, please contact Karen Kanter at HPS.

What should I do if my child is absent?

Please call the school office before 8:00 and leave a message reporting your child absent. Your message should include your child's first and last name and reason for absence. We are obligated by law to follow up if we do not receive information reporting a child's absence.

What are my options for drop off and dismissal?

Option 1: Parent Drop Off/Pick Up: You may drop your child off after 7:45 AM in the grade level line up area. You may also pick your child up at the end of the day in the same area. We cannot allow parents to walk their child to classrooms or pick their child up directly from classrooms for safety reasons.

Option 2: Walking: Children in grades 1 and up may walk to and from school. Younger children can be escorted by an older sibling.

Option 3: BICYCLE RIDERS: Children may ride a bike to and from school at their parents' discretion. Your child need to store the bike on the bike rack and wear a helmet. Massachusetts law requires bicycle riders to wear a helmet. Children must walk bikes while on school property. Riding bikes is a privilege that can be suspended if rules are not followed.

Can I change a dismissal plan?

Yes. If your child will not be following the typical form of dismissal, you must send in a written note to your child's teacher informing the school of change in dismissal plans. Please do not send an email. If you have last-minute dismissal changes, please contact the office.

What is the HPS Citizenship Agreement?

We believe strongly in the efforts of the entire school community to create a safe and productive learning environment for all students. The Citizenship Agreement highlights our three school virtues: Be kind. Be safe. Be a hard worker. We understand that growing kind, safe and hard working children is our collective goal. We know that parents work hard to teach their children kindness, safety and hard work at home. We look forward to partnering with you in the effort to further promote and develop these virtues at school.

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What is the HMS C.A.R.E.S?

In keeping with both the Responsive Classroom and DDMS our school theme is Hanscom CARES – *Cooperation, Assertion, Responsibility, Empathy, and Self-Control*. All members of the school community are expected to demonstrate CARES on a daily basis.

How much are school lunches?

Lunch with milk: \$3.00
Milk: \$.75

How can I pay for lunch?

You can send your child in with cash, however, the NUTRIKIDS electronic lunch sales system is preferred.

The Lincoln School Food Services program has implemented the NUTRIKIDS® electronic lunch sales system to increase the level of service and provide accurate school meal accounts. The electronic system replaces the old ticket system with computerized meal accounts accessed through secure PIN numbers. Prepaid milk service and any a la carte purchases will be included and processed on this system as well. The Lincoln Schools Food Service is pleased to provide parents a convenient, easy and secure online prepayment service through a web site called MyNutrikids.com. This service allows parents to deposit money into your child's school meal account online at any time, and provides the ability to view your child's account balance. We strongly recommend parents/guardians deposit money into the student's account via MyNutrikids.com. Parents may also send a check payable to the "Town of Lincoln." By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends. In addition, parents will have the ability to print out a copy of their child's eating history report. This history report will show you all dates and times that your child has purchased a lunch or any other items within the past thirty days. Please see the link at the left for more information on the NUTRIKIDS system. If you have any questions, please contact Cathleen Higgins at 781.259.9400 x4306 or by e-mail at chiggins@lincnet.org.

Parents are invited to eat lunch with their child anytime and are asked to sign in the front lobby before going to the cafeteria. Any parent wishing to purchase a school lunch should notify the school by 8:30 a.m. We ask your cooperation in not bringing fast food or soda from outside the school for lunch, as eating in the cafeteria is an experience in nutrition education. Adult lunches are \$4.00 (with milk), including tax. Adult milk is \$.75.

Applications for the free and reduced meal program are included in the registration packet. Applications may also be completed at any time during the school year if there is a change of status. This process is completely confidential.

Do children bring snacks to school?

PreK-5 students should bring their own snack to school each day. There is no school provided snack. Students are not allowed to share snacks. It is suggested that parents send in a nutritious snack.

Do you have a breakfast program?

HPS does not have a breakfast program, however HMS is piloting a program this year. Research shows that a brain with breakfast is a brain ready to learn. We encourage families to create time each morning for a well-balanced breakfast. The rigor of the Massachusetts learning standards requires a well-fed mind and body.

Can parents volunteer and chaperone field trips?

Yes! Schools depend heavily on parent volunteers. All volunteers must fill out a CORI form before volunteering in a public school. Adults cannot volunteer or attend field trips unless they have an updated CORI on file. CORI status in other districts or workplaces are nontransferable. Due to processing time, CORI forms must be completed at least two weeks before you are planning to volunteer or attend a field trip. Please stop by the main office to fill out a CORI form. The CORI applicant must be present to fill out CORI paperwork. Please bring your driver's license with you. We will need to make a copy of it.

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Does the school offer before and after-school programs?

Programs are available near the school, but not run through the school. To arrange for before or after school care, please contact the Before and After School Program at (781) 377-2858.

Does Hanscom have a PTO?

Hanscom has a tradition that welcomes parent involvement in our schools. Parents are active supporters of many of our programs and countless activities within individual classrooms. The school has an active parent organization, which provides a formal way for parents to be involved in both Hanscom schools. All families are urged to participate in the PTO. The main functions of the PTO are to organize parent led events, to network with parents, to bring arts and enrichment performances to the community, and to provide support to many school efforts. Parents can join the PTO at any point during the year.

Why should I participate in the PTO?

- It is important for all parents to have an avenue for input into the school their children attend.
 - It is important for children to see that their parents care enough about their school to be involved. This demonstrates to children that we all have an investment in our school community.
 - The PTO needs your help in lots of ways. Our many programs and projects require hours of manpower and a wide variety of skills. There are opportunities to become involved for parents working outside the home also. If each of us does a little, the big job gets easier.
 - There is an enormous sense of satisfaction that comes from doing a job that enriches the lives of our children. The PTO is a terrific way to meet other parents with similar interest and goals. Many great friendships have been the result of working together on a project.
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