



# LINCOLN PUBLIC SCHOOLS

MICHAEL F. BRANDMEYER  
SUPERINTENDENT

September 17, 2009

To: School Committee  
From: Mickey Brandmeyer  
Re: Proposed Alternate Calendar for 2009-2010

At the School Committee meeting on September 10<sup>th</sup> I reported that I would propose an alternate calendar for the 2009-2010 school year (this year) as one component of our Pandemic Planning Initiative. This is in response to the guidance on the requirement to schedule and hold school sessions for 180-day issued by Commissioner Chester.

The current calendar complies with legal requirements by including 5 days beyond the 180-day requirement, however, circumstances last year (storms and flu) caused some districts to implement alternate calendars because the Commissioner did not approve requests for waivers. While I do not believe that we will need additional days, it seems prudent to have a plan in place that outlines the steps the district will take in the event that the days are required. This should provide ample notice to faculty, staff and parents for planning.

The current school calendar schedules the final student day on Monday, June 21<sup>st</sup> and provides five additional days with a possible last student day on Monday, June 28<sup>th</sup>. The faculty is required to work an additional day beyond the last student day. This is very late and leaves little flexibility in the event additional school days are required.

We will monitor the impact of the pending flu season and combined school cancellations due to weather conditions or other emergencies. The district's Wednesday schedule creates additional liability since it is not prudent to have a delayed opening on Wednesday with the short student schedule resulting only in an option to close if weather conditions are unsafe.

On March 1<sup>st</sup> I will make a recommendation to the School Committee to implement one of the following plans for an alternate calendar.

## Option 1

If there is a risk of school closure due to the impact of the flu and we have used three extra days due to weather conditions or other emergencies we will schedule Saturday, March 27<sup>th</sup> and Saturday, April 10<sup>th</sup> as additional extra days and hold classes if the district cancels school for two additional days. If the district does not close school for two additional days prior to March 26<sup>th</sup> these days will not be used.

## Option 2

If there is a risk of school closure due to the impact of the flu and we have used four or five extra days due to weather conditions or other emergencies prior to March 1<sup>st</sup> we will cancel April vacation (19<sup>th</sup> to 23<sup>rd</sup>) and have classes on April 20, 21, 22, and if needed 23)

The School Committee had inquired about the possibility of surveying parents about the possible schedule changes. I have also discussed this informally with the LTA Leadership and would need to review expectations with them. I will begin this work following guidance by the School Committee on the specific proposal detailed in this memo. It is important that a decision regarding this plan is voted on by the School Committee as soon as possible so that appropriate plans can be finalized.

**LINCOLN PUBLIC SCHOOLS**  
LINCOLN, MASSACHUSETTS  
2009-2010

<p><b>August</b> 26: New Teacher Orientation 31 &amp; 1: Teachers Return</p> <p><b>September</b></p> <p>2: Gr. 1-8 Students Return; K Visits 3: K Students Return; PreK Visits 4: Long Weekend – No School 7: Labor Day – No School 8: PreK Students Return 28: Yom Kippur – No School</p>	<p align="center"><b>September 2009</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>30</td><td>31</td><td>1</td><td>-2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>-9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S	30	31	1	-2	3	4	5	6	7	8	-9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<p align="center"><b>February 2010</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>-3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>February</b></p> <p>15 - 19: February Recess – No School</p>	S	M	T	W	T	F	S		1	2	-3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28													
S	M	T	W	T	F	S																																																																																							
30	31	1	-2	3	4	5																																																																																							
6	7	8	-9	10	11	12																																																																																							
13	14	15	16	17	18	19																																																																																							
20	21	22	23	24	25	26																																																																																							
27	28	29	30																																																																																										
S	M	T	W	T	F	S																																																																																							
	1	2	-3	4	5	6																																																																																							
7	8	9	10	11	12	13																																																																																							
14	15	16	17	18	19	20																																																																																							
21	22	23	24	25	26	27																																																																																							
28																																																																																													
<p><b>October</b></p> <p>12: Columbus Day – No School 13: Parent Conferences All Day – No School for Students 15: Parent Conferences by appointment 5:00 – 8:00 p.m. 21: Parent Conferences after dismissal PreK - 8</p>	<p align="center"><b>October 2009</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>-7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	-7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p align="center"><b>March 2010</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>-3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>March</b></p> <p>17: Parent Conferences after dismissal PreK - 4 19: Trimester 2 Ends 24: Parent Conferences after dismissal PreK - 4 26: Progress Reports Distributed 31: Parent Conferences after dismissal PreK - 4</p>	S	M	T	W	T	F	S		1	2	-3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
S	M	T	W	T	F	S																																																																																							
				1	2	3																																																																																							
4	5	6	-7	8	9	10																																																																																							
11	12	13	14	15	16	17																																																																																							
18	19	20	21	22	23	24																																																																																							
25	26	27	28	29	30	31																																																																																							
S	M	T	W	T	F	S																																																																																							
	1	2	-3	4	5	6																																																																																							
7	8	9	10	11	12	13																																																																																							
14	15	16	17	18	19	20																																																																																							
21	22	23	24	25	26	27																																																																																							
28	29	30	31																																																																																										
<p><b>November</b></p> <p>11: Veterans' Day – No School 26 &amp; 27: Thanksgiving Recess – No School</p>	<p align="center"><b>November 2009</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>-4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S	1	2	3	-4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p align="center"><b>April 2010</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>-7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table> <p><b>April</b></p> <p>2: Good Friday – No School 19 – 23: April Recess – No School</p>	S	M	T	W	T	F	S					1	2	3	4	5	6	-7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
S	M	T	W	T	F	S																																																																																							
1	2	3	-4	5	6	7																																																																																							
8	9	10	11	12	13	14																																																																																							
15	16	17	18	19	20	21																																																																																							
22	23	24	25	26	27	28																																																																																							
29	30																																																																																												
S	M	T	W	T	F	S																																																																																							
				1	2	3																																																																																							
4	5	6	-7	8	9	10																																																																																							
11	12	13	14	15	16	17																																																																																							
18	19	20	21	22	23	24																																																																																							
25	26	27	28	29	30																																																																																								
<p><b>December</b></p> <p>4: Trimester 1 Ends 11: Progress Reports Distributed 24 – Jan. 1: December Recess – No School</p>	<p align="center"><b>December 2009</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>-2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S			1	-2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p align="center"><b>May 2010</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>-5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>May</b></p> <p>31: Memorial Day – No School</p>	S	M	T	W	T	F	S							1	2	3	4	-5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
S	M	T	W	T	F	S																																																																																							
		1	-2	3	4	5																																																																																							
6	7	8	9	10	11	12																																																																																							
13	14	15	16	17	18	19																																																																																							
20	21	22	23	24	25	26																																																																																							
27	28	29	30	31																																																																																									
S	M	T	W	T	F	S																																																																																							
						1																																																																																							
2	3	4	-5	6	7	8																																																																																							
9	10	11	12	13	14	15																																																																																							
16	17	18	19	20	21	22																																																																																							
23	24	25	26	27	28	29																																																																																							
30	31																																																																																												
<p><b>January</b></p> <p>1: December Recess – No School 15: Professional Day – No School for Students 18: Martin Luther King Day – No School</p>	<p align="center"><b>January 2010</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>-6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S						1	2	3	4	5	-6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p align="center"><b>June 2010</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>-2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>-9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>June</b></p> <p>18: Trimester 3 Ends 21: 180 days 28: 185 days (includes 5 reserve snow days)</p> <p>NOTE: Teachers work one day after students leave.</p>	S	M	T	W	T	F	S			1	-2	3	4	5	6	7	8	-9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
S	M	T	W	T	F	S																																																																																							
					1	2																																																																																							
3	4	5	-6	7	8	9																																																																																							
10	11	12	13	14	15	16																																																																																							
17	18	19	20	21	22	23																																																																																							
24	25	26	27	28	29	30																																																																																							
31																																																																																													
S	M	T	W	T	F	S																																																																																							
		1	-2	3	4	5																																																																																							
6	7	8	-9	10	11	12																																																																																							
13	14	15	16	17	18	19																																																																																							
20	21	22	23	24	25	26																																																																																							
27	28	29	30																																																																																										

**SCHOOL HOURS**

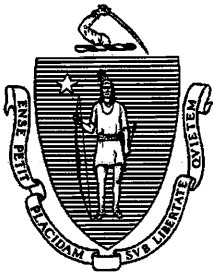
All Schools: Lincoln School, Hanscom Primary and Hanscom Middle  
**M,T,Th,F** 8:00-2:50      **W** 8:00-12:35  
 Grades K-8

\*Note: Hanscom Kindergartners do not begin full days until October 2<sup>nd</sup>;  
 Lincoln Kindergartners begin full-day on September 3<sup>rd</sup>.

Curriculum Night/Open House Dates:

September 9<sup>th</sup>: Hanscom Primary  
 September 16<sup>th</sup>: Lincoln 5-8  
 September 16<sup>th</sup>: Hanscom Middle 4&5  
 September 17<sup>th</sup>: Lincoln K-4  
 September 17<sup>th</sup>: Hanscom Middle 6-8  
 September 23<sup>rd</sup>: Lincoln Preschool

— = Half Days  
 ☐ = No School Days



# Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000  
TTY: N.E.T. Relay 1-800-439-2370

Mitchell D. Chester, Ed.D.  
Commissioner

## MEMORANDUM

**To:** Superintendents and Charter School Leaders  
**From:** Mitchell D. Chester, Commissioner  
**Date:** June 22, 2009  
**Subject:** Guidance on 180-day requirement

The 2008-2009 school year brought with it two unexpected events that led to the sudden closure of schools: the December ice storm that impacted Central Massachusetts, and the unanticipated spread of the H1N1 influenza virus. Both incidents were unanticipated and stressful for the communities that were affected, and both led to requests for waivers from the state's 180-day school year requirement.

I did not grant waivers to the Central Massachusetts communities impacted by the December ice storm because it occurred mid-year, leaving several months in the school year to make up the lost days. Superintendents of most districts impacted by the storm presented parents with multiple options for rescheduling the days, and based on their feedback made recommendations for adjusting the school calendar to their school committees.

I did, however, grant waivers to the communities that closed schools impacted by the H1N1 influenza virus, because their closures occurred late in the year and there was not time to secure parent input in considering options for making up days. Had the pandemic hit at mid-year, I would have made a different decision and required schools to make up the lost days.

As you know, the Massachusetts Student Learning Time regulations require each school committee to schedule at least 185 days in each school year, to operate the schools at least 180 school days in a school year, and to ensure that all students are engaged in "structured learning time" for a minimum of 900 hours in elementary school and 990 hours in secondary school. The Board of Elementary and Secondary Education adopted the 185-day regulation in anticipation that at least five days might be lost each year to weather or other emergencies. Within the regulations is a provision that the commissioner may waive the school year regulations when an emergency or extraordinary circumstance forces the closing of one or more of the district schools.

This is the first time in recent memory that two such serious events – the December ice storm and the pandemic - have led to school closures at such different times in the school year. To ensure that students receive the time on learning that is so critical to success and to be sensitive to the need to anticipate when additional time needs to be scheduled, we have established the following guidelines to clarify when districts will be expected to make up lost time, how much time will need to be made up, and when waivers are likely to be considered.

1. **Between the first day of the school year and March 31:** All days lost to health, weather or safety emergencies will be expected to be made up by adding the appropriate number of full days to ensure a 180-day school calendar. Proposals to make up the days in hours by adding a full class period to each day for a pre-determined number of weeks will also be considered, but must be submitted to the Department in writing.
2. **Between April 1 and June 1:** All days lost to health, weather or safety emergencies must be made up until the district has reached its previously-scheduled 185<sup>th</sup> day. If all five snow days have been used prior to this point, the district is not required to schedule additional days.
3. **After June 1:** Districts will not be expected to make up any days lost to health, weather or safety emergencies that occur after June 1.

I remain committed to the need for all students to be in school for a minimum of 180 days, and urge you to do what you can to prepare parents and your communities for the likelihood that days lost over the course of the year prior to June 1 will need to be made up. The federal Center for Disease Control has warned that the worst of the H1N1 influenza virus may strike this fall, and is urging all school districts to develop contingency plans before the full crisis hits.

Some suggestions to do this include:

- Hold the first day of school **before** Labor Day
- Ask your school committee to revisit the 2009-2010 school year calendar and consider scheduling more than the recommended 185 days
- Hold a one-week vacation in March instead of February and April vacations
- Notify parents and teachers when the school calendar is adopted that the February and/or April vacations may be cancelled if multiple school days need to be made up due to inclement weather or other extraordinary circumstances.

I recognize that some of these recommendations may have collective bargaining implications, but urge you to discuss them with your School Committees and union representatives. These options represent change to the traditional school calendar, but if scheduled well in advance, will likely be preferable to the type of sudden scheduling changes many districts were forced to make this year.

If you have any questions, please contact Heidi Guarino, at [hguarino@doe.mass.edu](mailto:hguarino@doe.mass.edu)