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Longmeadow Public Schools

"Eyes on the child - learning"

MESSAGE FROM THE PRINCIPAL Center Elementary School

Dear Center School Families,

Welcome to Center School and welcome to a new year in the Longmeadow School District! We value effective communication between our schools and our families and we strive to be responsive to your needs. Your family handbook has been developed to provide useful information about Center School. The information includes school and district routines as well as our school's safety and discipline policies and procedures. References are included about Longmeadow Public Schools (LPS) policies where appropriate and, in some cases, Massachusetts General Laws. All policies can be accessed via www.longmeadow.k12.ma.us.

We believe that education is the shared responsibility of the school and the community. Therefore, we ask that families review with their children the sections of the handbook that pertain to School Climate/ Rules. We do our part at school to make sure rules and procedures are followed, mindful of the well being of our entire school community. We thank you for your support in this important area.

We believe that education is the shared responsibility of the school and the community. Therefore, we ask that families review with their children the sections of the handbook that pertain to School Climate/ Rules. We do our part at school to make sure rules and procedures are followed, mindful of the safety and well being of our entire school community. We thank you for your support in this important area.

We look forward to developing strong partnerships with our families to achieve the finest possible academic and social growth for all our students.

Respectfully yours,

Mrs. Donna L. Hutton
Principal

SCHOOL SCHEDULES

School Hours:

Arrival begins 8:30; Dismissal 2:45

AM Kindergarten: Arrival begins 8:30 Dismissal 11:30

Lunch Times:

11:30-12:00 Kindergarten & Grade 5

12:00-12:30 Grades 2 and Grades 4

12:30-1:00 Grades 1 and Grades 3

The lunch period is 30 minutes including 10-15 minutes for recess.

Recess Times: 15 minutes per grade level at varied times

Students arrive at school at 8:30 AM; Supervision is not available before 8:30 AM. If your child walks or rides a bicycle to school, we discourage early arrivals for the safety and well being of our students. All students enter the building at 8:30 AM through the main building and the esplanade doors, depending on the location of his/her classroom. Teachers review arrival and dismissal with their students at the start of the school year.

All students exit the school building at 2:45 PM; and are safely off school grounds at dismissal time. Students are not permitted to play on school grounds at or after dismissal time without parent supervision. Should a student need to come back to school for belongings, he/she has until 3:30 PM and must be accompanied by an adult. When a half-day of school is denoted on the school calendar, such as Parent/Teacher Conference Days, dismissal for all students is 11:30 AM.

Inclement Weather: Late Openings/Early Dismissals

By law, the school system is required to open a minimum of 180 days per school year, which under the Education Reform Law must include 900 hours for elementary school students.

Because the School Committee recognizes that school may need to be closed occasionally because of severe weather, the school calendar contains 185 days. Therefore, five days of school may be cancelled without having to extend the established school year. The date of school closing in June is adjusted each year to meet state requirements if the five inclement weather days are not used.

It is the practice of the Longmeadow Public Schools to take the least drastic action necessary to adjust to weather conditions. Three options have and will be used: 1) a one-hour delayed opening to allow for snow removal during relatively light storms; 2) a two-hour delayed opening to allow for snow removal and traffic clearance during more severe storms, and 3) school is closed during storms severe enough that safe paths to school cannot be maintained.

No School	Building is closed all day
One Hour Delay	School starts at 9:45 – Students not allowed on school grounds before 9:30
Two Hour Delay	School starts at 10:45– Students not allowed on school grounds before 10:30; no AM kindergarten session

Longmeadow Public Schools *School Messenger*

Longmeadow Public Schools use the *School Messenger* service for school-to-family communication, which allows for periodic and personalized messages to be sent by email and/or telephone.

Outreach messages include, but are not limited to information regarding: medical issues, report cards, schedule changes, picture day, upcoming exams, Open House, and other special events. Time-sensitive calls include, but are not limited to information regarding: school lockdowns, school cancellations, delays due to weather, intruders on campus, and evacuations.

Time of the announcement of cancellations or delays is usually made through *School Messenger* between 6:00 AM and 7:00 AM. A no-school or late opening announcement will also be made over the area radio stations: AM 560, AM 640, AM 1430, AM 1450, AM 1600, FM 93.1, FM 94.7, FM 97.9, FM 99.3, FM 100.9, FM 102.1. TV stations: Channel 12 Longmeadow Cable, Channel 22, Channel 40 and Channel 3, the Longmeadow Public Schools Web site: www.longmeadow.k12.ma.us/dist/ and other Web sites: www.wwlp.com and www.wggb.com.

DO NOT contact broadcasters, 911, police or fire departments for school closings or delays.

If a storm begins unexpectedly while school is in session, we ordinarily continue school and dismiss students at the regularly scheduled time. This decision is based on the fact that most parents would prefer to have their children remain in school rather than have them walking home in the midst of a storm. Parents do have the discretion to pick up their student(s) before 2:45 PM. In case of emergency conditions, early dismissal will be announced on the usual radio and television stations. **PLEASE BE SURE THAT YOUR CHILD KNOWS WHERE TO GO IN CASE OF AN EMERGENCY SCHOOL CLOSING.** In such cases, school staff members will stay at school until safe travel is provided for all students.

ATTENDANCE

Regular attendance is essential for an effective school experience and necessary for annual promotion. The responsibility for regular attendance rests with the parents or guardians of the student. School attendance is very important. The more your child attends school, the more opportunity your child has to learn. As a result, we encourage students and parents to strive for good attendance and to make non-emergency appointments with doctors and dentists after school. Families are discouraged from scheduling vacations when school is in session.

Absences

In every case of absence or tardiness by the pupil, the teacher will require an excuse, in person, by phone, or in writing, to be made by the parent or guardian. We will notify the parent or guardian of a student’s absence if we have not received notification o the day of the absence.

Tardiness

Every pupil who is not present in the schoolroom at the appointed time for opening session of school shall be marked tardy.

(Refer to LPS Policy JED: Student Absences)

Students are allowed to enter the school building with the first bell at 8:30 AM. The second bell rings at 8:40, and students are considered late if they are not present in their classrooms at the 8:45 bell. With the enforcement of safety procedures, students who are tardy should be accompanied through the main door and signed in at the office by a responsible adult. Any student arriving after the commencement of school will be marked tardy. When tardy, the child misses “Morning Meeting,” sharing, and important instructions for the morning’s work. Tardiness causes disruption of classroom instruction and impedes a smooth transition to the school day. Please do your part to help your child be punctual for school and to make being on time something that is valued.

Continued tardiness will result in contact to the parent by Principal Hutton to discuss the concerns.

Absent/Tardy Call-In Procedures

When a child is absent/ tardy from school, the parent/guardian **must** call the school by 8:45 AM. The call-in number is available 24 hours a day to leave a message regarding a child’s absence or tardiness. Notes should also be sent to the homeroom teacher regarding absences/tardiness.

The safety of students is imperative; therefore, the daily accountability of students is taken very seriously. By mid-morning each day, Nurse Autumn Beaulac verifies the absent/tardy messages left on the answering machine with the absentee/tardy list produced by the office. If a student is absent/ tardy and a message from a parent/guardian is not on the answering machine, the office will call the student’s home to verify the absence/tardy situation. If the parent/guardian does not answer the home phone when the school calls, we will then call the parent/guardian’s cell phone followed by the work number for absent/tardy verification.

Scheduling Appointments During the School Day/Early Dismissals Procedures

Parents are encouraged to schedule medical and other types of appointments after school hours.

Early dismissal of children results in interruptions of classes and loss of learning time.

However, in cases where a student needs to be dismissed early please observe the following:

1. Provide a written request to the teacher including the date, the time and the reason for the dismissal.
2. A parent/guardian, or other authorized person, must report to the office to dismiss a student. Parents should not go directly to the classroom but report to the office where a staff member will contact the classroom.
3. If a student is waiting in the office to be dismissed, he/she will not be permitted to leave the school until he/she is officially signed out.

SCHOOL CLIMATE/POLICIES/PROCEDURES/RULES

Overview/Philosophy

We believe that every teacher has a right to teach without disruption, and every student has a right to learn without disruption. No student will be allowed to deny others these rights.

Working together, the family and the school can ensure the conditions in which our children can learn and grow to be responsible adults. Each person has a responsibility in fostering the physical, moral, and intellectual growth of each child. Parents must be accountable for the care of their children; teachers must be concerned for the standards—intellectual and behavioral—of the students in their classrooms; and students must grow in understanding their responsibility for themselves.

(Refer to LPS Policy JA: Student Policy Goals)

Responsive Classroom

Educators in the three elementary schools adhere to the basic tenets and practices of the Responsive Classroom approach. Responsive Classroom emphasizes social, emotional and academic growth through a strong and safe school community. The morning meeting, posting of hopes and dreams, class rule creation, and the use of natural and logical consequences allow teachers to establish and maintain a respectful classroom learning community. Please refer to <http://www.responsiveclassroom.org/> for additional information on Responsive Classroom.

Student Conduct Policy

Good education must include the proposition that all students learn as early as possible that they shall always be held accountable for their actions. The LPS Policy JFC: Student Conduct outlines behavioral expectations for all Longmeadow Public School students. This policy cannot be successful without the support and cooperation of parents. According to the policy:

Each student will be responsible for providing a positive and healthy environment for others by maintaining order, self-discipline, and having consideration for the rights and property of others. Each student will bear responsibility for his or her own conduct.

Each student will be responsible for neatness and cleanliness of personal attire and hygiene. Any student entering school without proper attention to cleanliness may be sent home to be suitably prepared. Each student will respect other students, teachers, administrators, and other school personnel and visitors as human beings and fellow citizens of the school community.

Each student will respect the personal property of others and refrain from causing intentional damage or unnecessary wear and tear to books, facilities, school materials, school buildings and furnishings, and the personal property of others.

Each student will refrain from fighting, creating disturbances, denying others from the use of school facilities or buildings, using or carrying any weapon on school grounds, intentionally injuring another person or acting in such a manner as to expose others to risk or danger of harm or injury. A student will not use threats or intimidation against any other person.

Each student will respect the health and safety of others and will refrain from using tobacco; or using, possessing, transmitting, or being under the influence of any alcoholic beverage, narcotic substance, illegal or prohibited drug or substance; or by engaging in gambling, extortion, theft, assault, excessive noise, or any other unlawful activity.

Each student will respect the educational process and learning environment of others by refraining from intentional or habitual tardiness, unexcused absences, or any activities, which diminish the rights of others and the opportunity for other students to receive an education and obtain the maximum benefit from a public education.

(Refer to LPS Policy JFC: Student Conduct)

PROCEDURES: PLAYGROUND, HALLS, LUNCHROOM AND BATHROOM

School procedures are considered the behavioral expectations for all students. They are modeled, rehearsed and reinforced by all who supervise students at school. They are based on the school's Responsive Classroom focus on respect for others. One overarching statement supersedes each set of procedures: *THINK BEFORE YOU ACT, MAKE GOOD CHOICES.*

RESPECT ON THE PLAYGROUND MEANS:

Center School applies Responsive Classroom tenets for our playground procedures. Consistent and ongoing modeling and expectations for student behavior are provided and students are encouraged to solve conflict using peaceful and respectful options such as: *Walk & Talk; Rock, Paper, Scissors.*

The following are 5 simple rules we have adopted for the playground at Center School:

1. Be Kind.
2. Play safely.
3. Use equipment properly.
4. "You can't say you can't play."
5. Use Walk, Talk, or Rock-Paper-Scissors.
 - Walk: walk away from the problem.
 - Talk: talk out your problem away from the game.
 - Rock-Paper-Scissors - use this game to settle disagreements.

Other rules:

Walk to and from the playground with your group in a respectful line, and line up immediately when the bell rings at the end of recess.

1. Wait your turn to use the equipment or to join a game.
2. Stay in your "SELF SPACE" at all times.
(The area you're in when you can't reach or touch anyone else sometimes referred to as placing a pretend hula-hoop around your body and not letting anyone else in.)
3. Always go down the slide feet first, and do not climb up the slide.
4. Walk in the playscape area at all times.
5. Put all trash in the barrel.
6. Play in approved areas only, not out of sight of adults on duty, and respect classes at

work.

8. Stop, Look, and Listen when emergency signals are given: three sharp, repeated blasts of the whistle, followed by the universal raised open hand for quiet.

RESPECT IN THE HALLWAYS MEANS:

1. Walk to and from your destination quietly.
2. Be considerate of others at work. Do not be noisy.
3. Maintain single file; keep to the right.
4. No holding places or cutting in line.
5. Stay in your space; do not reach out or jump to hit walls, ceilings, doorframes, exit signs or lockers.
6. Admire projects and displays with your eyes only.
7. Do not open or eat food.

RESPECT IN THE LUNCHROOM MEANS :

1. Follow instructions of adult supervisors at all times.
2. Obey raised full hand sign or lights off for quiet.
3. Students may not return to their classrooms or lockers during lunch time without an adult.
4. Observe appropriate table manners.
5. Do not throw anything.
6. Stay seated while you are eating.
7. Do not take anyone else's lunch and no selling or trading food items.
8. Use an indoor voice.
9. Take care of your space; clean up your table area and floor under your eating area.
10. When finished eating, place trash in barrel, and/or return trays.
11. Wait for your table to be dismissed, and walk to the door.
12. Walk to recess with your group, following the adult supervisor.

RESPECT IN THE BATHROOM MEANS :

1. Keep lights on at all times.
2. Do not take food or drinks into the bathroom.
3. Use inside voices.
4. Do not socialize.
5. Do not climb.
6. Use of the facilities:
 - Take careful aim.
 - Keep toilet paper roller in place.
 - Flush after use.
 - Wash your hands using soap.
 - Put paper products in proper places.
7. Do not deface any surface.

8. Respect the privacy of others.

SOCIAL MEDIA POLICY/STUDENT ACCEPTABLE USE POLICY

Longmeadow Public Schools recognizes that access to technology in schools gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills. To that end, we provide access to technology for student and staff use.

The **Acceptable Use Policy** outlines the guidelines and behaviors that users are expected to follow when using technologies or when using personally owned devices on the school campus. The Social Media Policy and the AUP may be found at the following links:

Section I of the School Committee policy manual – file IJNDD – Social Media Policy:

<https://sites.google.com/a/longmeadow.k12.ma.us/www/school-committee/policy-manual>

Acceptable Use Policy – Section I, IJNDB:

<https://sites.google.com/a/longmeadow.k12.ma.us/www/school-committee/policy-manual>

Photos and Videotaping

On occasion, the activities and/or accomplishments of students may be photographed or videotaped for public viewing. At the beginning of the school year, please fill out the Google form sent to you via email. The link is also on teachers' websites and the school website.

STUDENT SUSPENSION POLICY

The Longmeadow Public Schools Policy JGC: Student Discipline, Suspension and Expulsion outlines the procedures that will be followed in the event of a short-term suspension, long-term suspension and/or expulsion. The Student Discipline, suspension, and expulsion Policy may be found at the following link: School Committee policy JK – Student Discipline:

<https://sites.google.com/a/longmeadow.k12.ma.us/www/school-committee/policy-manual>

BUS CONDUCT

Prior to Boarding:

- Be on time at the designated bus stop.
- Stay off the road at all times while waiting for the bus. Bus riders are to conduct themselves in a safe and respectful manner while waiting.
- Wait until the bus comes to a complete stop before attempting to board.
- Riders are not to move toward the bus until the bus has come to a complete stop.
- Riders are not to crowd and push while boarding the bus.

While on the Bus:

- Keep hands and head inside the bus.
- Opening and closing the windows is not permitted, except by the driver.
- Assist in keeping the bus safe and sanitary. Do not throw things about the bus.
- There should be no shouting or unnecessary confusion.
- Treat the bus equipment with care. The offender will pay for damage to the bus equipment.

- Riders are never to tamper with the bus or any of its equipment.
- Do not leave books, packages, lunches or other articles on the bus unless advised to do so by an adult.
- Keep books, packages, coats and all other objects out of the aisle.
- Help look after the safety and comfort of younger or smaller students.
- Do not leave or change seats while the bus is in motion.
- Do not throw anything out the bus window.
- Horseplay is never permitted on the bus.
- In the event of a road emergency, students are to remain on the bus unless requested to leave by the bus driver.
- If the driver or another adult in authority directs a student to a particular seat, s/he is not to choose another seat.
- Students who refuse to obey the directions of the driver and/or these regulations forfeit their right to ride on the bus.

Interfacing with the Bus Driver

State law now mandates a fine or imprisonment or both for throwing an object while on a bus or at a bus stop, or for assaulting or interfering with the bus operator while s/he is performing his/her duty. Violation of these results can result in detention and/or loss of the bus riding privilege and/or suspension from school. The specific disciplinary measure employed will depend on the nature, frequency, and gravity of the violation(s).

(Refer to LPS Policies EEACC, EEACC-R: Student Conduct on Buses)

Dress Code

Take pride in your appearance. The way you dress affects your attitude, performance and behavior, as well as that of others. We expect you to be neat, clean and respectful in your appearance. The wearing of hats is not permitted in school except for religious reasons. Gum chewing is not allowed. Stated simply, school dress should be clothing that is comfortable, safe, and clean and not distracting to others nor disrupt the educational process.

- When standing with arms straight at one's sides, skirts cannot be shorter than the tips of the fingers.
- Shorts cannot be shorter than the tips of the thumbs.
- Undergarments and midriffs shall be covered. Strapless tops, halter tops, tube tops, tank tops, revealing low cut tops, and spaghetti straps are distracting and not appropriate for school.
- We strongly encourage footwear that is safe when students use the outdoor equipment. Crocs, flip-flops, heels, and sandals pose safety hazards on the playscape.
- The students are expected to dress appropriately for cold weather days. We will have outdoor recess unless the temperatures and/or the wind chill factor are such that it is determined to be unsafe or unwise to do so. Generally, 20 degrees or colder is considered

to be the threshold. Students must have coats, hats, gloves, boots [during snowy conditions], and long pants to play outside in cold weather. ***If it is determined that a student is not dressed appropriately and/or safely for the weather, we will provide indoor recess for the student.***

If a student is dressed in such a way as to not meet the above expectations, is distracting to others or considered unsafe in any way, we will contact parents to address the concern.

BULLYING PREVENTION AND INTERVENTION

Bullying is prohibited under Massachusetts Law. A summary of the law including components that are particularly important for students and parents or guardians to be aware of may be found below. (M.G.L. c. 71, § 37O) For further information, please see the district's Bullying prevention and Intervention Plan.

These requirements are included in the district's Bullying Prevention and Intervention Plan .The Plan includes the requirements of the law, and also information about the policies and procedures that the school district will follow to prevent bullying and retaliation, or to respond to it when it occurs. This Plan was developed with input from School Councils, a public forum, and the Administrative Team. The complete plan may be found at the following link:

<https://sites.google.com/a/longmeadow.k12.ma.us/www/bullying-prevention-and-intervention>

Bullying is the repeated use by a student or by a member of a school staff including but not limited to , an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity , or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

Cyber bullying may take many forms, including:

1. the use of electronic technology, such as emails, social media, the internet, cell phones/cameras, and texting, in a way which constitutes bullying;
2. the creation of a web page or blog in which the creator assumes the identity of another person if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying above;
3. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying above; and
4. the distribution by electronic means of **a communication** to more than one person or the

posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying above. Note that this type of cyber-bullying requires only **one communication** sent to multiple people or posted where multiple people can access it. Students should be aware of the dangers of group texts and group emails, as well as posts on social media sites. A single post, text, “tweet”, email, etc. may, under certain conditions described in this section, constitute cyber-bullying.

Students should understand that teasing, taunting, mocking, and other behaviors that are intended to humiliate, ostracize, embarrass or degrade other students will not be tolerated. Here are some age-appropriate tips for avoiding bullying behaviors:

Bullying Prevention

You can help prevent bullying from happening if you follow these rules.

1. Be kind to each other.
2. Do not use words that would cause a classmate to feel sad, upset, or ashamed.
3. Keep your hands to yourself. Do not hit, kick, punch, pinch, or touch another student. Never touch another student in a way that might hurt them.
4. Consider other people’s feelings at all times before you speak. Try your best not to hurt others’ feelings.
5. Do not say or do anything to threaten another student.
6. Do not do or say anything that would make another student scared.
7. Do not tease, taunt, mock, embarrass, or humiliate your classmates.
8. If you are being bullied, tell an adult right away.
9. If you know another student is being bullied, tell your teacher, principal, parents, or another adult right away.
10. Review and follow our anti-bullying policy and plan.
11. If you bully another student, you will be disciplined, up to and including a long-term suspension from school.

Cyber-bullying Prevention

You can help prevent cyber-bullying from happening if you follow these rules.

1. Do not write anything in an email, text, tweet, Facebook post, or in any other electronic forum that you would not say out loud for everyone to hear. Remember, these written messages are out of your control once you send or post them, and they may continue to exist long after you have deleted your copy.
2. Follow the rules above under “bullying” and apply them to electronic communications.
3. Remember that only one text, tweet, email, Facebook post, etc. may be cyber-bullying. We encourage parents and students to read the anti-bullying policy and plan together to ensure that they both understand that various definitions of cyber-bullying.
4. If you are being cyber-bullied, tell an adult right away.
5. If you know another student is being cyber-bullied, tell your teacher, principal,

- parents, or another adult right away.
6. Review and follow our anti-bullying policy and plan.
 7. If you engage in cyber-bullying, you will be disciplined, up to and including long-term suspension from school.

Prohibition against Bullying

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
 - at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
 - through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a school computer or over the Internet using a school computer),
 - at any program or location that is not school-related, or through the use of personal technology or electronic devices, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously.

Name	School/Title	Phone	Email
Marie Pratt	Principal/Blueberry Hill	565-4280	mpratt@longmeadow.k12.ma.us
Donna Hutton	Principal/Center School	565-4290	dhutton@longmeadow.k12.ma.us
Elizabeth Nelson	Principal/Wolf Swamp	565-4270	enelson@longmeadow.k12.ma.us
Nikole Allen	Principal/Glenbrook	565-4250	nallen@longmeadow.k12.ma.us
Taylor Wrye	Principal/Williams	565-4260	twrye@longmeadow.k12.ma.us
Thomas Landers	Principal/LHS	565-4220	tlanders@longmeadow.k12.ma.us
Lisa Efstratios	Asst. Principal/LHS	565-4220	stratios@longmeadow.k12.ma.us
Paul Dunkerley	Asst. Principal/LHS	565-4220	pdunkerley@longmeadow.k12.ma.us

Reports made anonymously will be investigated; however, the investigation may be limited due to lack of information and therefore there is no guarantee of resolution.

School staff members must report immediately to the principal or his/her designee if they witness

or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.

When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of the aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

Use of Electronic Devices at School

Because of the interruption to classroom learning, the use of cell phones, MP3 players, iPods, iPads and other electronic devices will not be permitted in school. Electronic devices may be used outside of the building before and after school. Devices must be kept in backpacks or lockers during the school day. If a student is found with any electronic device that is turned on whether it be text messaging, ringing and/or buzzing, it will be taken to the office. The first time this occurs, a student may pick up the device at the end of the day. After that, parents will need to retrieve the device from the office.

Telephone Use

If need be, and with teacher permission, there are phones located in each classroom, the school office and the health room, for students to use throughout the school day. These phones are not to be used for making after school play dates.

SCHOOL COUNCIL

Role and Responsibilities

The Education Reform Act of 1993 requires that each school establish a School Council to promote shared decision making within the school community. The council is comprised of the principal, parents, teachers and community members. Its members assist the principal in the identification of educational needs of the students attending the school, in the review of the budget and the formulation of a school improvement plan. The make-up of the council encourages diverse perspectives in the formulation of the consensus plan.

STUDENT SAFETY AND SECURITY

Arrival/Dismissal Routines

Teachers are “on duty” starting at 8:30 AM at morning arrival and until 3:00 PM at dismissal. Parents are asked to observe these duty times for arrival and dismissal and accompany children on school grounds before and after the designated duty times.

Students enter the building promptly at 8:30 AM.

School dismissal is at 2:45 pm. A student not picked up at 2:45 reports promptly to the school

office. The office staff will refer to the emergency information for transportation arrangements. All student emergency information must have at least three contact people listed.

We request that families take the time to review and confirm any changes to transportation routines. Strong and clear communication helps the school and families avoid distressful situations in locating students at dismissal.

Only persons authorized by a parent/guardian will be allowed to transport the student from school. In cases where divorce settlements limit another parent's access to a child, it is the custodial parent's responsibility to submit to the principal a copy of the court document. In situations that result in a late arrival at the close of school (traffic jam, flat tire, etc), parents are asked to call 565-4290 to speak to someone in the school office.

If a student misses his/her bus, the student must report promptly to the school office. The office staff will refer to the emergency card to arrange alternative transportation.

Playscape use is not allowed before school; play on the playground after school is limited to children whose parents are present.

Drop-off/Pick-up Procedures

Carpooling, walking, and biking are strongly encouraged! Be sure to let your children know who is picking them up and /or meeting them and at what location.

Drop-off begins at 8:30 a.m. THE DROP-OFF/PICK-UP AREA IS IN FRONT OF THE SOUTH BUILDING (C), known as the Main Building.

During school hours, the street directly in front of Center School (Longmeadow Street) is a ONE-WAY street from Longfellow Drive north to Williams Street; it is a two-way street from Longfellow Drive south. There is no parking in front of school buildings from 8:00 to 9:00 a.m. or 2:00 to 3:00 p.m.

CARLINE PROCEDURE

Our carline is an integral procedure at Center School. Traffic congestion is no surprise with close to 400 children, including our preschool, arriving or leaving the school at one time. **Please** work with us by remaining patient while picking up or dropping off your child. Time is critical for everyone, but for the safety of our entire community, all procedures must be followed. The essential goal of the carline procedure is to ensure the safety of our students, teachers, staff, and families. The procedure is one that has been reviewed by the Safety Officer from the Longmeadow Police Department, and works well for us *only* if our community cooperates. When a driver in the carline chooses to disregard any component of our procedure, the choice compromises the safety of our children.

Please review and adhere to the following:

- Proceed in a single line only and be ready to move forward at all times.
- Do not park and leave your car in line.

- Pull forward as far as possible within the drop-off area in front of the Main Building, pick up or discharge children from the passenger side only.
- Never pass a vehicle that has stopped within the drop-off area to discharge or pick up students even if there is an empty space in front of it.
- It is not acceptable to create a carline pick up or drop off at any undesignated area: in front of the gym, areas along the carline route, on Longfellow Drive [*see below*]. Students should not enter or exit a car except directly in front of the school where 5th grade safeties and staff are positioned.
- Longfellow Street: carline drop off and pick up is not permitted on Longfellow. The street is narrow, the traffic can be heavy, and parents should not pick up or drop off *anywhere* along the street. U-turns are unwise and dangerous.
- **NEVER** allow your child to cross the street where there is no crosswalk, even if you are waiting on the other side.
- Drive your vehicle all the way to the furthestmost point in the carline before stopping.
- Children enter and exit from the passenger side of the vehicle.
- Be courteous entering the carline from side streets and do not cut drivers off when entering the line.
- Do not park in the designated carline area during drop off and pick up times.
- Please be considerate of our neighbors at all times and when making parking choices.
- Refrain from cell phone use in the carline.
- Please visit: www.walktoschool.org to learn the advantages of walking or biking to school daily.

Visitor Sign-in/Sign-out

For the safety of our students, all visitors are required to sign in at the school office upon entering the building and to wear a sticker while visiting the building. When leaving the building, please sign out.

Bus Transportation

Students in grades kindergarten through six who live two miles or more from their school will be transported free. If in doubt, you may call the LPS Business Office 565-4200, ext. 20) to find out if you live two or miles from your district school.

Students in kindergarten through grade six who live less than 2 miles from their school are also eligible to purchase a bus pass for whatever the current year fee may be, and if their residence is on or near the standard route stops.

(Refer to LPS Policy EEA: Student Transportation Services)

Changes in Student Transportation at Dismissal

It is the responsibility of the parent/guardian to notify the bus company and the school of any changes in their child's dismissal routine. It is imperative that the bus company has accountability for their students to Greenwood and JCC Centers.

Bicycle and Scooter Use at School

- Students are encouraged to ride bicycles and/or scooters to and from school.

- Law requires helmet.
- Bike racks are provided for the safe storage of bikes and scooters.
- Students should use locks for bikes while standing at the racks.
- Park your bike in a spoke of the stand NOT in the walkway.
- Bikes/scooters **must** be walked on and off the school property.

HOME-SCHOOL COMMUNICATION

Schools communicate with parents on a regular basis about school rules, student programs, homework assignments, school activities and parent information meetings. A number of communication channels have been created to keep parents informed. These include: School Messenger messaging system, Principal Hutton’s Blog, Parent-teacher conferences, teacher websites/newsletters, report cards, weekly PTO email, periodic Longmeadow Parks and Recreation bulletins, Longmeadow District Web site, Center School website, and Thursday packets.

Web sites

The Longmeadow Public Schools (www.longmeadow.k12.ma.us/dist/), the Center School website (www.longmeadow.k12.us/center), Teacher websites, and the town (www.longmeadow.org) web sites hold a wealth of information.

Parent Involvement

Families play an important role in their children’s success in school. Effective schools are a result of families and educators working together. At Center School we believe parents are an integral part of the school community. We strive to promote a strong parent-school partnership by providing parents with information about school programs and activities and encouraging family participation in their child’s education both at home and at school.

Parents are invited and encouraged to volunteer in the school, to serve on committees, to complete surveys, to attend field trips, to attend school events and to participate in the homework process.

Parent Volunteers

Throughout this handbook, you will read about the many opportunities to volunteer in the school. The PTO, in the fall, will send a form home to cover the various volunteer positions that are needed throughout the school. Please feel free to contact any PTO member to let them know how you’d like to volunteer.

CORI Forms (Criminal Offender Record Information)

All parent(s), guardian(s), aunt(s), uncle(s), grandparent(s), etc. who volunteer in school, take field trips, participate in field day or in any other activities involving students, **MUST** fill out a CORI form. Volunteers may also be required to submit to fingerprint based background checks. The CORI form must be filled out and submitted to Center School approximately 4 weeks before an event. These forms can be obtained and filled out at Center School. The CORI form will also require a copy of your driver’s license, which can be photocopied at Center School. CORI forms need to be updated every three years. If you have any questions regarding the CORI form procedure, please call 565-4290.

Parents' Night/Open House

In the early fall, parents are invited to the school to meet Principal Hutton, their child's classroom teacher, special subject teachers, the Resource Team, the School Council, and the PTO executive board. The classroom, school-wide, and PTO goals for the year will be discussed.

Parent-Teacher Conferences

Parent/Teacher conferences are held in October and in March. Parents will receive written communication regarding the scheduling of their particular days/times for conferences.

The October Elementary Parent/Teacher Conferences have 3 purposes:

- To share information about the beginning of school (e.g., transition to new grade, how it is going at home and at school, etc.).
- To share data about student progress.
- To set goals for student improvement.

The second trimester ends in mid-March, and those report cards will be sent home to frame the discussion for the second parent/teacher conference. At that time, new student learning goals might be established to achieve by the end of the school year.

Report Cards

The elementary schools report student progress through the use of Standards-based report cards, that specify which standards and indicators have been targeted as essential and when they will be taught and assessed. In Longmeadow, teachers from each grade level, K-5, have identified key grade-level skills that students need to know and be able to do by the end of the school year. The skills are aligned with the Common Core Standards that may be found at:

<http://www.doe.mass.edu/candi/commoncore/>

Promotion and Retention Policy & Procedures

In general, children shall be placed at the grade level to which they are best adjusted academically, socially and emotionally. As we move further into implementation of Response to Intervention (RTI), we will now have research-based approaches to support some of these same needs. Rather than retaining students in the coming year, and years beyond, we will refer these students to school-based RTI Teams and/or Child Study Teams to identify interventions that support our students without retention. Additionally, RTI intervention blocks in the school day will help us find time to address these needs.

While the research on retention supports our decision to rely on intervention rather than retention, we understand that every child is unique. In some rare cases, it may be appropriate for retention to occur. These cases will be referred to the school principal first and, if warranted, be referred to the Superintendent for a final decision. The education program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. Specific retention procedures are delineated in LPS Policy IKE: Promotion and Retention of students.

Student Records

Student records are maintained for each child at the school he/she is attending. Educational, health and attendance records are the types of materials that are kept in the student cumulative folder. Parents and legal guardians have the right to examine or receive a copy of all permanent records. A written request is required by the parent/guardian to inspect, review or receive a copy of such records. Additional copies must be purchased. Such requests will become part of the record folder. Student records are not available for public inspection.

The LPS Policy JO outlines the rights of parents with no physical custody. It also contains parental rights in amending the child's record, transfer of records to another school and details of FERPA (Family Educational Rights and Privacy Act) in relation to a child's work.

(Refer to LPS Policy JO: Access to Student Records)

Massachusetts State Law requires that periodically the principal or his/her designee shall clean out the temporary student record of outdated or irrelevant information. As your student moves to the middle school their temporary student record will move with them. Your student's temporary record will be purged of outdated or irrelevant information **at the end of the school year**. You will be notified of when you may pick up the items from your student's temporary record that will otherwise be purged.. If you choose to not pick up the items from your student's temporary record they will be destroyed after the designated time has passed.

Parental Complaints/Protocol

In cases where parents wish to express a complaint about an issue or about a staff member, they shall first discuss the matter with the staff member concerned. If they are not satisfied and sufficient time has elapsed for changes to be made, they will further discuss the matter with the following persons, if necessary, in this order: first, the principal of the building; second, the superintendent of schools. If, finally, the superintendent has been unable to satisfy the parent, the parent shall report the case to the school committee for consideration and action.

(Refer to LPS Policy JFH-1: Student Complaints and Grievances (Parents))

Impromptu Meetings with Principal and Teachers

Parents are requested to avoid approaching Principal Hutton or teachers for impromptu meetings at drop-off before school or pick-up after school. Please do not ask them, "Have you got a minute?" and then attempt to have a discussion about your child. Teachers have many responsibilities at those times. Teachers are professionals who want to be able to respond to your concerns with thoughtful responses. Please write a note, an email, or leave a phone message that you'd like to coordinate a meeting so we may be as responsive as possible to your concerns.

Student Placement Procedures

After April vacation, class placement activities for the next school year will commence and continue throughout the month of June and throughout the summer. The placement teams strive to meet the learning needs of all students through classroom placements.

FAQs Student Placement:

What is considered when forming classes?

Consideration of the following:

- Ratio of girls to boys;

- A balance of achievement levels;
- Behavior factors regarding students;
- Compatibility of students with each other;
- Recommendations of past and present teachers, support staff, principal.
- Social and emotional needs of students;
- Work habits of and energy level of students;
- Learning styles of students.

Who will form the class lists for next year?

The person who knows your child best is usually her classroom teacher. She is the key member of the team along with other grade level teachers. Teachers consult with Resource Team members including: School Principal; School Adjustment Counselor; Reading Specialist; Math Specialist; Special Education teachers; Speech and Language Therapists. Special subject area teachers are also asked for feedback.

When will I know my child's classroom assignment for next year?

The assignment **will not** be named on the report card in June. Assignments will be posted on the library windows in August. You will receive information regarding the specific date of the posting.

What if I prefer that my child have a specific teacher?

We respectfully ask that you trust the school team to determine the best placement for your child. We will not honor requests for specific teachers. We also request that you not place your child's current teacher in an awkward or unprofessional position by asking her to comment on teachers in the next grade. We also gently suggest that you not form opinions based on what you have heard. Each classroom is as unique as each child, and an experience that parents may have had with their child in a class may be totally different from what your child may have in the very same classroom.

Very Important question: Do parents have input in the process?

YES. Your input began this year with your relationship with your child's teacher. You provide insights and expertise about your child at conferences and through ongoing communications with your child's teacher. You are invited to provide additional input by completing the **Class Placement Parent Input Form**. This form will be sent home in the Thursday envelopes in April.

The classroom placement meetings are time consuming and thoughtful meetings. Center School teachers and support staff strive to build learning environments that will support the diverse needs of our students. A "balanced" group of learners helps us achieve our goal of optimal growth and development for each child both socially and academically.

Principal Hutton has final approval over the class lists.

School/Classroom Visitations

The school welcomes parental visits to their child's classroom throughout the school year. Please report to the office when entering the building. The one request is that you make an appointment for a class visit through the teacher and/or school office. This will enable us to control the number and length of visits so as not to interfere with the educational process of our students.

All visits shall be of reasonable length and at such a time as to be non-disruptive to the instruction of students, as determined by the teacher and the principal. Individual groups, including parents, guardians, or relatives, shall not be permitted to observe classes for the

purpose of formally assessing or evaluating academic programs or staff. School visits should not interrupt the teaching/learning process and are not desirable times for conferences or extended talks with teachers.

(Refer to LPS Policy KK: Visitors to the Classroom/Visits to Classrooms)

Homework

Learning is a continuous process that extends beyond the school day. Homework is an important extension of skills, activities, and work habits learned and/or acquired in school. Assignments are intended to reinforce instruction, not to introduce new topics or skills. Longmeadow teachers encourage students to become independent learners; therefore, it is expected that each student will do his/her own work and learn to budget his/her time in order to meet assignment deadlines. It is understood that occasional parent assistance may be needed. More importantly, parents are asked to provide the materials, space, and time for the successful completion of assignments. A brief check of homework upon its completion is an appropriate and effective way for parents to ensure that quality work is completed. This check also provides parents with the opportunity to gain a better understanding of what is being taught in the classroom.

In the elementary grades, homework is typically assigned Monday through Thursday evenings and ranges from fifteen minutes in the primary grades to an hour or more in the upper grades. Time devoted to such assignments varies with each child's skills and abilities, but families should not labor or get into contentious situations once a reasonable effort has been made by the student to do the work. A note to the teachers or a notation in the Agenda booklet will suffice.

Assignments may include: independent reading, creative and expository writing, reinforcement of language, spelling and math skills. Daily recreational reading is a great habit to foster. Long-range assignments may include: book reports, science and social studies projects or independent research. Parents should contact their child's teacher in the event that the child is taking too long or too short a time in completing daily assignments, or if the child is struggling with the work.

Nightly homework expectations, Monday through Thursday:

Kindergarten	up to 15 minutes
Grade 1	up to 30 minutes
Grade 2	up to 30 minutes
Grade 3	up to 45 minutes
Grade 4	up to 1 hour
Grade 5	up to 1.5 hours

Although homework assignments may vary, these guidelines will help you understand a general philosophy for elementary children.

Teachers are mindful that students need vacation time to rejuvenate and enjoy family time. Teachers will avoid assigning long term projects immediately before vacation that are due on the day students return from vacation. Tests and quizzes will also be avoided on Mondays following vacation and/ or weekend as well.

Homework is available from teachers if students are absent for three consecutive days. We suggest your child choose a “homework buddy” who can get daily assignments for 1 or 2 day absences. Family vacations are unexcused absences. While teachers will allow students to make up work and tests, they are not required to provide work in advance for a vacation-related absence. In addition, teachers are not required to tutor students when they return. It is the student’s responsibility to determine and complete the assigned work upon his/her return to school. The school calendar for the upcoming year is provided the spring of the preceding year for such family planning.

A homework agenda booklet is provided for students in grades 3 to 5, courtesy of the PTO.

Thursday Student Packets

The PTO organizes, copies, and distributes the Thursday packets. Information regarding school events, fundraisers, etc. will sometimes be distributed in the Thursday packets. The Thursday packet goes home with the youngest child of each family. The goal of the Longmeadow Public Schools is to “go green”; therefore most information will be posted on the school and/or district website, teacher websites, or sent via **School Messenger** messaging system.

Flyer(s) Distribution Approval Process

Anyone wishing to send home a flyer about additional programs for LPS students must receive permission by the Superintendent’s Office to do so. Flyers are reviewed on an individual basis.

Phone Calls during the School Day

Teachers and staff members will not be interrupted by phone calls from the office during instructional time except in the event of a family emergency. Center School does have Voice mail, but we respectfully request that calls to teachers are made before and after school hours or by arrangement with the teacher.

However, if a parent/guardian needs to relay an urgent message to their child (especially after 12:00 noon) regarding a change of dismissal plans, **call the office directly**. The office will relay the message to the teacher. Always use discretion when requesting the teacher’s time and attention during the school day. Students are not allowed to use personal cell phones during the school day and parent-student phone communication is available through the office in necessary cases.

KINDERGARTEN

Goals

The purpose of kindergarten is to help your child grow socially and emotionally. Opportunities

are provided to help develop certain behaviors such as sharing, helping others, working constructively, listening and following directions, respecting the rights of others, demonstrating self-control and accepting constructive criticism. The school strives to help the child become aware of the world about him/her, to achieve his/her highest potential along a readiness continuum, and to experiment with ideas and self-expression in academic areas.

Entrance Age

Kindergarten Children reaching the age of five by August 31 will be eligible for kindergarten in that school year. Children reaching the age of five after August 31 will not enter kindergarten until the following school year.

First Grade

Children reaching the age of six by August 31 of any year will be eligible for first grade in that school year. Children reaching the age of six after August 31 will not enter first grade until the following school year.

Second Grade and Above

Except in extraordinary circumstances, pupils in second grade and above shall not be assigned to a higher grade until they have spent a full year in their present grade in Longmeadow or other school systems.

Exceptions

Subject to approval by the Superintendent, students may be accepted into kindergarten or first grade regardless of age only under the following circumstances:

1. A child's parents may request an exception from the Superintendent to allow their child to attend first grade regardless of age if the student has successfully completed kindergarten in a public or independent accredited (not daycare) program.
2. A child's parents may request an exception from the Superintendent to allow their child to attend kindergarten or first grade regardless of age if the family has moved to Longmeadow from another community on or after December 1 and has successfully attended kindergarten or first grade in a public school system or independent accredited (not daycare) program since the beginning of the year.

Health Requirements

Massachusetts's law requires proof that each child be immunized against diphtheria, tetanus, whooping cough, measles, polio, mumps, rubella, hepatitis, and chicken pox. (Please note that if your child contracted chicken pox, verification from your doctor would be needed. Upon entering kindergarten or within 30 days of the start of the school year, the parent or guardian of each child shall present certification that the child within the previous 12 months has passed a vision & hearing screening. In addition, the child must be screened for lead poisoning. The school health office needs a copy of a recent physical before the first day of kindergarten.

Orientation

Kindergarten orientation is usually held towards the beginning of June. Prospective kindergarten student names are taken from the town census. Letters are mailed out to prospective kindergarten parent(s)/guardian(s) during February regarding the full-day and half-day

kindergarten programs. Parent(s)/guardian(s) who attend the orientation bring their prospective kindergarten child the day of the orientation. The child will be escorted to a supervised setting for a period of time, and will play. The parent(s)/guardian(s) will assemble in the Community Room where they will hear a presentation regarding kindergarten. After the presentation, the principal, teachers, and school nurse will be on hand to answer any questions regarding the kindergarten day and program.

Screening

All kindergarten students meet a kindergarten teacher and are screened to assess early readiness skills. This is scheduled for the spring before entering kindergarten. Families will receive a written and/or verbal response about the results of the screening.

Academic Support and Special Education Services

To help children have a successful school experience, a variety of services are available through the Pupil Services Department. Specialists in child development and learning, speech and language, psychology, counseling, and health are available. If you feel your child might benefit from a special service, do not hesitate to make your concerns known.

Response to Intervention (RTI)

RTI is a tiered approach to early identification, instruction, and intervention to meet the individualized needs of all students. The RTI process involves three tiers, or “doses,” of support in our schools. For more information, please visit the Longmeadow for Learning:

<http://www.longmeadowlearning.org/response-to-intervention.html>.

Reading and Mathematics Intervention

For children requiring intervention in reading and/or math as determined by Response to Intervention screening tools, resource teachers/specialists are available to address identified learning needs. Children receive small-group instruction, inside and outside of the classroom, targeted to their areas of need.

The reading intervention program focuses on developing proficient reading strategies and skills through the use of classroom materials as well as leveled books. The overall goal of intervention is to develop proficient readers and to foster comfort with and enjoyment of reading.

The mathematics intervention program focuses on developing proficient math strategies and skills through the use of classroom materials as well as intervention resources. The overall goal of intervention is to develop proficient math skills and proficient problem solving strategies as well as foster a comfort with and enjoyment of math.

504

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities within the work and school setting. Section 504 requires regular education teachers to provide reasonable accommodations and ensures equal access to educational programs for students with disabilities. If you feel your child is eligible for a 504 plan, or you would like to make a 504 evaluation referral, please contact the 504 building coordinator, Principal Hutton.

Special Education

All students are entitled to a Free Appropriate Public Education (FAPE). In Massachusetts, students eligible for special education must demonstrate the presence of a disability that prevents the student from making effective progress in the general curriculum, and requires specially designed instruction or related services in order to progress. An initial evaluation to determine eligibility based on the above factors will be completed in order to determine any special needs. If you feel your child may be eligible for special education, please contact the special education teacher at your school.

Sheltered English Immersion (SEI)/ELL

In 2002, the Massachusetts Legislature made Sheltered English Immersion (SEI) the program model for English language learners. SEI has two components. The first component is English language development instruction, which is taught by teachers specifically trained to teach English as a Second Language (ESL). As students improve their English speaking and reading skills, they move from ESL to Sheltered English Immersion.

Sheltered English Immersion is content instruction taught by general educators who possess the knowledge and skills required to effectively teach English language learners. General educators participate in multiple training sessions to become teachers of students in the SEI program.

Department of Child and Family Services

School staff are mandated reporters and are required by law to file a report (51-A) with the Department of Social Services of any suspected case of child abuse and/or neglect.
(Refer to LPS Policy JHG: Child Abuse and Neglect Policy)

EQUALITY IN EDUCATION

It is the intent of the Longmeadow School Committee to comply with Chapter 603CMR 26:D1 of the Massachusetts General Laws and Title LX and Chapter 504 of the Rehabilitation Act of 1973 of the Federal Laws.

Chapter VI and ADA laws prohibit exclusion from participation in, denial of benefits from, or discrimination in, any education program or activity because of sex, race, color, sexual orientation, gender identity, national origin, religion, or handicap.

Any student in the Longmeadow Public Schools who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any school education program or activity on the basis of sex, race, color, sexual orientation, national origin, religion, or handicap may file a written complaint with the Director of Pupil Services. The Director will review the complaint and reply in writing by mail within ten working days after receipt of the written complaint.

All students have the right to be free from discrimination because of sex, race, color sexual orientation, gender identity, national origin, or handicap. The use of verbal or written slurs, intimidation, or any other type of harassment on the basis of sex, race, color, sexual orientation, national origin, or handicap can violate a student's civil rights and will not be tolerated at any

time.

The Longmeadow Public Schools website and handbooks contains Civil Rights and Safety Policies that affirms the school's non-tolerance for harassment or discrimination based on race, color, national origin, gender, religion, sexual orientation, or disability.

EXTENDED DAY CARE: JCC, Greenwood, Longmeadow Montessori

The Longmeadow Parks and Recreation Department offers an Early Risers Program that is housed at the Center School. For further information regarding this program, call 565-4163.

Organizations offering after school day care include: the Jewish Community Center @ 739-4715, the Greenwood Extended Day Program @ 565-4163 and the Longmeadow Montessori @ 567-1820. The after school programs do offer transportation to and from Center School.

SPECIAL ACTIVITIES/PROGRAMS

Senior Readers

Senior Readers is a program sponsored by Storrs Library. A senior reader comes into Kindergarten through Grade 2 classrooms twice a month to read to the students. For further details, call the Storrs Library @ 565-4181.

Field Day

Field Day is a fun filled day of games and events held in late May or early June. Students are assigned to different color teams by the school's physical education staff and every child wears a tee shirt in his/her team color. Students will be on the same color team each year. Parents are welcome to attend Field Day to cheer on the children, to join them for lunch, and/or to volunteer. Look for notices during the month of April regarding Field Day info: purchase of tee shirts, how to volunteer, field day times, lunch schedule, etc.

Field Trips

Teachers throughout the school year organize field trips to various educational sites. Teachers organize their field trips in order to enhance the further study of a particular unit. Information regarding the field trip would be sent home from the teacher. Parents who volunteer for field trips are required to complete a CORI application and receive a favorable rating.

Instrumental Music/Choral Assemblies

Our instrumental music teacher organizes two to three concerts each year. 4th and 5th grade students are involved in these concerts. Watch for notices from Mrs. Drysdale.

Student Community Service

Students in the Longmeadow Public Schools learn about and are encouraged to contribute to their school community at an early age. For example, as early as kindergarten, older students serve as school and classroom helpers. Students in grades 4 and 5 have more formal opportunities to contribute to their school.

Safety Patrol

Fifth graders serve as student safety patrols i.e., “safeties”- helping to safely escort students to class and/or opening car doors at the car line at arrival and dismissal

PTO (PARENT TEACHER ORGANIZATION)

The Center School Parent Teacher Organization is dedicated to enhancing the quality of the student, staff and family experience at the school. Each family is invited to join in the support of the Center School by becoming an active member of the PTO. Support may be expressed by volunteering in the many PTO events or programs and by paying into the Enrichment Fund. Throughout this handbook, you will read a few of the many opportunities to volunteer in the school. Please do not let work, small children or other commitments prevent you from supporting PTO activities that can be done at home. If you are undecided or require more information with regards to volunteering, do not hesitate to call one of the PTO Executive Board members listed in the Center School Phone Directory.

Assemblies

These special programs take place during school hours and are generally geared to a specific subject. The subject of the programs varies from author visits to performing arts to science or theme subjects. Notices are sent home so that parents and, if appropriate, siblings may attend.

Monthly Meetings

PTO meetings are usually held each month. Dates and times vary. Look for PTO meeting reminder notice in your child’s Thursday packet, through PTO emails, and on the Center School website.

School Directory

The Center School Directory is distributed to each family as early as possible in the fall. This handy directory provides the following information:

- Listing by family street address/phone number/email address
- Student Name/Homeroom Teacher
- School Staff
- School Calendar
- School Map
- Town of Longmeadow Numbers & Web site
- Inclement Weather/Absentee Phone Number

Should you choose not to participate in this directory, please inform the office staff in the fall. Please update your information with the office staff as well.

School Memory Book

The School Memory Book is distributed near the end of the school year. Inside the soft covered book is an individual picture of all fifth grade students, classroom pictures of grades kindergarten through fourth, staff pictures and pictures highlighting memorable events throughout the year. The Memory Book is a gift to our 5th graders from Center’s PTO.

Birthday Book Program

Celebrate your child's birthday or show appreciation to a staff member by donating books to the school library in your child's or staff member's name. Details regarding this program will be distributed in the Thursday packet.

Fundraisers & Donations

PTO fundraisers take place throughout the school year. They often include: bake sales, book fairs, school pictures, school carnival, road race, etc. For more information, contact a member of the PTO Ways and Means Committee located in the School Directory. Previously listed are just a few of the many events/fundraisers that the PTO sponsors throughout the year. Whatever the event/fundraiser, parents will be notified. The PTO annual budget lists explanations of how funds are intended for school use.

Community Service Projects

Holiday Baskets

Holiday Baskets is an annual community event at the Center School sponsored by the PTO. Working closely with local social service agencies, which identify children in need, each classroom is given a basket to be filled with gift items. The items are collected and wrapped by PTO volunteers. It is an inspirational time of sharing for all involved in this project.

Open Pantry and Food Drive

Non-perishable food items donated by staff and students are collected and are delivered to various Springfield food pantries. Watch for notices for annual events.

Clothing Drive

During the preceding winter months, hats, coats, boots, mittens, scarves, etc. are collected and distributed to local shelters in the Springfield area.

Fall Carnival

This is the first opportunity in the new school year for the Center School families and friends to come together. In early fall, families are invited to gather on the Green for games and family fun. For our new kindergarten families and for those who have just joined the school, this is a great opportunity to catch the Center spirit and to make new friends. Our 5th grade students develop the games for this fun event.

Gift Policy/PTO Gift Fund

Excerpt from – Summary of the Conflict of Interest Law for Municipal Employees –Detail Also Posted on Longmeadow District Website.

(b) Gifts and gratuities. Asking for or accepting a gift because of your official position, or because of something you can do or have done in your official position, is prohibited. (See Sections 3, 23(b) (2), and 26)

Municipal employees may not accept gifts and gratuities valued at \$50 or more given to influence their official actions or because of their official position. Accepting a gift intended to reward past official action or to bring about future official action is illegal, as is giving such gifts. Accepting a gift given to you because of the municipal position you hold is also illegal. Meals,

entertainment event tickets, golf, gift baskets, and payment of travel expenses can all be illegal gifts if given in connection with official action or position, as can anything worth \$50 or more. A number of smaller gifts together worth \$50 or more may also violate these sections.

The Ethics Commission recently created an exemption to permit class gifts to teachers. A teacher may accept a gift, or several gifts during the school year, from public school students and/or their parents and guardians, with an aggregated value of up to \$150, if the gift is identified only as being from the class, and the identity of the givers and the individual amounts given are not identified to the recipient. Gifts received pursuant to this exemption are not required to be disclosed. The donor is unknown, so a reasonable person would not conclude that the gift would influence the teacher's conduct with regard to any individual or would cause the teacher to favor any individual.

Health Information

A full time nurse is on staff to assist with medical problems. Listed below are statements about several health-related topics the nurse oversees.

Emergency Information

At the beginning of the school year, parent(s)/guardian(s) are requested to update their emergency information sheet for each of their children. The exception being pre-school and kindergarten students who received their emergency information sheet in the spring prior to entering school. It is important that these emergency information sheets be updated at all times. Please list all phone numbers, cell numbers, pagers, etc. where a parent/guardian can be reached during the day. For emergency contact people listed on your student(s) sheet, please make sure these people know they are listed on your student(s) emergency information sheet. In case of an emergency, the emergency contact people need to be available to pick up your child at school. Please make sure that your child knows the emergency contact people. Parents/guardians are responsible for notifying the school office and/or the health office of any changes to the emergency information sheet. Emergency information sheets are retained in the Health Office and used on a regular basis by the nurse.

Physicals

Physical exams are required for new students, and for all students entering preschool, kindergarten and grade 4. The exam is given by the student's own physician. Forms are given to preschool, kindergarten, and grade 3 in the spring prior to entering that grade.

Specific Requirements

M.G.L. c.71, s.57 and related amendments and regulations (105 CMR 200.000–200.920) require physical examinations of schoolchildren within 6 months before entry into school or during the first year after entry, and at intervals of either 3 or 4 years thereafter, such as during kindergarten, 4th grade, 7th grade, and 10th grade. It is the responsibility of the school committee or the local board of health to designate these intervals. The regulations require physical examinations for:

- (1) children referred because of frequent absences due to unexplained illness;
- (2) children referred because of known physical defects that require repeated appraisal;

- (3) children referred from a teacher-nurse conference because the child is not making expected progress in school or because of signs of illness noted by the teacher or nurse;
- (4) children under 16 and over 14 years of age requesting employment certificates; and
- (5) children planning to participate in competitive athletics annually, previous to such participation.

There are special requirements for kindergarten students. Kindergarten students also must have a lead test performed in accordance with Massachusetts law. Additionally, “[u]pon entering kindergarten or within 30 days of the start of the school year, the parent/guardian of each child shall present to school health personnel certification that the child within the previous 12 months has passed a vision screening conducted by personnel approved by the Dept. of Public Health and trained in vision screening techniques to be developed by the Dept. of Health in consultation with the Dept. of Education. For children who fail to pass the vision screening and for children diagnosed with neurodevelopmental delay, proof of a comprehensive eye examination performed by a licensed optometrist or ophthalmologist chosen by the child’s parent/guardian indicating any pertinent diagnosis, treatment, prognosis, recommendation and evidence of follow-up treatment, if necessary, shall be provided.” M.G.L. c. 71, section 57.

Immunizations

Every newly enrolled student, preschool, and kindergarten student must provide us with evidence that he/she has been fully immunized (including DPT, Polio, MMR, Hib, Hepatitis B, Varivax or Chicken Pox disease). Exceptions are made only if a parent states in writing that immunizations conflict with their religious beliefs, or if the student’s physician submits documentation that due to medical reasons the immunizations are contraindicated.

Medications

If your child needs to take oral medications during school hours, the school nurse or the principal designee will administer it in the absence of the school nurse. Prescription and over the counter medications must be brought to school in its original container, bearing the pharmacy label. All medications must be brought to school by the parent/guardian or by an adult designated by the parent/guardian. Prescription and over the counter medications (including Tylenol, Motrin, Advil, cold & cough medicines, cough drops, etc.) will not be administered at school without written authorization from both a physician and a parent. Blank authorization forms are available from the nurse. Medications will be kept in a locked cabinet in the nurse’s office. Allergy injections will not be administered in school. The Department of Public Health, Chapter 71, and Section 54b of the Massachusetts General Laws mandate the regulations for psychotropic drug administration. The physician at the start of each school year must renew medication orders.

Vision and Hearing Screening

Each year the following assessments will be made at school:

- Weight and height measurement
- Vision and hearing screenings

Scoliosis Screening

By law, grade 5 students must be screened for Scoliosis. Parents/guardian will be notified if the

different screenings indicate further examination is needed. There is the ability to opt out of this screening with written notice by the parent. Your family physician has to provide documentation of the date and result of the scoliosis screening to the school nurse.

Body Mass Index (BMI)

The Department of Elementary and Secondary Education is requiring school districts to take students' BMI (Body Mass Index) in grades 1, 4, 7 and 10, and report the findings to the state.

Injuries/Sickness at School

If your child is injured at school, first aid will be administered. If a serious injury occurs, the student will be transported to a Springfield hospital, probably by ambulance. The cost of the ambulance transportation is the responsibility of the parent/guardian. Every effort will be made to contact a parent/guardian immediately.

If a student is sick during the school day, the teacher will refer him/her to the health office. Once the student is in the health office, the nurse will then take his/her temperature, etc. to determine whether or not the child needs to go home. The school nurse will then contact the parent/guardian or emergency contact person listed on the emergency information sheet for a possible early dismissal due to illness. If your child is sick with a fever, your child should be fever free for 24 hours, before returning to school.

Too Sick for School

Our school physician recommends the following guidelines as to when you should keep your child home from school:

Fever: If your child has a fever of 100.4 degrees or greater, he/she should be kept home until fever free (without medication) for 24 hours. Liquids should be encouraged as tolerated.

Diarrhea or vomiting: If your child has repeated episodes of either, he/she should be kept out of school until the illness passes (24 hours after the last episode).

Sore throat: Severe sore throat could be strep, even if fever is not present. Other symptoms of strep can be headache and stomachache. If a throat culture is positive, your child may return to school 24 hours after antibiotic treatment begins.

If you have any questions regarding your child's illness or return to school, please feel free to contact the nurse.

Communicable Diseases

Large numbers of young people and adults are brought together in school, creating ideal circumstances for transmission of a variety of diseases. Exclusion is necessary when the student's illness requires a greater degree of observation or care than school staff can safely provide, poses a threat to the health or safety of others, or precludes any benefit of attending school because of inability to focus and learn. Responsibility for the care of the individual student rests with the family and his or her source of medical care.

(Refer to LPS Policy JHCC-E: Communicable Diseases)

Head Lice

Head Lice are not indicative of poor hygiene. Head lice are not influenced by hair length or the frequency of shampooing or brushing. Head lice are not a health hazard because they are not

responsible for the spread of any disease. Transmission occurs by direct contact with the hair of people who have lice and less commonly by contact with personal items such as combs, hairbrushes, and hats. Often, normal activities are disrupted by excessive reaction to these pests.

Procedure:

1. You should consult with your family doctor as to the shampoo you should use.
2. If you should find on re inspection that nits remain in the hair, a mixture of 1 pint of water with 3 tablespoons of vinegar may be prepared. Over a sink, rinse your child's hair with the solution. Wait 5 minutes and reexamine the hair. The solution should dissolve any remaining nits. If some nits remain, repeat the procedure. Once all the nits are dissolved, shampoo your child's hair using a normal non-medicated shampoo.
3. All clothing (hats, jackets, sweaters, shirts, etc.) bedding, and towels used by your child must be washed in hot water and strong detergent and dried in a hot dryer.
4. Any item of clothing or bedding that cannot be washed may be dry cleaned.
5. Stuffed animals and items not washed or dry cleaned can be sealed in a plastic bag for one month.
6. All carpeting, upholstery and mattresses should be thoroughly vacuumed.
7. Combs, brushes, barrettes, etc. should be washed in hot water with medicated shampoo and allowed to soak for ten minutes.
8. Parents should report all cases of infestation to the school nurse so proper follow-up.
 - If one child has a confirmed case of lice, the families of children in the class will be notified.
 - If there are more than two cases in a classroom, the school nurse will screen the class and notify families.
 - After verification of treatment by the school nurse, and the student is not at risk of spreading lice, but may still have nits, he/she will be allowed to return to class.
 - A student who returns to school after a confirmed case of head lice will be rechecked by the school nurse after a 10-day period.
9. All family members should be inspected and treated accordingly.

A flyer regarding head lice is available at the school's health office or you can locate it at <http://sites.longmeadow.k12.ma.us/www/district-info/docs-forms>

Updated and approved by School Committee for inclusion in handbooks 6-25-12

Out-of-State/Country Student Visitors

The regulation from the Dept. of Public Health, regarding students visiting schools in Massachusetts is as follows: Any student visiting from another state or country must show the school nurse proof of immunizations signed by a physician. The visiting student has to follow the same immunization requirements as Massachusetts's students. If the visiting student does not have the required immunizations, the student will not be allowed to stay.

Whitson's Lunch Program

School meals are a healthy option, a great value and a huge convenience for busy families! We are committed to providing wholesome, high quality menus, prepared fresh daily from locally

sourced ingredients whenever available and in season. We offer a variety of meal choices and Smart Snack options that meet NSLP (National School Lunch Program), HHHKA (Healthy Hunger Free Kids Act) and state nutrition guidelines and are analyzed and approved by a Registered Dietitian. We also collaborate with parents, students and school nurses to accommodate the dietary requirements of students with food allergies and other special diets. Please feel free to reach out to us at any time. We are here to help!

Cost/ Menu

Lunch may be purchased for \$2.50 or brought from home. Additional ala carte items are available for purchase. In an effort to support Longmeadow Public Schools “Green Initiative” the monthly lunch menu is available for downloading on www.longmeadow.org or www.longmeadow.k12.ma.us

Prepaid Lunch

Our goal is to have lunch be as relaxing and nutritious as possible. To achieve that, we strongly encourage you to place money in your child’s lunch account and encourage them to remember their school lunch pin number. This has proven to speed up lunch lines and allow maximum time available for your child to eat and have time with friends.

We are partnering with “My School Bucks” (<https://www.myschoolbucks.com>) to provide our online payment capability. They will provide you with an opportunity to review your child’s lunch purchases check account balances and place money in the account at your convenience. You will need the STUDENT ID number to use this service.

Students will also have the opportunity to pre-pay for the meals they purchase from our cafeterias. Deposits can be made daily at each school when school is in session. Deposits can also be made to your child’s lunch account by sending a check to: Longmeadow School Lunch. Please be sure to include your child’s full name, grade and school.

Free & Reduced Lunch Program

To insure that every student, regardless of his/her family’s financial status, may be served a nutritious meal in the middle of the school day; The LPS participates in the National School Lunch Program. Parents will be informed at the beginning of the school year, of the eligibility requirements for participation by their child.

Please note: Should a family’s financial status change anytime throughout the school year that would qualify a student(s) to receive a free/reduced lunch, a form may be obtained from the school office.

Curriculum

The LPS have a unified elementary curriculum that is standards-based and aligned with the MA Curriculum Frameworks incorporating the Common Core State Standards for each subject area (www.doe.massedu/frameworks/current.html).

Subject area and grade-level curriculum learning expectations, as well as Parent Guides to the elementary report cards for each grade level, are available on the district Web site: www.longmeadow.k12.ma.us/dist/. Check the Website throughout the year for curriculum and assessment updates.

At the Back to School Night/Open House in the fall, teachers share specific information about resources that support the LPS curricula and implementation plans.

Special Subjects

The elementary schools offer special subjects taught by subject area specialists in music, art, physical education and library/media. The curriculum is listed on the Longmeadow Web site. Each program is unique and has certain grade level expectations and routines that require special attention. Please note the description below and with specific programmatic requests.

General Music

Third, fourth and fifth grade students use a wind instrument called the soprano recorder as an integral part of the Orff-Schulwerk Music Training. Third grade students may purchase their own soprano recorder at school for approximately \$6.00 or bring one from home. The soprano recorder will continue to be used in fourth grade. When the student's skill is developed, sometime in fourth or fifth grade, they may purchase an alto recorder from school for approximately \$17.00 or bring one from home. The alto recorder will continue to be used through the fifth grade.

Art

During the six years your child will attend Center School, Art will be a part of his/her weekly schedule. Your child will be exposed to and required to experiment with many different art media, stylistic approaches and art techniques. On the days your child has art scheduled, please be sure to dress him/her appropriately. The Art room does have smocks, but your child should feel comfortable to get involved in what often times are messy materials.

Physical Education

Tie or Velcro sneakers are required for PE. No slip-on or hard soled shoes are allowed. We suggest that girls wear pants (winter) or shorts (summer) on PE days. Should your child not be able to attend PE for any reason, a note or voicemail should be left with the PE teacher and/or Health Office.

Library/Media

The library at Center School is open from 8:30-3:15 four days a week. The library has an extensive collection of books for all levels K-5 and subscriptions to five popular children magazines: *Ranger Rick*, *Kids Discover*, *ZooBooks*, *National Geographic for Kids* and *Sports Illustrated for Kids*. Every class has a scheduled library time each week for instruction and for book selection. Books and magazines may be checked out for one week. There is a limit of one item per child.

Beginning in kindergarten, children are introduced to literature by quality authors and illustrators. They learn about how the library is organized, and explore the differences between fiction and non-fiction. By third grade, they move to a more academic approach, which includes research skills and hands-on projects with other library skills. They also begin to use the

computer lab as part of the library curriculum.

In keeping with the school's Responsive Classroom approach, our library guidelines are as follows:

- Accepting responsibility for inappropriate behavior
- Interacting appropriately with classmates
- Following oral and written directions
- Caring for library materials and property
- Following the computer AUP (Acceptable use Policy)

Instrumental Music

In June, the process of selecting an instrument begins for students in 4th and 5th grade for the next school year. The instrumental music teacher will conduct demonstrations of various musical instruments during your child's general music class.

The string instrument choices for 4th and 5th graders are as follows: violin, viola, cello, and bass (if the child is tall enough). Students, who are interested in string instruments, will be measured for the appropriate sized instrument. They range from quarter to full size.

The band instrument choices for 5th graders are as follows: flute, clarinet, alto saxophone, trumpet, horn, baritone horn, trombone, and a percussion kit that contains a snare drum and a bell set.

Three music dealers serve the Center School: Gerry's Music (South Hadley), Performance Music (Westfield), and Music & Arts Center (Greenfield). Each company has different rates and plans, but they all provide similar services. Most music dealers will repair, free of charge, any instruments rented from them.

Chorus

Chorus is offered to all fifth grade students on a voluntary basis. Forms for choral sign up will be sent home from the music teacher. Chorus is offered one day a week at a time to be determined by the music teacher.

Technology Integration

Mrs. Giuggio is Center's technology integration specialist. Click on the link below to view the exciting ways that Center students are using technology to enhance their learning. Students have a formal technology integration class once a week, but access to technology tools are provided daily.

<http://centertechnology.blogspot.com>

SUMMER SCHOOL PROGRAMS

LHS Enrichment Program

The LPS offers a wide range of summer enrichment classes at Longmeadow High School. A full listing of the course offerings may be accessed via www.longmeadowBiz.com/summerschool. A course brochure is distributed to all students in the spring. Courses are offered in mathematics,

science, art, history, music, theater, language arts, computers, technology, and more. They are held in July, and most courses cost from \$90 - \$200.

ADDITIONAL INFORMATION

School Registration

Student registration packets are available by contacting the Superintendent's Office. All registration materials for new or re-registering students must be returned, in person, to the Superintendent' Office.

A completed registration packet consists of:

- Student Registration Form
- School Admissions Policy
- Establish Residency Guide and backup documentation
- Massachusetts Health Form
- A copy of the student's birth certificate
- Kindergarten Questionnaire (entering grade K only)
- Home Language Survey
- Release of Information Form (entering LPS in grades 1-12, & K (if entering LPS mid-year)

Students may not begin school until all documentation has been received, the school nurse has had an opportunity to review and approve the health form, and the student has developed a schedule of classes with the Principal or Guidance Counselor at the school.

School Insurance

A reasonably priced accident insurance policy is available for all children. School insurance forms are sent home the first week of school. Should you choose to participate in the school insurance program, you will need to fill out the forms and send them back to school with your child. If you need additional information regarding the insurance offered by the school, please call the superintendent's office at 565-4200.

Safety Drills: Fire, Bus Evacuation, Lockdown,

Several times during the school year, students will participate in fire drills. When the alarm bell rings, students are required to be silent and cooperate by following instructions from the teacher regarding the evacuation of the building. A lockdown drill is conducted twice a year, and teachers present information about the procedure in a developmentally appropriate manner.

Facility Use by the Public

To rent rooms at the school for non-school functions, groups need apply to the district's business office. In some cases, there will be a simple rental fee. If cleaning or set up of the rented space is required, an additional custodial fee will be charged. The LPS has a published fee structure for rental and custodial charges.

Ceremonies and Observances

Parents have the right to determine when their children shall be absent because of religious

observances. The student shall not be penalized or denied make-up opportunities or in any way be pressured to choose between school attendance and religious observances.

According to LPS Policy, “no religious celebrations may be held in the public schools.” “Religious celebration” is defined as: a formal observance, including worship or religious services of any kind, whether or not conducted by a clergyman; the display of religious objects or symbols; the presentation of religious music or art displays, except to the extent that such music or art is presented for artistic rather than religious content. School personnel must be especially sensitive about programs presented during religious holiday seasons and they are encouraged to consult with their building administrator whenever in their judgment material and/or programs are of a sensitive nature.

The public schools of Longmeadow recognize and respect the fact that an individual’s beliefs do not include religious observances. A “Balancing off” religious observance is inappropriate. (Refer to LPS Policy IND-R: Instruction)

Lost and Found

For easy identification of lost items, please put your child's name inside all articles of outer clothing, lunch boxes, backpacks, boots, instruments, etc. The school has two large plastic bins located adjacent to the cafeteria. Parent(s), guardian(s), and students can check these bins at anytime. Jewelry, eyeglasses, electronic devices, instruments, etc., are usually maintained in the school’s office. All unclaimed items will be donated on a monthly basis to a charity of the school’s choice.

Handicapped Accessibility

Center School is handicapped accessible. This includes bathrooms in each of the buildings, as well as instructional spaces. An elevator is available for students who need that level of assistance.

School Committee Meetings

Meetings are generally held on the second and fourth Mondays of each month. Meetings are also listed, along with other town meetings, on the Longmeadow Web site. Most meetings are broadcast on Channel 8 cable.

Town Meetings

Town meetings are held at least twice a year: once in the fall and once in the spring. Dates are posted on the Longmeadow school and town Web sites.

<http://www.longmeadow.org>