

Truro Central School
Truro, MA 02666

Telephone-(508) 487-1558
School Hours-8:20 a.m.-2:50 p.m.
Superintendent/Principal: Brian Davis (x201)

Enrollment-158
Average Class Size-19

Classroom Teachers:

Pre-Kindergarten:	Lynne Ready (x228) readyl@truromass.org
Kindergarten:	Ariana Bradford (x227)bradforda@truromass.org
Grade One:	Jeanne Michalowski (x226)michalowskij@truromass.org
Grade Two:	Laura Gazzano (x223) gazzanol@truromass.org
Grade Three:	Amelia Rose (x224)rosea@truromass.org
Grade Four:	Abby Roderick (x225) rodericka@truromass.org
Grade Five :	Megan O'Leary (x230)olearym@truromass.org
Grade Six:	John Burns (x229)burnsj@truromass.org

Special Education:

SPED Director:	Lynne Newton (x215) newtonl@truromass.org
Special Education Teacher:	Madelyn Cordeiro (x234)cordeiom@truromass.org
Special Education Teacher:	Stephanie Costigan(x207)costigans@truromass.org
Speech/Language Therapist:	Katie Castano (x211) castanok@truromass.org
Speech/Language Assistant:	Deanne Ross (211)rossd@truromass.org
School Psychologist/SPED Coord:	Lynne Newton (x215)newtonl@truromass.org

Specialists:

Remedial:	Debra Raymond (x209)raymond@truromass.org
Remedial:	Alice Rieselbach (x209)rieselbacha@truromass.org
Title I	Stacey Klimkosky (x212)klimkoskys@truromass.org
Art:	Kim Possee (x222)posseek@truromass.org
Media:	Stacey Klimkosky(x212)klimkoskys@truromass.org
Music:	Mary Abt (x231) abtm@truromass.org
Physical Education:	Allyson Joy(x233)joya@truromass.org
Guidance:	Nancy Winslow (x208)windsown@truromass.org
World Language:	Alison Waldo (x231)waldoa@truromass.org

Support Personnel:

Early Childhood:	Eliza Harned - harnede@truromass.org Deborah Shone – shoned@truromass.org Molly Despres – despresm@truromass.org Lindsey O'Sullivan – osullivanl@truromass.org
Special Education:	Janet Coe – corj@truromass.org Keith Delcourt – delcourtk@truromass.org Tracie Jordan – jordant@truromass.org Holly LeBart - lebarth@truromass.org Hannah Miller - millerh@truromass.org Christie O'Campbell – ocampbellc@truromass.org Lori Peterman - petermanl@truromass.org Nina Picariello – picariellon@truromass.org Jennifer Robbins – robbinsj@truromass.org Kathy Rosenkampff - rosenkampffk@truromass.org

Office Staff:

Administrative Assistant for Business/Finance:	Marjorie Corea (x203) coream@truromass.org
Administrative Assistant to Superintendent/Principal:	Christine Roderick (x204) roderickc@truromass.org
Administrative Assistant to Special Education:	Heather Fair (x200)fairh@truromass.org
Administrative Assistant to School Committee:	Heather Fair (x200)

Health Services:

Nurse:	Helen Grimm (x205) grimmh@truromass.org
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Food Service Staff:

Cook/Manager:	Warren Falkenburg (x213)falkenburgw@truromass.org
Assistant:	Susie Roderick (x213)rodericks@truromass.org

Plant Management:

Head of Maintenance:	Fernando Hernandez (x210) hernandezf@truromass.org
Custodian:	Mona Marcoullier-Antonuzzi antonuzzim@truromass.org

STATEMENT OF PHILOSOPHY

Truro Central School provides an inviting environment where individuals make a personal commitment toward a meaningful educational experience. We maintain a philosophy which embraces diversity and adheres to nondiscrimination policies based on race, gender, religion, national origin, sexual orientation and disability.

Truro Central School fosters lifelong learners who know where to find and how to access resources for independent learning. Students will be able to read, write, compute and express themselves with demonstrated confidence that stimulates each student's intelligence and learning style. As a result individuals will appreciate and understand his or her relationship to the world and its diversity.

Truro Central School offers a comprehensive and academically challenging experience. This aesthetically pleasing environment welcomes all and is a place of safety and respect. Clearly defined boundaries, expectations and open communication help foster examination, reflection and growth. Diverse cultural, technological and financial resources provide enriching educational opportunities. Truro Central School is a team of learners caring about each member and the well-being of the community.

PRE/K-6 GRADE PROGRAM

The Truro Central School is a pre-kindergarten through grade 6 elementary school. School facilities accommodate the varied program and meeting needs of the greater Truro community, subject to availability and approval. Our media center is the hub of our school program and houses print and non-print materials, equipment resources, and a reading corner to extend the learning opportunities of students and teachers and members of the community.

Our pre-kindergarten, kindergarten and first grade classes are developmental in nature and provide students with the social, emotional and educational experiences so necessary for current and future academic successes. The goal of this approach is to provide students with positive educational experiences through integrated learning, hands-on activities and some pencil and paper tasks.

Students in grades K-6 receive instruction in the seven core curricula areas as required by the Massachusetts Department of Education: English/Language Arts, Mathematics, Science Technology and Engineering, Social Studies, Foreign Language, Health and the Arts. Teachers at all grade levels will be working toward teaching in a developmental way and in integrating curriculum across subject matter areas.

English/ Language Arts instruction fuses reading, language, spelling vocabulary, etc., into one cohesive unit to permit students to learn in a more holistic manner. Writing workshops are encouraged in each classroom on a daily basis. Also, process writing, a natural expression of individual thought, is integrated into our daily pupil work. Research indicates that students learn best when grouped in a heterogeneous setting where motivation- "learning for the sake of learning" -is the key to success.

In mathematics, students interact with mathematical concepts such as measurement, estimation, quantity, probability and statistics and explore the relationship of mathematics to other areas of knowledge. They will recognize and use patterns, construct mathematical models, represent and reason about quantities and shapes, draw accurate conclusions from data, and solve, justify and communicate solutions to problems.

In Science, Technology and Engineering and Social Studies children apply the fundamental principles of the life sciences, physical sciences, earth/space sciences and the science of technology to analyze problems and relate them in a meaningful way to global concerns and their own life experiences. They will investigate and demonstrate methods of scientific inquiry, experimentation and make connections among important historical events, themes, and issues. They will be able to recognize the role that the past has played in shaping the present and understand the process by which individuals and groups develop and work within political, social, economic cultural and geographic contexts. Students will synthesize and communicate information about: important historical events, fundamental concepts, the physical environment and understand concepts such as location and place, critical features of a region, demographic trends, patterns, and the relationship between people and the environment.

Health instruction is incorporated into the science curriculum and is supported through a traditional Physical Education instructional program. Physical Education promotes, cooperation, team effort, physical activity, and respect for others.

Foreign Language is designed to develop conversational written and spoken language skills in Spanish by the end of sixth grade. In addition, understanding other countries, cultures and appreciating the world from a more global perspective is a priority.

Instruction in the Visual and Performing arts is an integral component of student's educational experience at Truro Central School. All students receive direct instruction in the visual arts, general music and participate in 2-3 performing arts productions during the year. In addition, vocal and instrumental music lessons are provided to any student who has the interest and desire to participate.

Under the No Child Left Behind Act of 2001, you have a right to know the professional qualifications of the teachers who instruct your child. You have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Commonwealth of Massachusetts has licensed or certified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under a waiver or other provisional status.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- In addition Federal Legislation mandates that you will be notified if your child is taught for at least four consecutive weeks by a teacher who is not "highly qualified." Should this situation arise you will receive written notification.

If you would like to receive any of this information, please contact Brian Davis at 508-487-1558.

PRESCHOOL -GRADE 6	GENERAL INFORMATION	(ORDERED ALPHABETICALLY)
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ABSENCES

If your child will be absent, please telephone (508-487-1558 x205) before 8:20 am to leave a message. If we have not heard from you by 9:00 the nurse will call to verify the absence.

AFTER SCHOOL ACTIVITIES

School sponsored after school activities such as After School Activities, Jump Up and Go, as well as all school sponsored activities are extensions of the regular school day and are subject to all of the rules, regulations, policies and guidelines which apply to the Truro School District. These also govern school sponsored activities which are held on or off site.

ALLERGIES

Due to the increasing number of children who suffer from peanut allergies we are a **PEANUT FREE SCHOOL**. Peanut butter, peanuts, foods containing peanut butter and peanuts are prohibited. We serve and suggest sunflower seed butter as a substitute.

All food, other than individual student lunch and snack, must be delivered to the office. Under no circumstances are parents to bring food directly to the classroom.

From time to time we may have students who are allergic to other foods or materials the school has both the right and responsibility to prohibit these foods and materials if it presents a health and safety risk.

We maintain our facility in accordance with ASHRAE standards for heating and ventilation, and in accordance to health professional recommendations for individuals with allergies to dust mites.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

The Truro Central School has been certified as being asbestos free.

ATTENDANCE: (Cross reference to: Field Trips, Religious Obligations, Vacations)

Your child's attendance at school is important. All students are expected to attend school daily as consistent attendance is vital to successful mastery of concepts. It is extremely important that all students arrive on time as it sets the tone for the entire day. It has a direct impact on their education and the instruction of others. In addition, students who are consistently late to school are in fact being taught that school is not important.

Active participation within the classroom setting is essential to the delivery, reinforcement and retention of material. Extended vacations, vacations at times when school is in session and/or frequent removal of students from school is both disruptive to the learning process and student achievement. Because instruction is provided in a cross curricula, activity based approach, the provision of "work" or "assignments" during extended vacations is not a valid substitute for classroom instruction. It does not provide your child with the class discussions, activities, interaction between students and teacher, it cannot recreate the classroom environment which your child missed as a result of the absence, nor can it replace the comprehension activities related to the material that your child missed as a result of being taken out of school.

Class participation and class work cannot be made up. Absence from school may have an impact on your child's performance and grades. Therefore, parents are strongly encouraged to limit vacations to the 183 days when school is not in session. If students are removed for extended vacations, teachers are not required to provide activities, lessons and/or materials for the student to complete during the absence.

The Department of Education requires that all schools maintain a minimum of 95% attendance, and holds the school accountable for assuring that this requirement is met. Individual student attendance is reported to the DOE quarterly. Tardiness and early dismissals are considered attendance issues. Parents are notified as attendance issues arise and every effort is made to address unexcused absences informally. Chronic attendance issues which remain unresolved may necessitate notification to social service agencies and or the filing of a Child In Need of Service petition with the court system.

In addition, according to School Committee Policy, a hearing may be held with the parents and Superintendent for students absent in excess of 15 days and a student who is absent in excess of 30 days without receiving special help during the period(s) of absence will be required to make up the year's work.

Special help is provided for specific, documented, excused absences such as medical issues.

Arrival

Breakfast is served at 7:45 a.m. Only students who are having breakfast should arrive prior to 8:10. No breakfast will be served after 8:10. Please note that no one is on site to supervise students dropped off BEFORE 7:45 a.m. No child should arrive prior to 7:45a.m.

Classes begin at **8:20** a.m., therefore students who enter the building AFTER 8:20 a.m. will be marked as tardy. Students arriving late are to report to the office to check in. Students are to enter their classrooms **independently**. Under no circumstances should parents enter classrooms without an appointment and signing in at the office.

Instructional expectations are more effectively met when students arrive ready to learn. Therefore, it is vital that parents’:

1. Send children to school on time, ready to learn, healthy, rested and fed.
2. Let the teachers know if and why a child is not prepared.
3. Communicate concerns, changes or accomplishments to the teacher.
4. Work with the school to best meet the needs of your student.

As teachers prepare for the day, it helps to know if a child has a need or concern for the day. A note to the teacher or a phone call first thing in the morning is often a simple way to inform the teacher of a concern which might impact your child’s day.

Dismissal

Parents who are transporting children are to enter the cafeteria and wait for their child. We must keep the lobby clear for children to exit the building and board the buses. We wish to ensure that children are being safely transported home. Therefore, please do not congregate in the lobby at dismissal, meet your child in the cafeteria and sign them out. Parents will not be allowed to sign their child out until the child is physically present. Your child should remain with you as the parking lot is not a safe place for children to be wandering unsupervised at dismissal. Every effort should be made to plan ahead, arrive on time and avoid the need to remove children from the bus. If you do remove your child from the bus you must enter the building and sign them out. Students remaining in school at 3:00 p.m. will wait in the office for pick up.

Early Dismissal-

Children who arrive before 11:35am will be considered tardy, after 11:35am attendance will be recorded as a half absent day. Students dismissed before 11:35am will be marked as half absent for the day (unless they return).

Children will be released only to:

- a) Parents
- b) The emergency contact people listed on the Emergency Information Card
- c) A person authorized by the parent or contact person listed on the Emergency Information Card (in writing or by phone call).

Parking

Arrival and dismissal are very busy times please supervise your children at all times if you are picking them up. Do not leave them unattended in vehicles and be sure to take your keys when you leave your vehicle.

Visitor parking is specifically for people entering the building for a shorter time than all day.

Do not park or wait in the fire zone during arrival or dismissal.

Please, for safety sake do not walk between buses or vehicles and please hold your children’s hands while crossing the parking lot! Do not allow them to run or walk unattended in the parking lot.

VEHICLES MUST NOT PASS BUSES AT ANY TIME IN THE PARKING LOT.

School safety for your student is our primary concern. Therefore, we must require that parents who drive their children to school follow these simple steps:

- Say goodbye in the lobby, do not accompany them to the gym or classroom (except Preschool)
- Under no circumstances should parents, volunteers or visitors enter the classroom area of the building without signing in at the office.

BICYCLE SAFETY

Helmets are required by law for all bicycle riders.

Children who ride to school without a helmet will not be allowed to ride their bikes home.

Bike riders must leave from the school grounds before the buses depart.

Riding bikes in the school parking lot is not allowed during school, at arrival/dismissal and are prohibited between 8:30 a.m. and 3:00 p.m.

Violations may result in the suspension of bicycle privileges

BULLYING PREVENTION AND INTERVENTION

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This new law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents. Parts of the law (M.G.L. c. 71, § 37O) that are important for students and parents or guardians to know are described below.

These requirements are included in the Truro school or district’s Bullying Prevention and Intervention Plan (“the Plan”). The Plan includes the requirements of the law, and information about the policies and procedures that the Truro school district will follow to prevent bullying and retaliation, or to respond to it when it occurs.

Definitions

Aggressor is a student who engages in bullying, cyberbullying, or retaliation.

Bullying is the repeated use by one or more students 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 target; (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. Bullying includes cyberbullying.

Cyberbullying is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Target is a student against whom bullying, cyberbullying, or retaliation is directed.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

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.
- Nothing contained herein shall require schools to staff any non-school related activities, functions or programs.

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, or reports may be made anonymously. [Superintendent/Principal Brian Davis 508-487-1558 x 201, davisb@truomass.org or the School Social Worker Nancy Winslow 508-487-1558 x 208 winslown@truomass.org.]

School staff members must report immediately to the Superintendent/Principal or Nancy Winslow 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, teachers of extracurricular activities, paraprofessionals, contracted service providers.

When the school Superintendent/Principal or School Social Worker receives a report, he or she shall promptly conduct an investigation. If the school Superintendent/Principal or School Social Worker 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.

Professional Development for School and District Staff

The Truro school district provides ongoing professional development to increase the skills of all staff members to prevent, identify, and respond to bullying.

The content of such professional development includes, but is not limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been show to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyberbullying; and (vi) Internet safety issues as they relate to cyberbullying.

For additional information/forms see: Addendum F, G, H, I at the end of the Handbook.

BUS

Bus transportation is a convenience offered by the school. This privilege can be revoked by the Principal/Superintendent. All buses are equipped with audio and video surveillance devices

***Bus Safety***

Bus drivers are in complete charge of school buses. Students are expected to cooperate with them in every way for their own safety as well as the safety of others. The bus driver must be obeyed at all times. To promote safe student transportation students are assigned to specific seats and audio and video recording equipment may be used at any time. Students are assigned to specific seats for health and safety reasons and are not allowed to change seats. Great care and consideration is given to the assignment of a particular student to a seat and position in that seat (window, middle, aisle). Therefore, seating assignments may only be changed with the approval of the Principal. Audio and video recording equipment is in use on all Truro School District vehicles.

KINDERGARTEN CHILDREN WILL NOT BE DISCHARGED FROM THE BUS UNLESS A PARENT OR AUTHORIZED ADULT IS PRESENT.

***Bus Behavior***

*** Our buses are “unplugged” meaning electronics are not allowed on the bus or in school.**

1. Be on time at bus stop locations (5-10 minutes before the scheduled pick up)
2. Follow correct safety procedures and do not play in the street
3. Follow the driver’s instructions immediately
4. Do not litter, write on, or damage the bus in any way
5. Go directly to your assigned seat and remain seated
6. Store books and property on laps
7. Speak quietly and be courteous to others in speech and behavior
8. No food, drink or gum on the bus
9. No glass, flammable or inappropriate objects on the bus. Occasionally, you may have a project, or special item to bring to school, please check with the driver BEFORE bringing these items on the bus. All items with wheels must be in a container. No pets or animals are allowed on the bus
10. Request driver's permission to open windows
11. Children are not to extend arms or other parts of their bodies through open windows or throw objects about in the bus or out the window
12. Emergency door may only be opened with authorization from the bus driver, school or other bus official
13. Students leaving the bus who cross the road must do so 12 feet in front of the bus immediately after leaving the bus AND UPON SIGNAL FROM THE DRIVER THAT IT IS SAFE TO CROSS!

We ask that parents be aware of children’s behavior at the bus stops and help monitor them. Please teach children to wait safely for the bus and never to run after a moving bus. Remember: *bus transportation is a privilege, not a requirement.*

Bus Consequences

The bus driver is in charge of safety on the bus. If the driver decides safety is a concern, they have the right and responsibility, at their discretion, to modify seating assignments.

A Bullying Incident Report Form will be issued for students who violate the School Bus Code and require disciplinary action by the Principal. The Principal will keep a record of school bus code infractions and shall notify parents of each violation and accompanying disciplinary action.

General Guidelines for Violation of Bus Conduct Rules*:

1st offense: Student warned, appropriate action taken by the driver.

2nd offense: Principal notified by driver, course of action determined, parent notified.

3rd offense: Principal will inform parents by phone with a follow-up letter that the student may have a one day bus suspension. Meeting with driver, Principal and parents may be required.

4th offense: Student may be suspended from the bus for five or more days.

The Truro Central School Code of Conduct is in full effect during transportation, therefore consequences may include loss of recess privilege and/or detention.

Administration reserves the right to suspend bus privileges at any time, even if it is the first offense. During the time of suspension it is the responsibility of the parent to provide alternative transportation to and from school.

*If the incident is determined to be an act of Bullying then the action required under MGL C71 S370 shall apply.

Bus Notes

A CHILD **MUST** HAVE A NOTE TO DO ANYTHING OTHER THAN GOING HOME THE USUAL WAY.

Changes in transportation should not be taken lightly as they may cause confusion and departure delays, and potential safety issues. Bus changes are to be made for emergencies only, and require written requests, which are to be submitted not later than 9:00AM. Requests may be denied by the Superintendent/Principal at his or her discretion

In our experience, students sometimes “make their own plans” or misinterpret instructions. Therefore, all transportation changes must be made in writing.

Bus notes need to contain ALL pertinent information - SIX important components of a bus note are:

1. **DATE** at the top
2. Address the note to the **classroom teacher**
3. Your **child’s name** (first and last)
4. **Specific instructions** (i.e. “Sam Smith is to go home to Billy Brown’s house.” or “Sam Smith is to walk home.”)

5. **Which bus** will transport your child (Truro Bus or North Truro Bus)

6. **Your full name**, clearly signed.

Bus notes should look like this:

<i>September 10, 2010</i>
<i>Dear Ms. Johnson,</i> <i>My son, Sam Smith is to ride the North Truro bus</i> <i>to Billy Brown's stop today.</i>
<i>Thank you,</i> <i>Susan Smith</i>

If we do not receive written notification or cannot reach the parent for confirmation an administrative decision will be made to either transport the child via their regularly scheduled route and stop or keep them at school. Any student for whom parental contact cannot be established by 5:00 PM may be transported to the Public Safety Facility to await pick up. Therefore please be certain to maintain updated emergency contact information.

PAS: All transportation to the Pamet Afterschool Program must be scheduled through the Recreation Department.

The principal has the authority to deny requests for changes in transportation.

CAFETERIA

Cafeteria Etiquette

Students are expected to learn and display proper social behavior within a public dining setting. The role of staff who monitor the cafeteria is to provide assistance when needed and to identify, model and reinforce established lunch room social/behavioral expectations. Students are provided with an opportunity to brush their teeth. Students must bring their own tooth brush and toothpaste with them to the cafeteria and time will be provided after eating and before the commencement of the next class.

Expectations for Lunch Room Behavior

1. Raise hands for permission before leaving seat.
2. Use "restaurant" manners and voices.
3. Select a seat/table and remain there for the lunch period.
4. ALL students will be included and invited to sit at a table which has available seats.
5. Balls and playground "equipment" are to be place in the designated area, and picked up **by the same student** when children are dismissed from the cafeteria.
6. Students are to leave the cafeteria only with permission.
7. Students will walk in the cafeteria.
8. When traveling as a class, students will line up single file and walk quietly.
9. No throwing of food or objects.
10. Remain seated while you eat.
11. Put all trash in proper containers.
12. Clean your place and return your tray before leaving the cafeteria.

- 13. Do not share food with others.
- 14. Take only what you will eat and eat what you take.

Cafeteria monitors are present to assist students, and intervene as needed for issues related to behavior and discipline.

Breakfast

Breakfast is \$1.25 for students and \$2.25 for adults. It is served daily from 7:45-8:10. Breakfast will NOT be served after 8:10. Please do not arrive or drop off students before 7:45 a.m. as there is no supervision.

Free and Reduced Lunch

Free or reduced-price lunch is available to those who qualify. Forms are sent out at the beginning of the year or may be obtained anytime by calling the office. We encourage parents to take advantage of this service.

Lunch

Hot lunch is served every day for \$2.00. In addition a lunch alternative, which changes weekly, such as grilled cheese, sunflower butter sandwich, bagel, etc. is available. A salad bar is also available as part of ALL student lunches. Seconds are available to students at no extra charge. A carton of milk to accompany a lunch brought from home is also available at a cost of \$.25 daily. The cafeteria serves only whole, 2% and skim milk.

Menus

Menus are issued at the beginning of each month, printed in the Banner and posted in the cafeteria daily. They are also available on our website at www.truromass.org.

Payment

Students may pay for lunch on a daily or weekly basis. Upon arrival ALL students must check in in the cafeteria and pay for lunch, milk, or state that they are bringing a lunch. If a student forgets lunch or lunch money meals will be charged as students will not be allowed to “skip” lunch. Charges should be paid the next day. A student can charge breakfast, lunch or milk.

Parents are encouraged to join us for breakfast or lunch. Adult meals are \$2.25 for breakfast and \$3.25 for lunch

CALENDAR

The regular school calendar will be followed and is available in September of each year. For you convenience a copy is attached on the last page so that you can easily tear it off and post it in a conspicuous place at home.

CHANGE OF ADDRESS/TELEPHONE

Families are asked to notify the school of any change of address or telephone number as soon as possible.. *The school secretary can provide further information regarding all registration requirements.*

COMMUNICATION: (cross reference to: Conferences, Notices, Office Procedures, Open House, School Closing, Telephone, Visitors)

General Communication.....

The school website (www.truromass.org) is the primary means of disseminating information to families. This is updated on a regular basis, please check it daily as you will find announcements (including school

closings), events, and homework assignments. The school also distributes a “Weekly Reminder” each Friday which provides an overview of the upcoming week.

Communication with Teachers.....

A teacher’s day is well planned and organized. The plans for each day are in sequence, fitting together for the week. Learning occurs most effectively in an orderly, uninterrupted environment. The children need to be focused and be free of distractions. It is imperative that there are no interruptions of the classroom during the school day.

We encourage and welcome direct communication between families and teachers. To provide you with the time needed for effective communication please schedule an appointment with the teacher, all staff have voice mail and email. The directory is listed on page one of the handbook. Teachers **cannot** be interrupted while they are supervising children or instructing a class. Unscheduled classroom visits can interrupt another parent’s meeting, instructional preparation, or a teacher’s meeting with a student or students.

As noted above a telephone call or e-mail is always an option when communicating with staff. Please be aware that it is not always possible for the teacher to respond in the same day, therefore if your message is an emergency please call the office directly. In addition e-mail is a great means to communicate if you have a quick question or concern. However it should not be used as a daily means of communication as teachers are prepping classes prior to 8:20, have 30 minutes for lunch, and are in meetings after school hours. Therefore, it is not possible for them to correspond with 16-20 student family members on a daily basis.

Communication with Students.....

Classroom interruptions from the office (i.e., forgotten instruments, lunch, homework) will occur during student’s or teachers scheduled prep, recess, or transition times.

Based on the best interest of the students, we do not remove students from daily activities to meet with parents, unless it is for the purpose of early dismissal. If there is an emergency, contact Mr. Davis through the office and he will develop a plan to address the situation. Emergency information should be delivered upon dismissal (if early dismissal is necessary) or upon arrival at home. Our social worker is available to meet with you prior to dismissal. Emergency information should not be delivered to a child at school with the expectation that they will then return to class. Communication of a non-emergency nature should not require the interruption of the school day. In the event that a parent requires immediate to access their student a reasonable “wait time” may be required so as not to interrupt classroom instruction. No interruptions will be allowed during MCAS testing.

An appointment must be made with the principal before observing any classroom. The administration will establish the frequency and duration of all visits and observations.

Communication with Parents.....

For all routine communication we will contact the first person listed on the emergency contact form. This is usually the custodial parent. Due to the prevalence of a wide range of family structures we are unable to contact both parents, track visitation schedules, joint physical custody calendars, send home duplicate information etc. Therefore we encourage all parents to maintain communication as related to your child’s educational experience. The school website (www.truromass.org) is the best method of checking for activities and events.

For emergencies we begin calling the first person listed on the emergency information form (all numbers), leaving messages for you to contact the school immediately. We continue calling all persons/numbers on the

list until we make “live” contact or until all name/numbers have been called. Once a live person has been reached no additional calls are made. The same procedure is followed for early dismissal protocol. Therefore it is important that emergency forms are complete and up to date.

CONFERENCES

Formal Parent Teacher conferences are scheduled in **November** and **March** to review student progress and performance as reported on their Report Card. Conferences are available both in the afternoon and evening. You will be contacted prior to the date to schedule a specific time for your conference. The purpose of conference is to review general progress information as noted on the report card. If additional concerns arise at anytime you may schedule a conference directly with the teacher.

DISCIPLINE POLICY: (Cross reference to: Bullying, Hazing, Harassment, Physical Restraint, Standards of Conduct, Violence)

Development of social skills is an integral part of a child’s education. As such, students are provided with clear expectations concerning their social interactions and behavior while on school grounds. These expectations apply to all students before, during and after regular school hours. In addition, school intervention may apply to activities which occur outside of school time/property, if the activity was discussed, planned and/or initiated during school and/or a school activity or event.

Parental support and involvement in this process is essential for students to develop the skills, insight and understanding necessary for them to become successful students and members of a democratic society. Throughout your student’s day they will be faced with choices. These choices generally fall into two categories - compliance with established rules and expectations and non-compliance with established rules and expectations.

Students are encouraged to make positive choices and are reinforced for making these choices. Occasionally, students consciously make a choice (for many reasons) which is not in compliance with established rules and expectations and will result in a specific consequence. As adults it is our collective responsibility to clarify for students why the choice was not a positive one, and to follow through on the natural consequence of their actions.

It is our goal to provide a range of consequences for choices that students make. These range from a verbal warning to expulsion. Most issues are resolved directly and immediately between the student and classroom teacher and parents. Occasionally the principal may be involved. An overview of the school’s discipline policy is provided below.

***School Wide Expectations*.....**

Throughout the day and year we make conscious efforts to recognize students for positive behavior, success, good work, kindness, etc. Positive reinforcement, modeling and practice are the most effective and powerful tools to shape and teach acceptable behavior. We believe that all students can behave appropriately while at school. Therefore, we will allow no student to interfere with the learning process or prevent other students from participating.

Each classroom establishes expectations, rules, rewards, and consequences. Following are general guidelines for school-wide behavior. Each child is aware of the rules and the consequences in advance and accepts the premise that adherence to or breaking a rule is a conscious choice. Expectations and consequences apply to students while on grounds *at any time*. In addition, students who make threats while

on school grounds, during transport and/or while participating in school sponsored activities and attempt to carry them out at another time or place will be subject to disciplinary action.

Violence, threats, fighting, intentional physical contact, teasing, harassment, name calling, bullying will not be tolerated. All students are expected to: follow directions the first time they are given, keep hands, feet and objects to themselves, walk at all times, **keep all toys at home**. Weapons not allowed in school, this includes knives of any type.

Levels of Intervention.....

There are three general levels of intervention for student misconduct. In all cases a discussion of the misbehavior will be held with all those involved. A student plan for improvement may be written as part of any continuing problem. We teach children to assume responsibility for reparations relative to their actions.

1. Classroom Level

Classroom and special subject teachers will handle most situations involving such things as being uncooperative, teasing, disrespect, etc. (These would include minor playground and cafeteria infractions as well.) Loss of privilege is usually a first consequence. The teacher will usually handle the infractions directly with the child alone. Parents may or may not be contacted. However, if a second similar instance of misbehavior occurs, the teacher will contact a parent. Usually, communication at this point helps alleviate the problem. If it does not, then a conference may be required and a more formal plan instituted.

2. General School Level

The Principal and/or School Social Worker usually deals with more serious infractions when a second intervention is required. Beyond required reparations, continued loss of privileges or a teacher detention can be required. School bus infractions in the early stages may fall in this category, as do those involving minor contraband. Parents may be contacted and if necessary, a meeting may be scheduled with the family and classroom teacher to develop a plan for improvement.

3. Most Serious Level

Misbehavior at this level generally will result in an immediate office referral. If an office referral is made, the Principal and/or School Social Worker will meet with those involved and notify the classroom teacher and family. A family conference may be held and an improvement plan may be developed. Examples of such misbehavior are:

- *fighting or physically harming another person
- *stealing
- *gross disrespect
- *sexual harassment
- *possession of unlawful substances or weapons (including knives of any type)
- *leaving school grounds without permission

In situations involving unlawful substances, weapons possession, threat of violence with a firearm and/or leaving the grounds without permission the police will be notified. Police involvement/notification may occur at the discretion of the school principal.

NOTE: FIREARMS POSSESSION CAN RESULT IN PERMANENT EXPULSION FROM SCHOOL

4. Continued Serious Misbehavior

A conference involving the family, the Principal, teacher and a counselor will be required. Extended periods of after school detention or suspension from school and or referral for out of school intervention, may be necessary, depending on the nature of the situation. An improvement plan or contract will be required. Suspensions are time limited and are reserved for the most serious infractions or continued serious misbehavior. Time during suspensions is used to provide planning to address the issue.

5. Due Process

Due process means your right to notice of charges and an opportunity to present your side of the story before discipline is imposed. In most disciplinary matters, this process may be informal. If the infraction and the penalty are more serious, for example involving suspension from school a more formal process will be followed, including provision of a written notice to the parents of their right to appeal the decision to the Superintendent.

If the offense results in a long term suspension or expulsion students are entitled to a more formal hearing process including the right to representation at a hearing, the right to present your own witnesses, and the right to cross examine witnesses.

Examples of Consequences:

Consequences may take many forms, they may be part of a classroom management plan, an individual behavior plan, or situation specific. Consequences selected are based on a multitude of factors such as age, behavior, intent, number of previous offenses, etc. Following are examples behavioral consequences:

Loss of Recess:

As a natural consequence a child may at the discretion of the teacher be asked to sit on the sidelines, remain in the classroom and/or make up work not completed. Behaviors related to social issues, inappropriate behavior at recess (e.g. not following teacher direction, teasing, excluding others, etc.), and or refusal to complete work during scheduled “worktime” may result in making up of this time during the student’s free time.

Alternative Lunch:

Assigned seating or a separate, staff supervised lunch may be used for students having difficulty meeting cafeteria and behavioral expectations.

Teacher Detention:

This usually takes place in the classroom from 3:00 - 3:30. Parents will be notified by the Principal or classroom teacher and parents will be responsible for transportation.

Office Intervention:

Student are sometime required to come to the office and/or meet with the Principal to reinforce the seriousness of their behavior, as an additional step in a stop and think, time out, or for continued disruptive

behavior while in class. Following an Office Intervention the Principal and teacher will meet to determine additional consequences if necessary.

Principal Detention:

This usually takes place in the classroom, is generally a result of more serious behaviors such as hitting, pushing, fighting, gross misconduct, and is scheduled at the discretion of the Principal. Parents are contacted, are responsible for transportation and are requested to reschedule other activities to accommodate detention as a natural consequence for the student's action.

Suspension:

This is a serious consequence which can only be applied by the Principal. All communication comes from the Principal. It is reserved for instances of repeated offenses and obvious disregard for school rules and policies.

They refer to behaviors which have the potential to cause serious injury to members of the school community or major disruption of the educational process at the school. The examples are presented as a guideline. Students who violate these rules on buses, in school, on school grounds, or at school-sponsored events will be considered for suspension by the school administration.

Therefore, when reasonable efforts to provide positive remedies are ineffective, suspension remains the right of the school and will be instituted in accord with appropriate due process.

Examples of suspend able offenses are listed below.

Students will not:

- cause or attempt to cause damage to school/private property, or steal, or attempt to steal, school/private property.
- cause or attempt to cause physical or psychological injury to another person.
- use profanity, abusive language or obscene gestures.
- possess or transmit any firearm, knife, explosive or other similar dangerous object.
- possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant at any time.
- leave or attempt to leave the school grounds without appropriate permission.
- possess or use tobacco in any form.

Any threat made which includes the use of a weapon is a suspendable offence and will be reported to the police.

Expulsion:

This is the most serious consequence and requires a formal hearing process. As noted previously fire arms possession can result in permanent expulsion from school.

Massachusetts General Laws Chapter 71, Section 37H requires that all student handbooks shall contain the following provisions:

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter ninety-four C, including, but not

limited to, marijuana, cocaine, heroin, may be subject to expulsion from school or school district by the principal.

- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

DISCIPLINE OF STUDENTS WHO ARE ELIGIBLE FOR SPECIAL EDUCATION SERVICES

In general, if your child has violated the school's disciplinary code, the school may suspend or remove your child from his or her current educational placement for a period not to exceed ten (10) consecutive school days in any school year. If your child possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event or carries a weapon to school or a school function or has repeated incidents of suspendable offences, the school district may place your child in an interim alternative educational setting for up to 45 calendar days. If your child has been placed in an interim education setting as a result of a disciplinary action, your child may remain in the interim setting for a period not to exceed 45 days. Thereafter, your child will return to the previously agreed-upon educational placement unless either a hearing officer orders another placement or you and the school agree on another placement.

Anytime the school wishes to remove your child from his or her current educational placement for more than ten(10) consecutive school days in any school year, or for more than ten cumulative days when a pattern of removal is occurring, this constitutes a "change of placement". A change of placement invokes certain procedural protections under the IDEA, the federal special education law. These include the following:

- a) Prior to any removal that constitutes a change in placement, the school district must convene a Team meeting to develop a plan for conducting a functional behavioral assessment that will be used as the basis for developing specific strategies to address the problematic behavior. If a behavioral intervention plan has been previously developed, the Team shall review its implementation and modify if necessary.
- b) Prior to any removal that constitutes a change in placement, the school district must send you a full statement of your procedural right (parents right brochure) and inform you that the Team will

consider whether or not the behavior that forms the basis for the removal is related to the student's disability. This consideration is called a "manifestation determination". Remember that you, as a parent, always have the right to participate as a member of the Team.

Consideration of whether the behavior is a manifestation of the student's disability:

The law provides that the Team must consider evaluation information, observational information, the student's IEP and placement, and must determine whether the behavior prompting disciplinary removal was a manifestation of the student's disability. The Team considers if the student understood the impact and consequences of the behavior, and further considers if the student's disability impaired the student's ability to control his or her behavior.

If the Team determines that the behavior was related to your child's disability, then your child may not be removed from the current educational placement (except in the case of weapon or drug possession or use) until the IEP Team develops a new IEP and decides upon a new placement and you consent to that new IEP placement.

If the Team determines the behavior was not related to your child's disability, then the school may suspend or otherwise discipline your child according to the school's code of conduct, except that for any period of removal exceeding ten (10) school days, the school district must provide your child with a Free Appropriate Public Education (FAPE). The school district must determine the educational services necessary for FAPE and the manner and location for providing these services.

In the case of a disagreement with the Team's determination:

If you disagree with the Team's decision on the "manifestation determination" or with the decision relating to placement of your child in an interim alternative education setting or any other disciplinary action, you have the right to request an expedited due process hearing from the Bureau of Special Education Appeals.

DISCIPLINE AND PROCEDURAL REQUIREMENTS APPLIED TO STUDENTS NOT YET DETERMINED TO BE ELIGIBLE FOR SPECIAL EDUCATION

If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections under law available to the student until and unless the student is subsequently determined not to be eligible for special education. The school district may be considered to have prior knowledge if:

- a. The parent had expressed concern in writing; or
- b. The parent had requested an evaluation; or
- c. School district staff had expressed concern that the student had a disability.

If the school district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to disciplinary action, the school district will complete an expedited evaluation to determine eligibility for special education. The expedited evaluation will be completed and delivered to the parent via Team meeting discussions and reports within 15 school days from the school's receipt of a written consent to evaluate. If the student is found to have a disability and is eligible for special education services then he/she receives all procedural protections subsequent to the finding of eligibility.

DRESS

Students should dress appropriately for school. This includes warm clothing in the winter months as we go outside for recess every day except when there is steady rain. During warmer weather please dress for comfort and safety. Flip flops, tube tops, spaghetti straps, low cut tops, short shorts and bare midriffs are great for the beach but not for school. Pajamas and slippers are also appropriate for home but not for school. Costumes, face painting, masks, and excessive make-up are also not appropriate for school unless it is part of a scheduled school activity. Students may be asked to remove such apparel and accessories during the school day. Please be aware that school is an active place and footwear should be carefully considered. Open toed shoes, sandals, high heels, etc. restrict student movement and often result in injury. Sneakers, shorts and tee shirts are best in warm weather. Tee shirts advertising alcohol/ tobacco products, violence (e.g. WWF), containing sexual connotations and other messages deemed inappropriate for an elementary school setting by the principal should not be worn to school. Caps, hats, bandanas, headbands or head gear of any kind cannot be worn in school. As per our Student Council, "it is agreed that students who have shoulder length hair will be able to wear bandanas as hairbands provided that they are folded like a wide hairband. If a student is fiddling with and/or swapping hairbands they will be told to remove it for the rest of the day. If the problem persists with a student or students then they will lose the privilege for the remainder of the year." Violations of these expectations may result in a request for parents to provide alternate clothing or if parents cannot be contacted, students may be provided with additional or alternative clothing to be worn during the school day.

As "fashion" changes additions may be made to this list. For example, "Heelies" which were popular, may not be worn in school as they pose a safety hazard. Also, while it may be "fashionable" for girls to "layer" tank tops and have bra straps exposed, it is not viewed as school appropriate attire.

In order to assist parents in addressing this issue with older students we suggest that you not engage in "fashion" battles each morning. Simply let your student know that you have a feeling that their choice of attire may not be acceptable to the school and we will address the problem upon their arrival.

During winter months we do go outside every day. Students who wish to play on the playground must wear boots. Snow pants are required for students who wish to "play in the snow." Students without appropriate attire will be restricted to the paved, dry sections of the play ground.

EMERGENCY PROCEDURES

Due to the changing world in which we live Truro Central School has developed comprehensive procedures to assure student health and safety for a wide range of "crisis" scenarios. These include fire/evacuation, individual incidents affecting health and safety, terrorist events (local and national) and general unspecified "crises."

It should be noted that the primary goal of all plans and procedures is the health and safety of the students and staff. Further it is the basic premise of all plans that early dismissal of students should be avoided and used only when failure to do so would jeopardize the health and safety of students and staff. Therefore, we will make every effort to complete a school day once students arrive and avoid early dismissals whenever possible.

General procedures for school cancellations, delayed start and emergency closing are noted on page 23 under "School Closings." While this information has traditionally applied to inclement weather, cancellation procedures will also be followed as part of our crisis plan. In addition parents should be aware of the general guidelines to be followed in the event of a local or national crisis event.

1. While every situation is unique, in general we do not share information with students! Our primary responsibility is the safety of your students.
2. For general national or international events which might not directly affect our area, we maintain a media black out. We will not turn on the television or radios in the classrooms. We will set up a communication/information center for staff during their free periods. Events will not be discussed outside of the communication center.
3. Parents will be contacted by office staff to be home when students arrive. Generally there will not be early dismissal unless a local state of emergency is declared.
4. Bus drivers are instructed to turn radios off and not discuss events during transportation. If an event (local or national) occurs during transit the drivers have been instructed to complete their run. If there is a localized emergency and a student or students cannot be delivered safely to their prescribed stop, they will be transported to the Public Safety Facility. During a localized event the school will most likely be evacuated and utilized as a Civil Defense Shelter, therefore the Public Safety Facility will be the only facility staffed and operational on a 24/7 basis.
5. Parents who pick up students are directed not to discuss events while in school.
6. At the conclusion of the day staff will meet to prepare a support plan for the following day. Substitutes who are already scheduled to cover a class on the following day should also stay for the meeting.
7. Staff will report for work at 7:00AM the following day to meet, update, and receive specific assignments.

As part of our crisis planning and preparation emergency lock down drills will be held throughout the year. Like fire drills and bus evacuation drills practice and preparation are essential elements of student safety.

EXTRA HELP

Some children may need extra help to succeed in school. If you have a concern please contact the classroom teacher. Student concerns are first addressed by the teacher. In addition we have a building based support team known as ACT (Assisting Children and Teachers) which is available to assist in the provision of extra help to any and all students. If more intensive services are determined to be necessary a referral to Title I and Special Education may be identified as the appropriate course of action.

FACILITY USE

Use of facility AND GROUNDS by groups and individuals is available by permit only. Any individual and/or group wishing to use school property must obtain written permission from the Superintendent. Use by individuals or groups under the age of 18 must have an adult authorized by permit and on grounds during the scheduled activity.

The school grounds are not safe nor approved for sledding, snowboarding, skiing, inline skating, skateboarding, or biking. The police are authorized to discharge persons on school grounds who have not received written permission from the Superintendent.

Our facility meets the requirements for Americans with Disabilities Act, is free from harmful animals, insects, and poisonous plants. We use an Integrated Pest Management approach employing the least hazardous means of addressing pest management. No pest management methods are utilized while children are in the facility. Further, after painting, installing new carpets, etc. the building is ventilated before students enter.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The No Child Left Behind Act of 2001 (NCLB) amended the Protection of Pupil Rights Amendment (PPRA) to require that School Districts notify annually Parent's Rights under PPRA and under the Family Educational Rights and Privacy Act (FERPA). This section of the handbook serves to provide that notification.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the Superintendent/Principal a written request that identifies the record(s) they wish to inspect. The Superintendent/Principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the Superintendent/Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

FIELD TRIPS

Student participation in field trips is an important component of their educational experience they are designed as extensions of concepts presented as part of the instructional program. Therefore full participation by all students is expected. If a special circumstance exists it should be brought to the attention of the classroom teacher. Final determination for exemption from this expectation, shall be made by the principal. Students who fail to attend school on the day of the scheduled field trip may be recorded as an unexcused absence. Failure to attend the field trip or parallel activity may affect a student's final grade.

Prior to all field trips it is expected that all students will adhere to established academic and/or behavioral expectations prior to departure. Failure to meet these expectations and/or issues related to student health and safety shall be reviewed by the administration who, in its exclusive judgment, shall determine if the student may participate, may participate with modifications, or may not participate. Any student who does not participate will be assigned parallel curriculum activities to complete in school during the time of the trip.

If a student is required to be returned from a field trip, it will be at the parents' expense.

Parent participation in field trips is made at the discretion of the teacher and may include but not be limited to mandatory participation in training sessions (trip goals and expectations, confidentiality, student intervention procedures etc.) , a criminal back ground check, etc. Due to liability, accountability, reliability factors and previous experiences every effort is made to utilize only school employees on overnight field trips.

Due to the complex nature of field trip planning and implementation students will depart from school as a group and return to school as a group. Parent pick up and drop off of students at any time/location other than the designated departure and return time/location is discouraged and can only be approved by the principal.

Sunscreen may be advisable for students participating in some field trips. Parents are requested to apply sunscreen prior to student's arrival at school. As with any allergy please notify the school nurse if your child has a sensitivity or allergy to sunscreen, or if they have a medical condition which will require the application of sunscreen for brief periods while outdoors (i.e. recess)

FIRE DRILLS

Fire drills are an important safety precaution and are scheduled at intervals throughout the school year. The classroom teacher will instruct the children in the exit procedures to be followed. Depending on the evacuation point assembly areas are on the upper playground and the field.

FUND RAISING

Truro Central School believes that "world class" education requires extra-ordinary parental involvement. Activities and resources provided to all children which extend and enhance a general public education experience require a level of funding which exceeds that which can realistically be expected from general tax revenues.

In order to generate these funds the Truro Central School community expects the participation of all parents. To this end you are being urged to commit yourself to at least one fund raising activity each year. This event may be specific to the needs of your child's classroom or it may include a general parent group fund raising activity. Please see the TEEA section of the Handbook.

GIFTS

We realize that students often want to express their appreciation in a tangible way, therefore some suggestions that you can offer your child can include: making a card, picture, ornament, writing a poem or holiday letter. Mass General Law prohibits school employees from accepting gifts with a collective value of more than \$50.00.

HARASSMENT

See Appendix A

HAZING

Activities involving hazing by any and all Truro Central School students or groups and by those groups using or renting school facilities is prohibited by MGL Chapter 269, Sections 17-19. Groups and individuals using or renting Truro Central School facilities will be supplied with a copy of the above law or part of the rules and regulations governing the use of school facilities.

HEALTH

Health Services.....

A registered nurse is available on site to implement the health program, give individual advice on health problems, and provide emergency first aid. The nurse is on site, Monday through Thursday, 8:05 a.m. to 3:05 p.m. (Friday until 2:50) and she can be reached by calling 508-487-1558 Ex. 205.

It is advised that parents inform the school authorities of any physical or emotional concerns their child may have so that adequate provisions may be made in the school program.

Vision and hearing tests are given to all children annually. Measurements of height and weight are also charted annually.

Health records and immunizations.....

The nurse maintains a medical history on all students. To best meet your child’s health needs and to keep school records up to date, please notify the nurse of any change in health status as well as administration of medication and any immunizations. In a manner consistent with state and federal regulations: **No child will be admitted to school without the required immunizations.** Massachusetts general laws allow exemption only for religious or medical reasons, philosophical exemptions are not allowed. Documentation for religious (signed by a parent) and medical (signed by a physician) exemptions are required. Forms are available from the school nurse if you are seeking a religious exemption for this state requirement. Forms must be completed annually.

Massachusetts regulations concerning medications at school.....

Medications (both prescription and non-prescription) should not be taken during school hours if it is possible to achieve a regimen at home. For example, medications to be taken 3 times a day can be given before school, after school and at bedtime. Under certain conditions when medication must be taken during school hours, the following procedure is strictly adhered to.

The policy is as follows:

Submit a doctor's letter stating that the medication is necessary during school hours.

Submit a letter from the parent giving the nurse permission to dispense the medication.

Medication must be delivered to the nurse by parent as follows:

1. All prescription or non-prescription (over-the-counter) medications must be accompanied by a physician's written authorization.
2. All medications must be accompanied by a written parental authorization for school personnel to supervise taking of the medication.
3. All medications must be in the *original pharmacy container* and be clearly labeled with the child's name, medication's name, dosage, and time for dispensing.
4. ALL medication must be delivered to the school nurse by the child's parent or guardian.
5. During school hours and on the school bus, no child shall have any medication on his or her person without prior authorization from the school nurse (e.g. epi-pens)

Health Policy.....

The school attempts to provide a safe environment for your child in the school building or on the playground. Still, accidents do occur. In such events, first aid will be administered (if needed), and the school nurse will be called to the scene or the student will be sent to her office as deemed appropriate. The responsibility for further treatment rests entirely with the parent and family physician. In cases of serious injury, Truro Rescue will be called immediately, followed by parental notification.

It is most important that the child, the school nurse or the school principal know where to contact parents or some other responsible person in cases of emergency or illness. An "emergency card" is sent home the first day of school each year. If your home address, working address, home telephone or emergency telephone number is changed, please update the school records. Call the office with any changes in how the school is to notify you in an emergency.

Illness.....

Children who are ill or have a contagious disease are not allowed to attend school. Please do not send your child to school when symptoms of illness occur such as: fever over 100, vomiting, diarrhea, severe sore throat, severe coughing, etc. If your child has experienced any of these symptoms within the last 24 hours, please keep them at home. Illnesses spread very rapidly in a school setting. Children who come to school and exhibit any of the above symptoms are isolated until a parent/guardian arrives to pick up the child.

Please notify the school nurse immediately should your child contract any contagious diseases or come into contact with someone who has contagious diseases such as: Measles, Chicken Pox, Whooping Cough, Scarlet Fever, Strep Throat, Fifth's Disease, Conjunctivitis, Scabies, Lice, Impetigo, etc.

Notification is important for the health and safety of other children and also for staff and family members who may be pregnant or have compromised immune systems.

Unspecified Medical Conditions

Throughout the year the school and school community may be called upon to address unanticipated medical issues. These might include severe allergies and other life threatening conditions. To address these issues and assure the health and safety of all students Truro Central School has the right and responsibility to ban foods, objects, materials, etc. which in the judgment of the administration would jeopardize the health and safety of a student or group of students.

* In the event of a smog alert issued by state or local agencies student time spent outside will be reduced or eliminated.

See insert from the Health Office for more information on school health and immunizations.

Health education.....

The overall goal of Health Education is to promote the health and well-being of students, and prepare them to make informed decisions during their lifetime.

In grades 4, 5, and 6, topics such as puberty, human growth and development, functions of the body, reproduction, HIV/AIDS, sexually transmitted diseases, and prevention of sexual abuse are included as part of the Health Curriculum. The instructional materials we use for the course include a curriculum package, educational videos, and discussion. If you would like to review these materials at the school, you are welcome to do so. Please call our nurse, Helen Grimm to arrange a convenient time.

Under Massachusetts law (General Laws Chapter 71, Section 32A) and Truro School Committee policy, you may exempt your child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To receive an exemption, simply send a letter requesting an exemption for your child. No student who is exempted from this portion of the curriculum will be penalized. We will provide an alternative assignment to students who exempted.

Student welfare communicable diseases.....

Policy: Head Lice/Nits

Even today head lice remains a common occurrence in public schools. While not life threatening, lice are easily transmitted and very uncomfortable. To address this issue children with head lice and/or nits will not be permitted to any classroom at Truro Central School. Any parent who finds either head lice or nits on his/her child must contact the school nurse for further direction.

IT IS IMPERATIVE that children seeking re-entry to Truro Central School after a head lice/nits treatment be brought to school in a private car by the parent who will wait until the child is examined by the school nurse. Please call the school nurse for an appointment for you and your child.

Distribution of Potassium Iodide

In May 2003, the Town of Truro authorized the stock piling and distribution of potassium iodide tabulates in the event of a radiological emergency. As such, Truro Central School is required to develop a process for administration of potassium iodide to students.

The process requires parental/legal guardian authorization for the administration to students. Therefore, please be sure to review the information contained in Appendix E and if you are interested, sign and return the authorization for administration form in the packet containing the medical/dental permission forms.

While all available information is helpful please check with your child’s physician prior to authorizing the administration of this (or any medication).

HOMEWORK REQUIREMENTS

While the research results on the effectiveness of homework as related to student achievement are “mixed” at best, if assigned thoughtfully homework will provide reinforcement of concepts, practice of skills and study discipline. Homework, if completed with care and diligence, is one method of extending the school

day through practice and reinforcement of concepts and therefore can be an important ingredient for success in school.

With the increased demands placed on students to perform according to “world class standards” assignment, completion, and participation of parents in homework is becoming increasingly important. Assignments may be short term (i.e. handed in the next day) or long term. Often, long term assignments are completed in steps with sequential deadlines for task completion. If you have any questions, please schedule a time to review assignments with the classroom teacher. Assignments are also available on our website www.truromass.org.

Students are expected to complete and pass in all assignments. Homework may be assigned on a regular basis as early as Kindergarten. Parents can help their children to form good study habits by; providing an area for study, setting a consistent time for study, and simply checking for homework completion. Checking your child’s homework is an important component of a student’s “homework experience” as it lets the parent know what is being covered in class, and lets the student know that the parent is aware and involved in their education.

From time to time student’s may struggle with a homework assignment. Parents can be most helpful by providing limited assistance for completion, and a lot of support for effort. Parents, please remember this is your child’s assignment not yours! If your child is really having a hard time it is important that you make a note on their assignment and it will be addressed in class. Homework is a valuable assessment tool for concept mastery therefore, it is equally important for teachers to know what students can complete independently and what they have not yet mastered. Encourage your child to do their best, allow them to be as independent as possible and review assignments for completion is most important. It is not necessary to have them correct every answer, this will be covered in class. Error patterns by students provides their teacher with valuable information about your child’s learning as well as potential adjustment of instructional priorities.

Homework is any task assigned to students during the school day to be completed outside of regular class time.

It is important for classroom teachers to make every effort to ensure that homework assignments are (1) necessary and useful, (2) appropriate to the ability level of the student, (3) well explained and motivated, and (4) clearly understood by the student so that homework assignments can be completed without parental

or outside assistance unless parents have been informed that a particular assignment requires parental involvement.

As with all instruction, classroom teachers must provide prompt feedback to students about their work, giving appropriate recognition and information to students relative to completed homework assignments if assignments are to have value.

HOMework REQUIREMENTS

Kindergarten - Grade 2

The foundation for homework will be built in Kindergarten, Grade 1 and Grade 2. Homework, once introduced, will be assigned a minimum of two evenings per week. The average daily time for homework is as follows:

Kindergarten -10 minutes
Grades 1 & 2 - 10-20 minutes

Grade 3 & 4

Homework will be assigned a minimum of three evenings per week The average daily time for homework is:

30 - 45 minutes

Grade 5 & 6

Homework will be assigned a minimum of four evenings per week. The average daily time for homework is:

45 - 60 minutes

INSURANCE

***Accident*.....**

A low cost school accident insurance plan is available. We recommend this because there is no other school insurance. The school and town do not carry insurance which will pay medical or dental bills for students injured during the usual school day activities in the gym or on the playground. If you did not receive an application form, please ask for one from the office.

***Health*.....**

Free health insurance is available for children through a number of state agencies. If your child is not covered by a health insurance plan contact our school nurse and she will assist you in the process.

INVITATIONS (birthday parties etc.)

Invitations are not to be distributed at school on school grounds, or on the bus. Class lists are available as outlined in the **STUDENT RECORDS -INFORMATION** section of the Handbook.

LIBRARY

Our library is a very important place. Reading is the keystone of an elementary school and we hope to nurture a love of reading through frequent visits. All classes have scheduled time for library instruction and book selection. Students will be provided with time to select and check out books to bring home. The Town Library also sponsors monthly field trips for all students to visit, obtain library cards and check out books.

MAINTENANCE AND CLEANING

In order to maintain a safe, clean and healthy environment for students, staff, families and the general environment Truro Central School utilizes “green cleaning” methods, techniques and products as much as is allowed given legislation and regulations. In addition the following procedures and inspections are in place:

- * The building meets all ADA accessibility requirements
- * The building is ventilated for 48 hours after painting and or installing new carpet before students enter.
- * Drinking water is supplied and monitored by the Town of Provincetown
- * Heating and ventilation meets ASHRE standards.
- * The facility has been certified as being free of asbestos and lead paint, and has annual inspections of all safety equipment such as fire alarms, extinguishers, sprinklers systems, and smoke detectors. Carbon monoxide and radon detection is in place.
- * The facility is maintained in accordance to health professional standards for individuals with allergies to dust mites.
- * The facility is free from harmful animals, insects and poisonous plants.
- * The school has an “Integrated Pest Management Plan” which has been approved by the Dept. Of Agriculture, so that the least hazardous means are used. No treatments of any kind are applied while children are on site and all families are notified prior to treatments of any kind.

Cleaning.....

The school adheres to the cleaning and sanitation frequency table as prescribed by NAEYC

- * Surfaces that may come into contact with potentially infectious body fluids are either disposable or made of a material that can be sanitized.
- * Staff utilize barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and that reduce the spread of infectious disease.
- * When spills of body fluids occur, staff clean them up immediately with detergent followed by water rinsing.
- * After cleaning, staff sanitize nonporous surfaces by using the procedure for sanitizing designed changing surfaces described in NAEYC Cleaning and Sanitation frequency Table (p. 51)
- * Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.
- * Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

MEDICATIONS

See Health

MOVING

If you expect to move, letting us know early facilitate the process. We will send transfer papers to the new school early, have records ready and hopefully ease the transition for you and your student. Upon request, the school may disclose education records with or without consent to officials of another public school district in which a student seeks or intends to enroll.

NON-CUSTODIAL PARENTS

If you are a parent who does not have *physical* custody of your child and would like to be kept informed of school events please note that school news, events and activities are listed on the school website at www.truromass.org. Direct communication with the classroom teacher is also another way that non-custodial parents can keep informed as to important events.

Please note that non-custodial parents must comply with the provisions of **MGL Chapter 71, Section 34H** in order to access student information. Specific details concerning this process are available in the principal's office.

NON-DISCRIMINATION POLICY

See Appendix B

NOTICES

Throughout the week notices are sent home with students. Therefore it is important that you take time to look through your student's backpack, and ask about notices. A weekly reminder is sent home every Friday which provides an overview of upcoming events, one week in advance. Due to the number of children who are members of blended, non-traditional, and/or residents of multiple households we are unable to provide multiple copies of notices. Therefore, most events, notices and activities can be found on the school's website, www.truromass.org. In addition, hardcopies are available in the office.

OFFICE PROCEDURES

Parents and visitors must sign in at the office and receive a Visitor Badge.

Parents and/or students must check in at the office if you arrive at school after 8:20 a.m.

Notes are required:

- 1) when a child is to be dismissed before the end of the school day, it MUST be done through the office;*
- 2) if there is a change in regular bus dismissal procedure;*
- 3) if there are bus riding changes;*
- 4) prior to a planned lengthy absence;*
- 5) when a child returns after an absence.*

Whenever a child is absent, notify the school on the day of the absence before 8:20 a.m.

OPEN HOUSE

Early in the year parents will be invited to visit school, meet the faculty, and receive general information concerning programs, services and expectations.

PERSONAL PROPERTY

Based on our experience we have found that it is best if students leave personal property at home. They should bring only those materials necessary for successful completion of school assignments and classroom activities.

Following are general guidelines concerning personal property:

1. Trading or purchase of items from other students is not permitted.

2. Please do not send expensive, antique, heirloom, collectibles, or items which have sentimental value, unless you check with the teacher first.
3. Students need not bring money to school, other than lunch/breakfast.

Unless *specific* permission has been given by the teacher or Principal, the following items are to be left at home:

comic books, all electronics, remote control toys, skateboards, in-line skates, candy, lollipops, gum, cards, trading cards, pictures, anything depicting or containing: graphic violence, drugs, alcohol, or discriminatory messages (including clothing, hats, etc.) or any kind of weapon, real or toy, including paint ball guns, ammunition (live or expended).

Pagers and cell phones are NOT permitted.

PETS

ALL animal visits must be cleared with the teacher, are for a short time and a specific, pre-approved purpose. Visiting animals must be leashed, caged, or stored in some manner and *always* under adult control. Classroom pets or visiting animals must be in good health. Pets or visiting animals must have documentation from a veterinarian or animal shelter to show that animals are fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children. Teaching staff will supervise all interactions between children and animals. They will also insure that any child who is allergic to a type of animal is not exposed to that animal. Reptiles are not allowed as classroom pets in grades K-2, because of the risk of salmonella infection.

UNDER NO CIRCUMSTANCES ARE ANIMALS ALLOWED IN THE CAFETERIA

Please do not bring pets when dropping/picking up students.

PHOTOGRAPHS

General Photography.....

If you attend a school event, such as a play, please remember some parents prefer not to have their child's picture taken. Please do not take general pictures - only those groups or shots in which your child is participating.

School Pictures.....

School photos are taken early in the school year. Look for information which will be sent home with your student.

Media Photos.....

Media coverage is often a part of a celebration of our students accomplishments. Usually several photos are taken of individuals, groups, classes or the entire school and the newspaper or television station edits the material making it impossible to determine the specific students who will appear in the photograph or film clip. Therefore, you must submit a written request if you wish to exclude your child from being part of media coverage for school events.

Website Photos.....

Our website may provide access to video clips of school events, projects, activities, etc. These will appear with no student identifiers and are intended as yet another means of sharing student accomplishments. If you wish to exclude your child's photograph, and/or video image from the school's website please submit a written request.

PHYSICAL RESTRAINT

Pursuant to M.G.L. c. 69, S 1B and Ch. 71 S. 37G and 603 CMR promulgated by the Board of Education every student participating in a Massachusetts public education program is free from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (a) to administer a physical restraint only when needed to protect a student and/or a member of the school community from imminent, serious, physical harm; and
- (b) to prevent or minimize any harm to the student as a result of the use of physical restraint.

PLAYGROUND

Playground expectations.....

When students are on the playground safety is our primary concern. Students are expected to: immediately follow teacher instructions, stop playing when the bell rings and prepare to enter the building, stay within playground boundaries, include everyone in games and activities, mediate conflicts, play only **NON-CONTACT** games, report all injuries, not to pretend to be injured and use equipment properly. If these expectations are not met in the judgment of staff supervising students, privileges maybe revoked and/or games/teams may be determined by the supervising staff.

Use of playground equipment is a privilege and as with use of all school equipment there is an expectation that safety rules will be followed. In general, this means: waiting your turn without pushing, fighting, or blocking the use of equipment by others. Specific expectations for equipment use are:

The Slide

YES

- One (1) person at a time
- Keep your hands to yourself
- Feet first

NO

- Going down on your tummy
- Climbing on the bars by the slide
- Jumping off
- Climbing up
- Making trains
- Piling up on each other
- Hanging on the edge
- Standing
- Putting rocks on the slide
- Sitting on your coat to slide down

Jump ropes
Going backwards
Sliding head first

The Monkey Bars

YES

One (1) person at a time
Take turns

NO

Pushing off
Climbing on top of or jumping off the top
Walking under, when someone is on them
Pulling on a climber

The Swings

YES

One (1) person
Keep shoes on
Use both hands
Take turns Standing on the swing

NO

Jumping off
Running through
Saving a swing for someone else

Standing or walking in front, behind or between
(Don't even pretend)
Touching the person who's swinging unless you
are pushing them and they asked.
Swinging on your tummy
Going from side to side
Twisting the swing
Using two swings

PRESCHOOL PROGRAM

(See pages 41-45)

PROTECTION OF PUPIL RIGHTS AMENDMENT

The No Child Left Behind Act of 2001 (NCLB) amended the Protection of Pupil Rights Amendment (PPRA) to require that School Districts notify annually Parent's Rights under PPRA and under the Family Educational Rights and Privacy Act (FERPA). This section of the handbook serves to provide that notification.

NOTIFICATION OF THE RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS ACTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

•*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of-*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screening, or any physical exam or screening permitted or required under State Law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•*Inspect*, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

Truro Central School is in the process of developing policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Truro Central School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Truro Central School will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activity or surveys noted below and will provide an opportunity for the parents to opt his or her child out of participation of the specific activity or survey.. Truro Central School will make notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covers under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

REGISTRATION

Pre-kindergarten and kindergarten registrations are held in the spring each year. Dates for registration are publicized in the local newspapers and in school communications. A birth certificate, immunization record and proof of residency (current utility bill reflecting appropriate address) are necessary for all students registering at any grade level.

RELIGIOUS OBLIGATIONS

We would like to remind you that, if you choose, you may keep students home from school to meet religious obligations. Such absences will be considered excused absences. Please notify us in advance or on the morning of the absence.

REPORT CARDS

Report Cards are issued three times per year: November, March and June. Specific dates will be posted on the school calendar and may be adjusted annually. Grades close two weeks prior to the due date.

GRADING GUIDELINES

For students in grades 4,5,6 who receive letter grades the following descriptions are provided to clarify, differentiate and standardize the letter grading system. Teacher comments may also be included to further clarify the determination of a specific grade.

- A = Consistently
- B = Frequently
- C = Usually
- D = With Support
- F = Difficulty even with support

A

- *High level of engagement and effort
- * Works independently and diligently to accomplish a task that may be difficult
- * Willingly implements suggestions and adjusts work for improved product
- * Attends to all details
- * Creative, self generated, independent thinking, self motivated, analyses/synthesizes concepts as related to task/topic
- * Displays an advanced level of mastery

B

- *Above average level of engagement and effort
- * Frequently works independently with above average diligence to accomplish a task that may be difficult
- * Frequently will willingly implement suggestions and adjust work for improved product
- * Attends to most details and will frequently attend to all details

* Will frequently, demonstrate creative, self generated, independent thinking, be self motivated, and analyze/ synthesize concepts as related to task/topic. More often understands and connects concepts with support from teachers and class discussion.

* well on the way to an advanced level of mastery

C

* Average level of engagement and effort

* Usually works independently with average diligence to accomplish a task that may be difficult

* Will implement suggestions and adjust work for improved product with support.

* Attends to most important details and exhibits average attention to all details

* Will sometimes, demonstrate creative, self generated, independent thinking, be self motivated, and analyze/ synthesize concepts as related to task/topic. Average understanding and connection of concepts with support from teachers and class discussion.

* Average rate of progress toward a proficient level of mastery

D

* Engagement and effort is labored and requires support

* Assistance is needed with most tasks, accomplishment of tasks requires support, and often finds tasks difficult.

* Will implement suggestions and adjust work for improved product with more than the average level of support.

* Attends to some important details but insufficient for adequate understanding of important concepts.

* With support, will occasionally, demonstrate some creative, self generated, independent thinking, and self motivation. analysis/ synthesis of concepts as related to task/topic is challenging. Understanding and connection of concepts with support from teachers and class discussion requires more than average support.

* Progress toward a proficient level of mastery is slow and labored.

F

* Engagement and effort is limited even with support

* Assistance is needed with all tasks, accomplishment of tasks requires much support, and often tasks remain incomplete and/or completed inaccurately.

* Unable to implement suggestions and adjust work for improved product even with more than the average level of support.

* Misses to important details, inadequate understanding of important concepts even with support.

* With support, will very limited demonstration of creative, self generated, independent thinking, and self motivation. Analysis/ synthesis of concepts as related to task/topic is lacking. Understanding and connection of concepts with support from teachers and class discussion and more than average support remains limited.

* Progress toward a basic skill development is slow and labored.

* Learning is difficult and assistance is consistently required.

RESTRAINING ORDERS

If a restraining order is in effect a copy must be on file with the school. Unless a copy is on file the school must release children to their biological parents, and those persons on file to whom the school has been authorized to release your child. Therefore, if there is any change in status, it is the custodial parent's responsibility to provide a written update, change in status, custody agreement, or restraining order.

RIGHT TO KNOW (NO CHILD LEFT BEHIND PARENT/GUARDIAN RIGHTS STATEMENT)

Under "No Child Left Behind" (NCLB), parents in Title I schools/programs have the right to:

- Request and the district must provide information regarding the professional qualifications of your child's classroom teachers and tutors.

- Know if paraprofessionals are providing services to their children and what the paraprofessional’s qualifications are.
- Know if their children have been taught by one who is not highly qualified for four weeks or more.
- Know if their children’s school is in need of improvement, corrective action, or restructuring. The school must notify the parents on how they can become involved in school improvement efforts.
- Help create and/or review the school’s Title I plan and program evaluation, and have input into how Title I monies are spent for parental activities.

SCHOOL CLOSING

Emergency closing-delayed openings.....

The winter months bring with them the possibility of school closures--or delayed openings due to severe weather conditions.

90 MINUTE LATE OPENING: All school and bus times will begin an hour and a half later than the regular starting time. Please, do not attempt to deliver your child to school before 9:30 AM if there is a delayed opening as there is no supervision and snow removal is in process. Breakfast will not be served when there is a delayed opening.

EARLY CLOSURE: Early closure will depend on developing weather conditions.

Announcements are made on the radio, television and the school website (www.truromass.org.) Parents are not called in the event of school cancellations. Only in the event of an early dismissal are parents calls initiated and we make every effort to contact parents. If school is cancelled, all activities scheduled to be held at TCS are canceled. **The decision is made by 6:00 A.M.** it will be announced on the radio/TV/School website between 6:00 - 7:00 a.m.

The following radio/TV stations will make the announcements:

- WBZ/TV Chan. 4
- WCVB/TV Chan. 5
- WHDH/TV Chan. 7
- FOX/TV Chan. 25

WCOD 106.1FM	WOMR 91.9FM
WQRC 99.9FM	WCIB 101.9FM
WGTX 102.9FM	WXTR 95.1FM

During inclement weather please be sure to monitor broadcasts, be conscious of the fact that there is a potential for a closing, delay or early dismissal. Therefore you should make every effort to be accessible by phone, and make arrangements for childcare.

For early dismissal we will call parents. Please do not call the school as it will only tie up the phone lines as we are attempting to contact all parents. Every effort will be made to avoid early dismissal.

In the event of closing and delayed openings parents will not be called. The closing/delay will only be announced through the media.

SCHOOL COUNCIL

The School Council needs you! The Massachusetts Educational Reform Act of 1993 requires that each school in the Commonwealth have a school council composed of the principal, teachers, parents and community members. The purpose of the council is to assist the principal to adopt educational goals, to identify the educational needs of students, to review the school’s annual budget and to formulate a school improvement plan. Our meetings are monthly and public participation is encouraged. Because the School Council is required by the Commonwealth of Massachusetts, parents are elected through our T.E.E.A. We are seeking parents to “volunteer” as nominees for election to the Council. Community members are also needed. If you ever think that you may be interested, please give Brian Davis a call at 487-1558.

SCHOOL HOURS

Our school day begins at 8:20 a.m. Children should not be on site before 8:10 a.m. (Not before 7:45 if they are eating in breakfast as there is no supervision.) Children arriving after 8:20 will be considered tardy, it is extremely important that all students arrive on time as it sets the tone for the entire day. It has a direct impact on their education and the instruction of others. In addition, students who are consistently late to school are being taught that school is not that important.. Our school day ends at 2:50. Students must leave school grounds unless they are scheduled for an after school or recreation activity and the instructor/coach is present at 2:50. Students who have activities scheduled later than 3:00 p.m. must leave the grounds and return unless approval has been granted by the Principal.

SEARCHES

We believe that all students have the right to be educated in a safe and healthy environment. To preserve this right, school officials will take appropriate action whenever it is felt that the health and safety of students are in jeopardy. One such action may include a search of students, lockers, cubbies, desks, or other school property. Truro School District reserve the right to conduct a search whenever school officials have reasonable suspicion that the search will turn up evidence that a student has violated or is violating a law or rule of the school. This statement is intended to serve as notice of the School Department’s right and intent to conduct searches when it is deemed reasonable.

SECTION 504

See Appendix C.....

SECURITY

To assure the health and safety of students, families, staff and visitors all exterior doors of the school are locked at all times. All visitors must enter through the front door and be buzzed in. Upon entering the building all visitors must sign in at the office. Surveillance cameras are in use both inside and outside of the school as well as on the school buses.

STANDARDS OF CONDUCT

In general terms, student conduct is expected to reflect respect for others during the school day and throughout all school sponsored activities. Expectations are communicated to students through the implementation of Responsive Classroom methods and techniques. The goal of this approach is to, over time, develop an internalized ability to monitor and regulate their own behavior.

STUDENT RECORDS

As of 1975, the State Board of Education has issued a complete set of regulations regarding the keeping of student records within our schools. These regulations were adopted to ensure the right of confidentiality and to provide for inspection of such records by parents and eligible students.

There are basically two types of records. The first is the permanent record, which consists of the very basic information, such as name address, phone number, birth date, parents, courses and grades. The second is the temporary record which consists of test scores, class rank, teacher evaluations and extracurricular activities. Parents and eligible students may inspect, obtain copies at a reasonable fee, and have interpreted any data contained on the student’s record within 48 hours of receipt of a written request. Requests should be made to the Principal.

Please be advised that Truro Public School transfers ALL student records to the student’s receiving school upon completion of sixth grade.

NOTE: Non-custodial parents who request student record information must comply with the provisions of MGL Chapter 71, Section 34H.

Transfers.....

Parents of new students need to bring transfer forms and any other available records from the previous school along with proof of residency. Students who move from Truro during the school year must have transfer information and records forwarded to the new school.

Student records shall be transferred from/to sending and receiving schools with or without parent authorization.

Information.....

Occasionally we receive requests from Schools (i.e. Nauset Regional/Provincetown, etc.), Organizations (i.e .Kids Voting, Recreation, Boy Scouts, etc.) and Parents (i.e. birthday parties) for class lists, phone numbers and addresses. We will provide this information unless we receive a written request to withhold it.

Progress reports/report cards.....

Reports are issued three times a year. Parent conferences are scheduled at the end of the first and second marking periods (usually Nov and March). Teachers or parents may request additional conferences.

SUPERVISION

There is no morning supervision before 7:45 a.m. Please do not drop (or allow your child to arrive) before 7:45 a.m. as we cannot accept responsibility for their safety. On days when there is a delayed opening,

students should not be delivered to school prior to the time specified in the delay announcement, as there is no supervision and snow removal is in process.

TOBACCO USE

Tobacco use in school facilities, ON SCHOOL GROUNDS and on school buses by anyone at anytime is prohibited by state statute and school committee policy. Student use is a suspendable offense (see Discipline section). This includes any time during, before and after normal “school hours.” Persons responsible for community based facility use must communicate, adhere to and enforce this law. Failure to do so can result in revocation of authorization to use the facility/grounds, now and/or in the future.

TECHNOLOGY

Technology use and instruction is an integral component of a student’s day to day educational experience. Students have access to hardware, software and the internet both in the classroom and in a “lab” setting. While filters may block some material which may not be considered suitable for school-aged children, no system is perfect. Therefore, parents and students are asked to sign the Acceptable Internet Use Policy. Students will not be allowed to use internet equipped computers until a signed policy has been received.

All technology hardware and software purchased, leased and or otherwise provided by the district, as well as all information transmitted by, received from, or stored in those systems are the property of Truro School District. These systems are to be used for instructional purposes. Therefore, there is no privacy in connection with the use of these systems or with the transmission, receipt, or storage of information on these systems.

Students are not to use a code, access a file, or retrieve any stored communication on these systems unless authorized by the teacher. Monitoring of these systems may take place at anytime and at the teacher’s discretion. Such monitoring may include printing and reading all e-mail, voice mail, internet access, entering, leaving, or stored in the district’s system. Access also includes all word processing documents contained there in, on all computers including those in the lab.

Hardware

Due to the proliferation of wireless and portable technology the transmission of viruses, worms, Trojans, etc. are becoming a greater problem. Therefore, students are discouraged from bringing software, disks and portable hardware to be used through the school’s network. In those cases where it is necessary for students to bring software from home to school said software must be screened prior to use. Any hardware (i.e. Laptops, handhelds, etc.) brought from home to school must inspected and updated on a weekly basis.

See Appendix D: Acceptable Use Policy.....

TELEPHONE

Students are discouraged from using the office phone during the course of the academic school day. If an *emergency* arises, the staff will use their discretion, and facilitate contact with the parents.

TRURO EDUCATION AND ENRICHMENT ALLIANCE

The T.E.E.A. (Our PTO/PTA) needs your support, participation and active involvement. Meetings are held approximately once per month, usually the second Wednesday of each month at 7:00 PM in the Media Center, and are one of the best forums for becoming involved in the school. To join you simply need to come to a meeting. As a family member of a TCS student you are automatically a member.

Truro Central School believes that “world class” education requires extraordinary parental involvement. Activities and resources provided to all children which extend and enhance a general public education experience require a level of funding which exceeds that which can realistically be expected from general tax revenues.

In order to generate these funds the Truro Central School community expects the participation of all parents. To this end you are being urged to commit yourself to at least one fund raising activity each year. Because all fund raising activities will benefit all children, your participation in any activity will ultimately benefit your child.

All fund raising activities are coordinated by our parent group (TEEA) and your active involvement in this aspect of the Truro Central School community is expected and appreciated.

In order to create and maintain a positive, productive school community parental involvement is essential. Ideally, the TEEA would like to have at least 2 parents from each grade level will fill the role of classroom representative. Parent representatives are essential components strong parental involvement and a healthy school community. Please review the information below and volunteer to be a classroom representative.

Class Representative Job Description:

- Attend TEEA meetings monthly. (2nd Wednesday of the month at 7:00pm TCS)
- General Duties:
 - Make class telephone trees
 - Call parents to work jobs at specific events
 - Contact for teacher
 - Contact parents to go to important meeting for school issues, i.e. Selectmen, Town Meeting
- You will NOT be expected to be working every event. The goal is to assist in organization and communication so that more parents are informed and become actively involved in school events.

If you have questions, you may contact the school office or email Erin Silva, the TEEA Co-chair (esilva1@comcast.net).

VACATIONS

Whenever possible, please try to schedule your family vacations at the same time school is on vacation. Children’s progress is affected by absences of any length. Please notify us ahead of time. In general teachers will not assign work unless it the absence is for medical reasons. It is impossible to replicate all class work, therefore every effort should be made to schedule family vacations during the 180 days that school is not in session.

NOTE: Vacations taken at times other than those noted on the school calendar (enclosed) are recorded as unexcused absences.

VIOLENCE

Truro Central School believes that an elementary school must be a safe environment for both children and adults. Therefore, it will maintain a **zero tolerance** toward violence or the threat of violence by any of its students, family members, employees, general public and/or anyone who conducts business with the school. Violence includes, but is not limited to: harassment, threats and physical attack or property damage.

Violence is defined as physically harming another, shouting, shoving, pushing, harassment, intimidation, coercion, brandishing weapons and threats or talk of violence.

A **threat** is the expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the ability to carry out the threat, and regardless of whether the threat is contingent, condition, or future.

Physical attack is intentional, hostile, physical contact with another person such as hitting, fighting, pushing, shoving or throwing objects.

Property damage is intentional damage to property, which included property owned by the school, students, employees or others.

We have the expectation that all interactions will be conducted in a calm, respectful, courteous manner. Anyone subjected to any of the above noted actions or feels that the interaction is in contradiction of this expectation has the right to terminate the interaction.

Anyone who has any concerns for their safety should call the police immediately.

Each incident of violent behavior, whether committed by a student, family member, employee, or citizen must be reported to the Principal immediately. The Principal will assess and investigate the incident and determine the appropriate action to be taken.

VISITORS

Our doors are always open to visitors and please let us know in advance. **If you want talk with a staff member, please make an appointment ahead of time.** Visits for the purpose of conducting an observation of a classroom or program must be requested in writing, scheduled in advance and approved by the Principal. As an example to our students visitors are requested to remove hats while in the building. All visitors **MUST** sign in at the office and wear a ‘visitors’ badge at all times.

VOLUNTEERS

Throughout the year we may ask for help in a variety of areas, from assisting with student performances, chaperoning local field trips, assisting in the cafeteria, to helping with special projects. Teachers will contact you as the need for assistance arises. The TEEA is our parent group who is also in need of volunteers to act as classroom representatives, and to assist with a multitude of other tasks.

Volunteers and chaperones are required to complete a criminal background check and to complete a training or orientation session. If you are unable to participate in this scheduled session it may result in the determination that you are not eligible to participate as a volunteer or chaperone.

PRESCHOOL PROGRAM

THE PRESCHOOL IS A PEANUT FREE ENVIRONMENT

The following information is compiled to assist you in better understanding the policies and day-to-day operation of the Pre-Kindergarten Program. In order to fulfill our objectives, we encourage close communication between staff and families so that it is truly a partnership with families involved in all aspects of the program. For additional information or assistance with Pre-Kindergarten issues, please contact Brian Davis, Superintendent/Principal, or Lynne Ready, teacher, 508-487-1558.

Education Program and Philosophy.....

What should the preschool experience be? Since it is the child's first experience in a school setting, it should first and most importantly provide a pleasant, friendly atmosphere where the child feels comfortable and relaxed. A positive first experience in school will result in enthusiasm for later school experiences and for learning in general. A child, at the ages of three and four, is at one of the most significant periods in his or her life. These early years are crucial for the development of healthy personalities, sound bodies, and positive attitudes toward learning.

The Pre-Kindergarten program also recognizes the importance of family involvement in the education of young children. Positive family relationships with a child's school help the child see and understand the value placed on learning. Continuous opportunities for the school, home, family, and teachers to reinforce and support each other must be planned and encouraged. When family members do become involved, they find such experiences to be extremely rewarding.

Here are some ways to become involved:

- 1) READ FAMILY NOTICES. This is the easiest possible way for you to keep informed and involved.
- 2) VISIT THE CLASSROOM. Family members are welcome to make an appointment to visit the class and/or help with a project.
- 3) Become an active participant in the COMMUNITY PARTNERSHIP COUNCIL, formerly known as the EARLY CHILDHOOD ADVISORY COUNCIL (formally ECAC). The meetings are held monthly.

Community Partnership Council (formally E.C.A.C.).....

C.P.C. is our Pre-K parent group which is open to family members of children attending the Infant and Toddlers Playgroup and the preschool program. The focus of the C.P.C. is on the specific needs of very young children and is an excellent opportunity to begin your involvement with your child at Truro Central School.

Partnership groups exist as support organizations to provide additional services and programs for our students. Through fund raising, they provide support for enrichment, field trips and other activities that are not generally covered by the school budget. Reorganization meetings are held in the fall of each school year. Family members and staff are encouraged to join and actively participate.

Eligibility.....

Criteria for enrollment in the Pre-Kindergarten Program:

1. Children residing in the Town of Truro identified as a special needs' student (at age 2.9).
2. Children age 4.
3. Children age 3.

By School Committee policy children must be age 3.0 by September 1st. Pre-Kindergarten enrollment is open to residents of Truro. Based on availability of openings and upon approval by the Superintendent non-Truro residents may attend.

Waiting List.....

Should more children apply than program standards allow, other factors will be taken into consideration, such as the following: isolation from companionship of peers; parental circumstance; bilingual family.

Developmental Screening.....

Pre-K screening is conducted in October. While it is not required to have your child screened, it is extremely helpful in providing an accurate picture of your child's developmental growth.

Registration.....

Registration will take place in the Spring and enrolled children must re-register for the second year. A \$35.00, non-refundable registration fee is to be turned in at this time.

Tuition.....

Tuition is \$23.00 per day. A sliding fee scale based on federal reduced/free lunch guidelines is available for qualified individuals. In order to be eligible, the preschool application for reduced tuition must be completed. Payment prior to the month during which your child will attend is required.

Hours of Operation.....

The program follows the Truro Central School Calendar. The hours are 8:20 a.m. to 12:00 noon Monday through Friday. An afternoon session is available Monday-Thursday, 12:00-2:50 pm.

Calendar.....

The regular school calendar will be followed and is available in September of each year. For your convenience a copy is attached on the last page so that you can easily tear it off and post it in a conspicuous place at home.

Inclement Weather and Emergency Closing.....

The Pre-Kindergarten Program will follow the public school procedures regarding snow days. The school system sends out notices of these procedures at the beginning of each Winter season.

In the event of an emergency (power outages, hurricanes, heavy snow requiring early dismissal) families will be called. Please do not call the school in the event of an emergency. Flooding the phone lines with incoming calls disrupts our efforts to contact all families.

Attendance.....

Every effort should be made to have children attend regularly. An adult must accompany children into the classroom and pick them up promptly at the close of the session. Tuition is charged on school days whether the child is in attendance or not.

Transportation.....

Transportation to and from the school is the responsibility of each family. Transportation will be available for field trips.

Health and Safety.....

Optimal health for a child is important in meeting new experiences, such as attending school for the first time. If a child suffers from a health problem, it will have a direct bearing on the child's capacity for adjustment and ability to handle this new experience constructively. It is therefore important that a child receive adequate rest and nutrition and be free from illness. To insure optimal health, the following policies have been adopted as part of the school health program:

- 1) MEDICAL EXAMINATION. Every child's school record will include a complete medical record that must be turned in annually before the child starts the program. These forms are filled out by the child's physician and are turned into the classroom teacher. Vision, hearing, height and weight should be recorded. Results of a lead screening must be recorded on this form.
- 2) IMMUNIZATION. Proof of immunizations against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, Hepatitis B and varicella is **required** prior to enrollment. According to state law exemption from immunization may only be granted for religious or medical reasons. An exemption form is available from the school nurse.
- 3) ADMINISTRATION OF MEDICATION. Regulations are consistent with those of the school nurse.
- 4) ALLERGIES. Students attending Truro Central School may suffer from a wide range of allergies, the most common of which is peanuts. Therefore Truro Central School is **a peanut free school**. Do to the fact that student health issues change Truro Central School has the right and responsibility to ban foods, materials and items that may poise a health and safety risk.

Clothing.....

All children should have a spare set of old clothes, clearly marked with his/her name, to be kept in cubbies, including socks, underpants, slacks, and jersey. The curriculum focuses on "hands-on" activities: water, paint, cooking, etc. Therefore, if a child needs a change of clothing and none is available, families will be called.

Snack Food.....

Nutritious snacks are purchased for the children using funds raised by the CPC. Children participate in preparation of snacks as part of their daily activities.

Professional Development/Early Dismissal.....

A Professional Development schedule consistent with the rest of the school will be observed.

Field Trips.....

Community places of interest will be visited, such as farms, beaches, museums, galleries, post offices, etc. Family members may be invited to chaperone field trips and provide suggestions for trip destinations.

Daily Schedule.....

Small children especially find comfort in reasonable routines that contribute to their well being. Our day is planned to enhance development in the following areas: language, motor skills, socialization, cooperative play, independence, diversity, art, music, and drama.

Curriculum.....

Areas of focus in the curriculum include self-help skills, language development, sensory development, and large and small motor development. The classroom routine is consistent with the rest of the elementary school helping to facilitate a smooth transition to kindergarten.

Basic curriculum guidelines are based on the Massachusetts Curriculum Frameworks. However special attention is paid to the interest and needs of the children and are incorporated whenever possible. A monthly curriculum calendar is given to parents with activities and concepts being addressed.

Our classes are mixed age groupings and are individual child centered. Children are able to develop at their own rate and according to their own interests within a carefully prepared classroom environment.

Family Participation.....

Family members are welcome to make an appointment to visit the class and/or help with a project.

Pets.....

All animal visits must be cleared with the teacher, are for a short time and a specific, pre-approved purpose. Visiting animals must be leashed, caged, or stored in some manner and *always* under adult control. Classroom pets or visiting animals must be in good health. Pets or visiting animals must have documentation from a veterinarian or animal shelter to show that animals are fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children. Teaching staff will supervise all interactions between children and animals. They will also insure that any child who is allergic to a type of animal is not exposed to that animal. Reptiles are not allowed as classroom pets because of the risk of salmonella infection.

MAINTENANCE AND CLEANING

In order to maintain a safe, clean and healthy environment for students, staff, families and the general environment Truro Central School utilizes “green cleaning” methods, techniques and products as much as is allowed given legislation and regulations. In addition the following procedures and inspections are in place:

- * The building meets all ADA accessibility requirements
- * The building is ventilated for 48 hours after painting and or installing new carpet before students enter.
- * Drinking water is supplied and monitored by the Town of Provincetown
- * Heating and ventilation meets ASHRE standards.
- * The facility has been certified as being free of asbestos and lead paint, and has annual inspections of all safety equipment such as fire alarms, extinguishers, sprinklers systems, and smoke detectors. Carbon monoxide and radon detection is in place.
- * In the event of a smog alert issued by state or local agencies student time spent outside will be reduced or eliminated.
- * The facility is maintained in accordance to health professional standards for individuals with allergies to dust mites.
- * The facility is free from harmful animals, insects and poisonous plants.

* The school has an “Integrated Pest Management Plan” which has been approved by the Dept. Of Agriculture, so that the least hazardous means are used. No treatments of any kind are applied while children are on site and all families are notified prior to treatments of any kind.

Cleaning.....

The school adheres to the cleaning and sanitation frequency table as prescribed by NAEYC

- * Surfaces that may come into contact with potentially infectious body fluids are either disposable or made of a material that can be sanitized.
- * Staff utilize barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and that reduce the spread of infectious disease.
- * when spills of body fluids occur, staff clean them up immediately with detergent followed by water rinsing.
- * After cleaning, staff sanitize nonporous surfaces by using the procedure for sanitizing designed changing surfaces described in NAEYC Cleaning and Sanitation frequency Table (p. 51)
- * Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.
- * Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

THIS IS TRURO
BARNSTABLE COUNTY

Area: 2160 sq. mi.
Total Land: 20.70 sq. mi.
Water: .90 sq. mi.

Established: 1709

TOWN OFFICIALS

Chairman of Board of Selectmen..... Mr. Curtis Hartman
Board of Selectmen Ms. Jan Worthington
..... Mr. Gary Palmer
..... Mr. William Golden
..... Ms. Breon Dunigan
Town Administrator..... tba
Asst. Town Administrator..... Ms. Charleen Greenhalgh
Town Clerk Ms. Cynthia Slade
Town Treasurer Ms. Cynthia Slade

PUBLIC SAFETY

Police Chief..... Chief John Lundborn
Fire Chief..... Chief Brian Davis

TAX RATE

\$4.49 per thousand dollars of property value (2008)

SCHOOL COMMITTEE

Chairperson..... Ms. Theresa Humes
Vice-Chairperson..... Mr. Kenneth Oxtoby
Secretary..... Ms. Michelle Jarusiewicz
Committee Member..... Ms. Pam Medeiros
Committee Member..... Mr. Tim Dickey

SCHOOL ADMINISTRATION

Truro Central School

Superintendent/Principal..... Mr. Brian Davis
Special Needs Coordinator..... Ms. Lynne Newton

PUBLIC RECREATIONAL FACILITIES

Golf Course...1 Public Beaches..8

POINTS OF INTEREST

Truro Historical Museum <i>Truro's best known landmark</i>	S. Highland Road	Pilgrim Memorial Library	Library Lane, N. Truro
Highland Light "Cape Cod Light" <i>Cape Cod's oldest Light House</i>	S. Highland Road	Cape Cod National Seashore	N. Truro
Cobb Memorial Library	Route 6A, Truro	Castle Hill Center for the Arts	Castle Rd., Truro
		Jenny Lind Tower	N. Truro