

TRURO CENTRAL SCHOOL

317 RTE 6, POB 2029
TRURO, MA 02666
Phone: 508-487-1558
Fax: 508-487-4289



October 2020

Dear Parents/Guardians,

Welcome to Truro Central School!

As so many parents, staff members and students will proudly tell you, Truro Central School is a wonderful place to be! We are a warm, inviting and supportive community with a strong commitment to our students' academic and emotional success. We are a small school with 113 students in grades prekindergarten to grade six. Our small class sizes allow us to create close relationships that enable our children and staff to thrive. Our dedicated, caring, and professional staff is invested in knowing your child as an individual learner and will support and encourage them each step of the way. Truro Central School offers programs that challenge and engage our community members with the skills necessary to be successful in the rapidly changing 21st century. At Truro Central School, we practice being respectful, responsible, and safe in all our interactions.

The content of this handbook is intended to help you access pertinent information about our school including: routines, school rules and expectations and programs here at TCS. In addition, this year we've added an appendix with essential information regarding COVID-19, including our protocols, scenario examples, and frequently asked questions. We hope you find this information helpful. In addition, our school website contains updated health and safety information and school announcements.

Your input and communication are important to us. Please do not hesitate to contact me with any questions or concerns so that we may work together to provide the most successful school experience for your child.

Thank you for joining us both remotely and in-person for what promises to be a positive and rewarding year at Truro Central School despite the challenges we face.

Sincerely,

Stephanie Costigan
Acting Principal/Asst. Superintendent

Student Information

Student Name: _____ Grade: _____

Teacher: _____

Truro Central School

School Hours: 8:20 a.m. - 2:50 p.m.
School Telephone: (508) 487-1558
School Fax Number: (508) 487-4289
School Location: 317 Route 6, Truro, MA 02666
School Mailing Address: P.O. Box 2029, Truro, MA 02666
School After Care: (508) 487-1558 ext. 233
School Website: www.truromass.org

Nurse: Helen Grimm (x205)

If your child will be absent, please call (508) 487-1558, ext. 205 for the school nurse and leave a voice message or the school nurse, Helen Grimm, will call by 9 a.m. to verify the absence.

SCHOOL CLOSING INFORMATION

In the event of school closures--or delayed openings due to severe weather conditions, announcements are made on the radio, television and the school website (www.truromass.org.) **The decision is made by 6:00 A.M.** and will be announced on the radio/TV/School website between 6:00 - 7:00 a.m. Parents may opt to be notified through an all-call text message, as well.

TV STATIONS

WBZ/TV Ch. 4
WCVB/TV Ch. 5
NECN/TV Ch. 8
WHDH/TV Ch. 7, Ch. 56
FOX/TV Ch. 25

RADIO STATIONS

| | |
|--------------|--------------|
| WCOD 106.1FM | WOMR 91.9FM |
| WQRC 99.9FM | WCIB 101.9FM |
| WGTX 102.9FM | |

DELAYED OPENING: All school and bus times will begin later than the regular starting time, as announced. Please, do not attempt to deliver your child to school before the delayed start time as there is no supervision. Breakfast will not be served when there is a delayed opening.

EARLY CLOSURE: Every effort will be made to avoid early dismissal. If school is canceled, parents will be notified and all afterschool activities, including the After School Childcare program, will be canceled.

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Our Philosophy

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

Truro Central School fosters lifelong 21st Century 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. Our school 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.

Mission Statement

The Truro School System fosters a healthy, secure, and supportive atmosphere, which develops the intellectual, physical, social, and creative potential of each individual. We are a nurturing community that challenges and prepares students to accept the responsibilities of citizenship and leadership, and to recognize and assess critically the values and directions of our global society.

Throughout the curriculum and in all activities, we endeavor to create a positive, productive atmosphere that promotes respect for learning, self-esteem, concern for others, and mastery of decision-making skills.



THIS IS TRURO, MA
BARNSTABLE COUNTY

| | | | |
|-------------|---------------|---------------------|-------------------------|
| Area: | 2160 sq. mi. | Established: | 1709 |
| Total Land: | 20.70 sq. mi. | Form of Government: | Open Town Meeting |
| Water: | .90 sq. mi. | Population: | 2,003 as of 2010 census |

TOWN OFFICIALS

| | |
|--------------------------|----------------------|
| Select Board | |
| Chair - | Mr. Robert Weinstein |
| Vice – Chair | Ms. Kristen Reed |
| | Ms. Jan Worthington |
| | Ms. Susan Areson |
| | Ms. Stephanie Rein |
| Town Administrator | TBD |
| Asst. Town Administrator | Ms. Kelly Clark |
| Town Clerk | Ms. Susan Joseph |
| Town Treasurer | TBD |

PUBLIC SAFETY

| | |
|--------------|--------------------|
| Police Chief | Chief Jamie Calise |
| Fire Chief | Chief Tim Collins |

TAX RATE

\$7.45 per thousand dollars of property value (2019)

PUBLIC RECREATIONAL FACILITIES

Golf Course...1 Public Beaches..8

SCHOOL COMMITTEE

| | |
|-----------------------|--------------------------|
| Chairperson..... | Mr. Kenneth Oxtoby |
| Vice-Chairperson..... | Ms. Michelle Jarusiewicz |
| Secretary..... | Mr. Kolby Blehm |
| Committee Member..... | Ms. Christine Roderick |
| Committee Member..... | Mr. Dennis Clark |

SCHOOL ADMINISTRATION

Truro Central School

| | |
|--|--------------------|
| Superintendent..... | Michael Gradone |
| Acting Principal/Asst. Superintendent..... | Stephanie Costigan |

POINTS OF INTEREST

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

Truro Central School Staff List and Contact Information

Classroom Teachers

| | | | |
|------------------|---|-------|--|
| Preschool | Stacey Klimkosky - classroom | x228 | klimkoskys@truromass.org |
| Preschool Remote | Lynne Ready | xt216 | readyl@truromass.org |
| Kindergarten | Sherri Stockdale | x227 | stockdales@truromass.org |
| Grade 1 | Nina Picariello, Mr. Lampman- Pearlman | x226 | picariellon@truromass.org pearlmanb@truromass.org |
| Grade 2 | Amelia Rose | x225 | rosea@truromass.org |
| Grade 3 | Debra Raymond | x224 | raymond@truromass.org |
| Grade 4 | John Burns | x223 | burnsj@truromass.org |
| Grade 5 | Megan O'Leary | x230 | olearym@truromass.org |

School Nurse:

Helen Grimm xt205 grimmh@truromass.org

Special Education:

| | | | |
|---------------------------|---------------------------|------|--|
| Special Ed. Director | Stephanie Costigan | x201 | costigans@truromass.org |
| Special Education Teacher | Lynne Ready (PK) | x216 | readyl@truromass.org |
| Special Education Teacher | Hannah King | x207 | kingh@truromass.org |
| Special Education Teacher | Lindsey White | x209 | whitel@truromass.org |
| Speech/Lang. Pathologist | Katie Castano | x211 | castanok@truromass.org |
| School Psychologist | Leslie Wilker-Manfredonia | x234 | manfredonial@truromass.org |
| Physical Therapist | Leah Brodeur | | brodeurl@truromass.org |
| Occupational Therapist | Beth Barton | | bartonb@truromass.org |

Specialists:

| | | | |
|--------------------|------------------|------|--|
| Interventionist | Jenn Spoor | | spoorj@truromass.org |
| Interventionist | Alice Rieselbach | | rieselbacha@truromass.org |
| Social Work | Nancy Winslow | x208 | winslown@truromass.org |
| Art | Kim Possee | x222 | posseek@truromass.org |
| Media | Abby Roderick | x212 | rodericka@truromass.org |
| Spanish | Alison Waldo | | waldoa@truromass.org |
| Music | Megan Amorese | | amoresem@truromass.org |
| Physical Education | Josh Paul | x233 | paulj@truromass.org |
| Instrumentals | Mike Flanagan | | flanaganm@truromass.org |
| Math Coach | Katie Hickey | x229 | hickeyk@truromass.org |

Support Personnel:

| | | | |
|-------------------|--------------------|--|--|
| Early Childhood | Debbie Shone | | shoned@truromass.org |
| | Kaitlin Sanchez | | sanchezk@truromass.org |
| | Stephanie Roderick | | rodericks@truromass.org |
| Special Education | Laura Fitzgerald | | fitzgeraldl@truromass.org |
| | Trudy Wood | | woodt@truromass.org |
| | Anna Swaby | | swabya@truromass.org |

Josh Paul paulj@truomass.org
Andre Lima limaa@truomass.org
Dale Sipple sippled@truomass.org

Health Services:

Office Staff:

| | | | |
|--|-------------------|------|--|
| Admin. Asst. for Business/Finance | Heather Harper | x203 | harperh@truomass.org |
| Admin. Asst. for Supt/Student Services | Kathy Rosenkampff | x200 | rosenkampffk@truomass.org |
| Admin. Asst. for the Principal | Eliza Harned | x204 | harnede@truomass.org |

Food Services Staff:

| | | | |
|--------------|----------------|------|--|
| Cook/Manager | Susie Roderick | x213 | rodericks@truomass.org |
| Assistant | Michelle Mucic | | mucicm@truomass.org |
| Assistant | Joe Maroon | | |

Facilities:

| | | | |
|-----------------|------------|------|--|
| Head Custodian | Drew Locke | x237 | lockea@truomass.org |
| Night Custodian | Jody Swaby | x239 | swabyj@truomass.org |

Administration:

| | | | |
|---------------------------------------|--------------------|------|--|
| Superintendent | Michael Gradone | x215 | gradonem@truomass.org |
| Acting Principal/Asst. Superintendent | Stephanie Costigan | x201 | costigans@truomass.org |

School Information

SCHOOL HOURS

8 a.m. – Bus arrival - **Please do not drop off student prior to 8 a.m. as no one will be available to supervise until after 8 a.m.** Parents/guardians are responsible for their child(ren) until this time.

8:05 a.m. – Parent drop-off – parents circle parking lot and drop students off in front of main entrance to awaiting staff. Please ensure your child(ren) is wearing a mask before departing your vehicle. They will be directed to their cohort's assigned area. Breakfast is served in classrooms.

8:20 a.m.* – School begins for students in K-grade 5.

8:25 a.m. - Preschool drop-off begins in upper parking lot. Breakfast is served in preschool.

8:45 a.m. - Preschool breakfast ends and day begins.

2:30 p.m. - Preschool pick-up begins in upper parking lot.

2:45 p.m. - Busses board and depart.

2:50 p.m. – School is dismissed, parent pick-up begins for K-grade 5.

***Students arriving after 8:20 a.m.** are considered tardy and should report directly to the front office to check in before heading to their classroom.

Arrival and Dismissal

Arrival – Bus stops and times have been posted on the TCS website. Both busses are due to arrive at the school at 8 a.m. During the first week of school, we ask that you wait until 8:05 before coming to school to drop off your child(ren) to avoid congestion and allow the busses to enter and exit safely. For drop off, you will enter the main entrance and drive around the parking lot, please stay to the right. You will pull up to a cone where a staff member will be waiting for you. Please do not get out of your car, unless you have a child in a car seat, then you may exit and assist them with unbuckling and gathering their backpack. We will assist your child as they exit out of the vehicle and direct them to their assigned area. In order to keep traffic and exposure to others to a minimum, we ask that you do not park or walk your child to their assigned spot. If your child has difficulty exiting your car, we will direct you to a parking spot for additional assistance. Please do not drive by the busses when their lights are on and/or the stop sign is extended.

Dismissal – Bus riders will be dismissed first at 2:45 p.m. For students being picked up you have received a laminated sign with your student's last name. **Please put this sign inside your windshield on the passenger side for picking up your child(ren)**, who will be waiting in their assigned spot inside. This will make pick-up run more efficiently as we radio for your child(ren) so they can exit directly from the building and to your vehicle. Please do not exit your

car, unless you have a child in a car seat, then you may exit and assist them with buckling in and loading backpacks. We will assist your child(ren) to the vehicle.

Families of preschool children may use the upper parking lot to park and walk their child to the double gates between 8:25 and 8:45 a.m. Please wear a mask. A staff member will be waiting to greet you and your child and take your lunch order.

Early Dismissal –

- Students may be dismissed when they become ill during a school day, or by written requests from a parent or guardian. When picking up a sick child, Parents/guardians should stop at the office to request 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).

Any parent/guardian who wishes to pick up a child at dismissal time, rather than have the child take the bus or walk, should send a note to the child's teacher stating that intent. Please let us know in writing if your child is to be picked up by someone other than that parent/guardian or the person noted on the emergency card form. Proper identification may be requested.

Children will be released only to:

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

A CHILD MUST HAVE A NOTE TO DO ANYTHING OTHER THAN GOING HOME THE USUAL WAY. This year due to the COVID 19 pandemic, there will be no bus swaps or changes unless 2 days advanced notice is given and the main office gives prior permission.

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

The notes need to contain ALL pertinent information –

Notes are required:

- 1) when a child is to be dismissed before the end of the school day;*
- 2) if there is a change in regular bus dismissal procedure;*
- 3) if there are bus riding changes (with 2 days advanced Notice);*
- 4) prior to a planned lengthy absence;*
- 5) when a child returns after an absence.*

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.

Our school day ends at 2:50. Students must leave school grounds unless they are scheduled for an after school or recreation program 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 the Principal has granted approval. There will be no on-site afterschool activities or programs this year until further notice due to the COVID 19 pandemic.

After School Activities

School sponsored activities, such as After School 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.

After School Childcare

TCS students may access free childcare afterschool once it is safe to reopen and they have registered. Stay tuned throughout the year for updated information about our Truro Afterschool Program for Students (TAPS).

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.

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.

Attendance:

Your child's attendance at school is important. All students, remote and in-person learners are expected to attend school daily, as consistent attendance is vital to successful mastery of concepts. It is extremely important that all students (remote and in-person) 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. If your child will be absent in school or remotely, 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.

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 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.

Child Requiring Assistance Child Requiring Assistance (CRA), Chapter 240 of the Acts of 1012 formerly known as Child in Need of Assistance (CHINS). The purpose of this law is to shift the focus away from punishment to instead emphasize prevention and a holistic, community-based service. Under the new law, an application for assistance may be filed on a child between the ages of 6 and 18, for the four traditional categories of student truancy: stubborn, truant, school offender, and runaway. The categories are defined as a child who repeatedly: 1. Fails to obey the lawful and reasonable commands of a parent, guardian, or custodian, thereby interfering with their ability to care for and protect the child. 2. Willfully fails to attend school for more than 8 days in a quarter when not otherwise excused from attendance in accordance with lawful and reasonable school regulation; 3. Fails to obey lawful and reasonable school regulations; and/or 4. Runs away from home. If your child is approaching 8 days of unexcused absences in one quarter, school staff will contact you to set up a meeting with school personnel and may include community representatives.

The Department of Elementary and Secondary Education (DESE) 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 DESE 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 that 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.

➤ **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.

➤ **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.

Bus Safety

Students are expected to be safe, respectful, and responsible on the school buses. They must cooperate with the Bus Driver in every way for their own safety as well as the safety of others. 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.

*****PLEASE NOTE: CHILDREN WILL NOT BE DISCHARGED FROM THE BUS UNLESS A PARENT OR AUTHORIZED ADULT IS PRESENT*****

Bus Rider Expectations

| | | |
|--------------------|--|---|
| Safe | Remain seated, facing forward with your body in control. | Keep hands, feet, and objects to yourself. |
| Respectful | Follow the bus driver's directions. | Use a conversation voice with others. |
| Responsible | Leave your seat area clean. | Remember all of your belongings when leaving the bus. |

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

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.

Students who are not following Truro Central School's bus expectations will have a written notice sent home that identifies the rule* that was violated, and the action(s) taken by administration that may include the following:

- Verbal warning and/or seat change
- Parent conference
- Behavior contract
- Loss of riding privilege

The Principal will keep a record of school bus code infractions and shall notify parents of each violation and accompanying disciplinary action. 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 Schedules/stops are posted on the school website www.truromass.org. Please remember to be at the bus stop 5-10 minutes before the scheduled pick up or drop off.

Biking to School

Massachusetts' law requires helmets 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.

Cafeteria

TCS IS A PEANUT FREE SCHOOL!!!

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

Cafeteria Expectations

| | | |
|--------------------|--|--|
| Safe | Remain seated, facing forward with your body in control. | Stay in your designated spot. |
| Respectful | Follow teacher directions. | Use a conversation voice with others. |
| Responsible | Leave your seat area clean. | Hang your mask on the hook while eating. |

Breakfast

Breakfast and Lunch are free to all students this school year. Breakfast is served in the classrooms from 8:05-8:25 a.m.

Lunch

Lunch is available to all students this school year at no charge. In addition to the main lunch choice, a lunch alternative is offered and changes weekly. Seconds are available to students as requested. A carton of milk or small bottle of water is served with lunch. The cafeteria serves only 1% skim milk. Students may also choose to bring lunch from home.

Menus

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

Ordering

Students will inform their teacher of their lunch choice upon entering the classroom each morning or for older students, they will enter their choice online as part of their morning routine. Breakfast does not require advance ordering and can be chosen each day.

Communication

Communication with Families

The school website (www.truromass.org) is one of many means of communicating information to families. This is updated on a regular basis; please check it daily for announcements (including school closings), events, and homework assignments. The school also distributes a “Weekly Reminder” each Friday that provides an overview of the upcoming week.

The School has in place a “Text/Voicemail” system of communicating with families. Please take note that the “Emergency Contact” form includes a request for phone numbers that the school should text/voicemail in the event of an early dismissal, etc. Once we collect numbers for each family we will begin using this system.

Communication with Teachers

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. In addition, all staff has voicemail and email. To reach any staff member by email, the address will be the full last name, first initial@truromass.org. This information can also be found on page 6. 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. *Please be advised that communications between families and teachers are subject to the provisions of Student Record Regulations.

Communication with Students

Classroom interruptions from the office (i.e., forgotten lunch, backpack, etc.) 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. 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 parents, track visitation schedules, and 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 another 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.

Safety Procedures

Please refer to the appendix for complete Health and Safety information related to COVID 19.

Periodically students and teachers will be practicing these safety protocols:

- Fire Drills in case of fire
- Emergency drills
- Lock down drills in case of an intruder
- Bus Drills

In an emergency, an all-call sent by the school will notify parents/guardians.

Snack and Birthdays

Students are encouraged to bring healthy and nutritious snacks that require no preparation or refrigeration. Water is always available to students throughout the day. Students may bring a reusable water bottle from home. Please note that "energy drinks" and other caffeinated beverages are not allowed in school.

Unfortunately, due to COVID 19, birthday snacks are not allowed this year. Classroom teachers are finding fun and creative ways to celebrate your child's special day without sharing treats. We also ask that invitations to parties or other events not be delivered at school or on a school bus under any circumstance. For class lists, please contact the office or your child's teacher.

PRE/K-6 GRADE PROGRAM

The Truro Central School is a pre-kindergarten through sixth grade elementary school. School facilities accommodate the varied program and meeting needs of the greater Truro community, subject to availability and approval. We strive to create a positive, productive atmosphere that promotes respect for learning, self-esteem, concern for others, and mastery of decision-making skills.

Our pre-kindergarten, kindergarten and first grade classes are rigorous and 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 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.

English Language Learners

The Truro Central School provides suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 6 in accordance with the requirements of state and federal statutes and Massachusetts Dept. of Elementary and Secondary Education regulations and guidance. For more information on this policy please contact the Principal.

Homework

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. Given the circumstances of this school year combined with the academic and social/emotional demands on our students, homework is not a priority. However, we do **strongly** suggest students read for 15-30 minutes each night and practice basic math facts frequently. Due to our focus on reading and math this year, reading and math fact fluency will support our efforts to improve learning processes, aid in the mastery of skills, and create/stimulate interest on the part of the student.

Open House

Early in the school year, families will be invited to visit school, meet the faculty, and receive general information concerning programs, services and expectations. This school year we will provide a virtual Open House in mid-October.

Parent-Teacher Conferences

Virtual Parent Teacher conferences will be scheduled in **November** and **March** to review student progress and performance as reported on their Report Card. These dates are noted on the school calendar each year. You will be contacted prior to the date to schedule a specific time for your conference.

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.

Special Subjects

All student schedules include classes in PE, Music, Spanish, and Art.

Student Support

Some children may need extra help to succeed in school. If you have a concern, please contact the classroom teacher.

At any time during the school year, a teacher may formally seek assistance for students who are not achieving at the rate necessary to master grade level skills by making a referral to our building based support team, known as ACT (Assisting Children and Teachers). If this is the case the family will receive 2 phone calls from the teacher. The first is to inform them that there are concerns and the ACT team will be meeting. The second is to inform the family of action(s) if any that will be taken. This is a meeting of school staff and at this level does not directly involve the family. The team will take a comprehensive review of the student's progress and educational history in order to design an intervention that is targeted, specific, and measurable. You will be apprised of the progress made with the intervention by your child's teacher.

Additional School Information

Change of Address/Telephone

Families are asked to notify the school of any change of address or telephone number as soon as possible.

Dress

All students are expected to wear a mask, dress and groom themselves neatly in clothes and footwear suitable for school activities and consistent with health and safety guidelines. Please remember to label your child's clothing. Sneakers should be worn on scheduled physical education days (Tuesdays and Thursdays). Given the pandemic, our windows and doors will be open so please dress in multiple layers this year.

The following items are deemed inappropriate for school and should not be worn to school: Flip flops, open toed shoes, sandals, high heels, tube tops, spaghetti straps, low cut tops, short shorts, pajamas, costumes and bare midriffs are not appropriate for school. Sneakers need to be worn on physical education days. Clothing advertising alcohol/ tobacco products, violence, containing sexual connotations and other messages deemed inappropriate for an elementary school setting by the principal should not be worn to school. Caps, hats, of any kind, cannot be worn in school. 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.

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 playground.

Field Trips

Unfortunately, there will be no field trips this year due to the COVID 19 pandemic or until further notice.

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.

Library

Our library is a very important place that looks very different this year. Reading is the keystone of an elementary school and we hope to nurture a love of reading. Students will be provided with time to select and check out books to bring home when it is deemed safe to do so.

Moving and Transfers

If you expect to move, please notify our office staff as soon as possible as this facilitates the process. We will work with you to make the transition as smooth as possible for your child(ren). Upon registering at the new school, you will be asked to sign a "Release of Records Form," which will be mailed to us requesting your child's records. As soon as we receive the release, we will send your child's academic and health records to the new school.

Non-Custodial Parents

Please provide the office with a copy of your child's custody agreement. 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.truomass.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.

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.

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). **Cell phones are NOT permitted.**

Pets

There will be no visitors or pets allowed in the building until further notice due to the COVID 19 pandemic.

Photographs

General Photography

When it is possible to 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 that 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.

Playground

Playground expectations

When students are on the playground, safety is our primary concern. Students are expected to: wear a mask except when taking a break, 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; and use equipment properly. If these expectations are not met in the judgment of staff supervising students, privileges maybe revoked and/or the supervising staff may determine games/teams.

Mask breaks will occur when a student is at least 6' away from others, staying in one place, outside. Students are allowed to takes breaks at recess as needed.

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. All playground equipment will be disinfected between cohort uses.

Specific expectations for playground use are:

Playground Expectations

| | | |
|--------------------|---|---|
| Safe | Maintain 6' distance and wear a mask | Use equipment properly |
| Respectful | Follow teacher directions quickly and quietly | Follow playground rules |
| Responsible | Line up right away when the whistle blows | Sanitize your hands before and after recess |

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, immunizations record and proof of residency (current utility bill reflecting appropriate address) are necessary for all students registering at any grade level.

Restraining Orders

If a restraining order is in effect, a copy must be on file with the school. Without a copy on file, the school must release children to their biological parents and/or 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.

School Records

Student records are kept in the office and are maintained by office staff. Massachusetts State Law (MGL Chapter 71, Section 34H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please contact the school.

Truro Parent Groups

The Truro Educational and Enrichment Alliance (TEEA) and the Community Partnership for Children (CPC) are organizations for parents and community members to support the needs of our children and the school. These valuable parent groups provide funding for field trips, educational materials, cultural enrichment, and staff appreciation. The TEEA and CPC need your support, participation and active involvement. Meetings are held approximately once per

month 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 that extend and enhance a general public education experience require a level of funding which exceeds that 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 fundraising activity each year. Because all fund raising activities will benefit all children, your participation in any activity will ultimately benefit your child.

Our parent groups organize fund-raising activities and your active involvement in this aspect of the Truro Central School community is expected and most appreciated.

Technology

Technology use and instruction is an integral component of a student’s day-to-day educational experience. Students have access to electronic devices and the Internet in the classroom. While filters may block some material that 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.

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.

Visitors

Under normal circumstances, we welcome visitors at TCS; however, this year due to the pandemic, we will not be able to allow visitors in our building until further notice.

Volunteers

Usually, throughout the year we may ask for help in a variety of ways: from assisting with student performances, chaperoning local field trips, assisting in the cafeteria, to helping with special projects. However, since we are not allowing visitors, we cannot allow volunteers. The TEEA is our parent group who is in need of volunteers to act as classroom representatives, and to assist with a multitude of other tasks.

INFORMATION FROM THE HEALTH OFFICE

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. 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. BMI's are calculated for all 1st and 4th graders. Scoliosis screenings are conducted for all 5th and 6th graders.

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 is 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

Please refer to the appendix for COVID 19 related information.

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.

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 remain a common occurrence in public schools. While not life threatening, lice are easily transmitted. 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 tablets 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).

➤ **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 that 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.

Code 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 behavior.

Positive Behavioral Interventions and Supports

Truro Central School implements the Positive Behavioral Interventions and Supports (PBIS) framework in conjunction with Responsive Classroom in order to create a safe, caring, and productive learning environment in our school.

The PBIS framework establishes the following common expectations for student behavior in all areas of our school:



✓ **Stop & Think**

Stop & Think is an opportunity for small matters to be attended to before they escalate. In order to be effective, Stop & Think has to be modeled and practiced so that children see it as a familiar, predictable procedure for reinforcing the boundaries of rules. It focuses on the behavior, not on the person. Explanations are not appropriate during Stop & Think - before or after only. It emphasizes choice and faith. Children choose to follow or not follow rules. When they lose their controls or make poor choices, Stop & Think can help them regain self-control or make another decision.

✓ **Buddy Teacher**

Sometimes classroom strategies do not work when a child is trying to regain self-control. The teacher may elect to send the child to a buddy teacher, as an interim step before sending a child to the office. The child is accompanied to another area where he can refocus, cool off and decide how to return to the classroom. This is modeled and practiced by the whole class several times before implementation. The children know that choices help them avoid an office

intervention. Once in the designated area, students are directed to use a strategy to calm and refocus prior to re-entering their classroom.

DISCIPLINE POLICY:

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 expectations may apply to activities that 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.

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 of 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 “work time” 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:

Time lost on learning due to maladaptive behavior needs to be made up. In the event of a teacher detention, the Principal or classroom teacher will notify parents in advance and parents will be responsible for providing transportation home.

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:

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:

Truro complies with all aspects and requirements of Massachusetts law and regulation pertaining to student discipline, including due process requirements, suspension of all sorts, and education services to suspended students.

Examples of suspendable 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 firearms 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.

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 address 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. Administrative 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. Parental Involvement Level

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.

Discipline of students who are eligible for Special Education

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 for students not yet determined to be eligible for Special Education services

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.

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 to Acting Principal Stephanie Costigan, 508-487-1558 x 201, costigans@truromass.org, or the School Social Worker Nancy Winslow 508-487-1558 x 208, winslow@truromass.org.

School staff members must report immediately to the Principal or School Social Worker 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 and contracted service providers.

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

Hazing

MGL Chapter 269, Sections 17-19, prohibits activities involving hazing by any and all Truro Central School students or groups and by those groups using or renting school facilities. 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.

Mandated Reporters

Children have the fundamental right of protection from physical, emotional and/or sexual abuse. School personnel have a clear, legal obligation to report potential or suspected abuse under Massachusetts General Law Chapter 119, Section 51A. The law describes mandated reporters' responsibilities clearly and precisely. Under no circumstances will a child be released to any adult if there is any indication of an unsafe situation.

Physical Restraint

It is the responsibility of the Truro Central School to provide and maintain an orderly, safe environment conducive to learning. Law from the unreasonable use of physical restraint protects students and staff members. Such restraint shall only be used in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

Only school personnel who have received required or in-depth training pursuant to this policy shall administer physical restraint on students with, whenever possible, one adult witness who does not

participate in the restraint. The training requirements, however, shall not preclude a teacher, employee or agent of the school from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. Neither does this policy prevent an adult witness from participating in a restraint, should such participation be necessary.

Annually, within the first month of each school year, all staff will participate in the review of the Truro Central School policy and procedures for the use of de-escalation and physical restraint. All new staff will participate in this review within the first month of employment. A log will be maintained regarding restraints used including dates, student initials/grade, staff administering and witnessing the restraint, and length of restraint. Truro Central School will report all physical restraints annually to the Department of Elementary and Secondary Education.

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.

Tobacco Use

Tobacco use in school facilities, ON SCHOOL GROUNDS and on school buses by anyone at any time 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.

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.

****PLEASE NOTE:** All TCS policies applicable to students and families will soon be available via our website: www.truromass.org. If you'd like to view a policy that is not yet online, please call (508) 487-1558 to request a copy.

Important Information about Truro Central School Facilities

SECURITY

To assure the health and safety of students, families, staff and visitors all exterior doors of the school are locked at all times. Surveillance cameras are in use inside and outside of the school as well as on the school buses.

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.

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 neither safe nor approved for sledding, snowboarding, skiing, inline skating, skateboarding, or biking. The police are authorized to discharge persons on school grounds that 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.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

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

APPENDIX

Truro Central School COVID-19 Health & Safety 2020-21

This year at the Truro Central School, we have developed an in-person model that aligns with the recommendations from the Massachusetts Department of Public Health (DPH), Center for Disease Control (CDC) and the Department of Elementary and Secondary Education (DESE). Our goal at Truro Central School is to stay healthy and safe while we promote growth and learning. We strive to foster a sense of supportive community during this time of uncertainty.

The COVID-19 virus is mainly spread through close person-to-person contact. Some people do not show symptoms, but can spread the virus. We are still learning about how the virus spreads and the severity of illness it causes.

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, sings or talks.
- Droplets might enter the eyes, nose or mouth of those who are in close proximity
- COVID-19 may be spread by people who are not showing symptoms.

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping. In general, the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.

The best way to prevent illness is to maintain physical distance, wear a mask, and wash your hands frequently. You can take steps to stay healthy and to slow the spread. Our school will implement the following policies and procedures to ensure students, teachers, and families can have a safe return to the classroom:

- **Masks** are among the most critical components to reduce the transmission of COVID-19. Truro Central School requires all (PK-6) students, staff, visitors, and vendors to wear masks that cover the nose and mouth on school grounds and in the school building. Exceptions may be made for those for whom it is not possible to wear a mask due to medical conditions, disability impact, or other health or safety factors. All students are required to wear a mask that covers their nose and mouth at all times, with the exception of meals and mask breaks. Masks are available to students and staff in the main office, if needed. Cloth masks or surgical masks are recommended. Masks with vents are not permitted. Students will be instructed on

how to safely put on and take off their masks. **Mask breaks** will occur throughout the day when students can be six feet apart and ideally outside or inside with windows and doors open.

- **Good hand hygiene** is another important tool in mitigating the transmission of COVID-19, as hand washing removes pathogens from the surface of the hands. While washing with soap and water is the best option, alcohol-based (at least 60 percent ethanol) will be utilized when hand washing is not available. TCS will promote hand washing throughout the school day upon arrival at school, before eating, before putting on and taking off masks, and before dismissal. When hand washing, students will use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel. We will provide hand sanitizer for all classrooms and offices. In addition, hand sanitizer stations will be found in commonly used areas, such as building entrances and exits, cafeteria, playgrounds, and gym for use with adult supervision. Hand sanitizer should be applied to all surfaces of the hands in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry.
- **Physical distancing** is a critical component in mitigating the transmission of COVID-19. TCS is committed to maintaining a physical distance of a minimum of 6 feet in classes, during activities, during mask breaks, and during meals. Plexiglass dividers will be used in specific classroom situations when a 6-foot distance is not possible, such as during assessments or 1:1 instruction. Staff working with student populations that may have difficulty maintaining a 6-foot distance may choose to wear additional PPE to meet their needs, such as a face-shield with cloth, clear or surgical masks.
- **Cohorts** are groups of students that remain with each other throughout the school day. This year at TCS, our grade level class sizes range from 14-18 students, making each grade its own cohort. We will do our best to minimize cohort intermingling by keeping each cohort together throughout the school day. This year, our students will receive their instruction within their classroom or remotely. Specials will be provided remotely so both students in person and remote students can access the instruction together without changing classrooms. Lunch and recess consist of cohorts eating and playing together separately. Lunch will be provided in the cafeteria, in the classrooms, or outside depending on the weather. Recess will be provided over three separate spaces: preschool playground, upper elementary playground, and the field. Students will be required to wear their masks at recess unless they want a mask break, which can be accomplished by staying in place and physically distancing themselves from the group.
- **Personal Protective Equipment (PPE)** - The Truro Central School has in stock or on order the following:
 - Nitrile and vinyl gloves
 - Adult and child-sized disposable masks
 - KN95 Masks
 - Face shields

- Disposable gowns
 - Eye protection
 - Temporal thermometers
 - Plexiglass dividers
 - Hand sanitizer, dispensers, and refills
 - Hand soap and individual disposable towels
- **Capacity**, as recommended in the Department of Elementary and Secondary Education’s Fall Reopening Guidance, was determined for each area by using the square footage of the space, combined with the minimum of 6 foot physical distancing for students and staff.
 - **Ventilation** has been inspected by our HVAC outside contractor who has conducted a thorough review of our HVAC system, roof top units, and exhaust ducts. All of our equipment meets or exceeds the manufacturer and state standards for the correct number of air exchanges with outside air. In addition, MERV-13 filters have been installed in all of our unit ventilators and will be changed on a regular basis. As an additional precaution, air duct purifiers for classrooms and air duct standalone purification systems have been installed or placed in all areas.
 - **Health Screening** is required by both staff and families to check for COVID-19 symptoms prior to entering school each morning. These symptoms are outlined in this document. We will not be performing temperature screening upon entry into school due to the high likelihood of false positive and false negative results.
 - The single most important thing to do if any of the following symptoms are present is to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home, and contact the school nurse.

Please STAY HOME if you have any of the symptoms listed.

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Headache *when in combination with other symptoms*
- Fatigue, *when in combination with other symptoms*

- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

If students or staff have any of these symptoms, they should be tested and must follow the protocols outlined in the following pages.

Students and staff who have symptoms need to be tested and should also contact their primary care physician for further instructions.

- The **team** approach was taken this year in order to assign teachers and staff to cohorts in an effort to reduce their exposure to multiple classrooms. Each grade level has a team that consists of the regular education teacher, a special education or academic support teacher, a special subject teacher, and at least one educational assistant. These teachers are employing a co-teaching model this year in order to reach all students, in person and remotely. Some of the teachers in the teams have additional responsibilities that will be carried out remotely or in the form of 1:1 instruction, physically distanced and with a plexiglass partition in properly ventilated spaces.
- **Communication** - To support a culture of health and safety, TCS will maintain robust and reliable ways to communicate with all families, students, teachers, and staff in order to send and receive key messages related to COVID-19. We will send emails with important information flagged by robo text for school wide information. Information related to community health and safety will be reviewed by our COVID Response Team (Superintendent, Assistant Superintendent/Acting Principal, Local Board of Health, School Nurse, School Social Worker) to verify accuracy and continuity before broadcasting to a larger community.

Preparing to respond to COVID-19 scenarios

Even as we remain vigilant, and public health metrics in Massachusetts remain positive, the risk of exposure to COVID-19 in school will not be zero. As we prepare to reopen schools, we must also prepare to respond to potential COVID-19 scenarios, whether in school, on the bus, or in our communities. Depending on the circumstances, a positive COVID-19 test, a potentially symptomatic student, or exposure to someone in the greater Truro outside community who has COVID-19 can each have health, safety, and operational implications.

We are prepared to provide remote learning

When students are asymptomatic and must stay home for quarantine or isolation, teaching and learning should continue remotely. If a student is symptomatic and unable to attend learning remotely, please contact Helen Grimm. It is the school's duty to provide remote learning for students who cannot be in school for any extended period of time. It is the caregiver's responsibility to report a child's absence to the school nurse.

Testing, tracing, and isolation

It is important to note that testing, combined with contact tracing and isolation, helps control the spread of COVID-19 in Massachusetts. All test results, both positive and negative, are

reported to the Massachusetts Department of Public Health (DPH). To help facilitate this process we ask that any member of the TCS community (staff and student) who has tested positive share this information with the TCS school nurse. When a person has a positive COVID-19 test, it is the local board of health or the Massachusetts Community Tracing Collaborative (VNA), in collaboration with the school nurse, that will reach out to provide support so that these individuals can remain safely in medical isolation. The school nurse will also identify close contacts from the school setting. The Health Agent, VNA and school nurse will collaborate to reach out to the individual's close contacts to provide important information that is aimed to stop the spread of the virus, including how to safely isolate/quarantine. While these organizations and the school will provide support, to further assist with contact tracing the student/family and staff are asked to reach out to their personal contacts and, as stated above, notify the school.

Self-isolation for COVID-19 positive cases is a minimum of 10 days:

People who test positive and have a relatively mild illness will need to stay in self-isolation for at least 10 days. Most people who test positive can resume public activities after 10 days AND once they have:

- a. gone for 24 hours without a fever (and without taking fever-reducing medications like Tylenol); and
- b. experienced improvement in other symptoms (for example, their cough has gotten much better); and
- c. received clearance from public health authority contact tracers (the local board of health or Community Tracing Collaborative/ VNA).

Repeat testing prior to return is not recommended. Return to school should be based on time and symptom resolution. Please contact the school nurse prior to returning to school.

Close contacts of a positive COVID-19 case should be tested:

For general guidance, DPH defines close contact as:

- Being within 6 feet of COVID-19 case (someone who has tested positive) for at least 10-15 minutes. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case while the case was symptomatic, or within 2 days before symptom onset, OR
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.

If someone in the school setting tests positive:

- If a TCS student or staff member tests positive for COVID-19, the school nurse should identify the students or staff members who are possible close contacts based on the cohorts and proximity related to class activities. For PK to Grade 6 students, close contacts of a positive classmate will be defined as the entire cohort of that classmate. For staff, close contacts will be determined as only those who have been within 6 feet

of the individual for a cumulative 15 minutes while the person was infectious. The infectious period begins 2 days prior to symptom onset. If someone is asymptomatic, the infectious period is considered to begin 2 days prior to the collection of their positive test. Please note the exceptions to this definition, as defined below.

When a close contact may return to school:

- All close contacts should be tested AND must self-quarantine for 14 days after the last exposure to the person who tested positive, regardless of test result. Even if an individual identified as a close contact receives a negative test result, they must continue to self-quarantine for the full 14 days as the virus may take up to 14 days to cause illness.

When a student/staff person may return to school after COVID-19 symptoms:

- If a student or staff member has COVID-19-like symptoms, they may return to school after they have tested negative for COVID-19, as long as their symptoms have improved, AND have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
- If a student or staff member presents COVID-19-like symptoms and chooses not to be tested, they may return to school 10 days from start of symptoms, as long as their symptoms have improved AND they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication. **Please note that a COVID-19 test is strongly recommended for anyone with COVID-19-like symptoms, in order to** contribute to and protect the public health of our community. Please contact the school nurse or school social worker if you need assistance getting tested.

Given the nature of the COVID-19 virus, and our emerging knowledge of its transmission, this guidance may change. More specific information with examples will be provided to families within the first week of in-person learning.

NOTES FROM THE HEALTH OFFICE

TRURO CENTRAL SCHOOL

HEALTH SERVICES:

Our school nurse, Helen Grimm, is a Registered Nurse who is available to implement the school health program, give advice on individual health concerns, and to provide emergency first aid. Health Office hours are Monday through Friday 8:05- 3:00. The school nurse may be reached by calling (508) 487-1558 ext 205, or by emailing grimmh@truromass.org.

SCHOOL HEALTH PROGRAM:

Classes are offered to each class throughout the school year on health related issues including health promotion, nutrition, hygiene, body systems and puberty changes (grade 5) and reproductive health (grade 6). The school health program strives to emphasize the connection between individual health and community health, and draws on our school garden and our unique outer cape environment as a source of inspiration and connection. Please check into the health office website for more specific information related to health lessons and your child's class.

ABSENCE:

Please notify the school before 9:30 AM if your child will be absent and tell us why. If your child has an unexplained absence, you must contact the school nurse to review symptoms before your child returns to school.

If your child has any of the signs or symptoms of COVID-19, no matter how mild, you will need to either provide a negative PCR COVID-19 test result or an alternate diagnosis in order to return to school in person. (Please refer to the COVID-19 section for more information).

EMERGENCY INFORMATION

Please complete your child's emergency information form (electronically or in writing) and return it to school. Update the information as needed throughout the school year. Remember, in the event of an emergency, medical or otherwise, the school must be able to reach you or the responsible person that you have designated.

HEALTH RECORDS AND IMMUNIZATIONS

The school nurse maintains a confidential medical history on all students. To best meet your child's health needs and to keep his/her school records up to date, please notify the school nurse of any change in health status and provide any updated immunization information.

All students entering Preschool (both virtually and remotely) need to provide a recent physical, birth certificate and complete immunization information, which includes the new flu shot requirement for the 20-21 school year.

All students entering Kindergarten (both virtually and remotely) need to provide a recent physical, birth certificate, lead test, and complete immunization information, which includes the new flu shot requirement for the 20-21 school year.

All new students transferring from another school (both virtually and remotely) need to provide a recent physical, birth certificate and complete immunization information, which includes the new flu shot requirement for the 20-21 school year.

All 4th graders are required to provide a recent complete physical.

SCHOOL HEALTH SCREENING

Each child's vision, hearing, height and weight are screened annually. You will be notified of any concerns which would necessitate medical follow-up.

POSTURAL SCREENING

Your child's posture will be screened for scoliosis starting in the 5th grade annually through grade 9. Referrals will be made if appropriate.

PHYSICALS

Physicals are required to begin school in preschool, kindergarten and for all new students who will be attending both in school and remote learning. Physicals are also required for all 4th graders. Fourth grade families may choose to have their child's health care provider do a physical or use the services of the school physician free of charge.

HEAD LICE

Please inspect your child's hair frequently and notify the school nurse if you find any head lice or nits. Feel free to call the school nurse if you have any questions. Prevention is the key to controlling head lice, and we need your support. Perhaps in this pandemic time of physical distancing there will be a silver lining of less head lice!

MEDICATIONS

Medications (both prescription and over the counter) should not be taken during school hours if it is possible to achieve the medication regimen at home. Medications to be taken three times daily may be administered before school, after school and at bedtime. In order to ensure student safety, no child is allowed to carry medication on his/her person at school or on the school bus, unless authorized by the school nurse.

In situations where medication must be taken during school hours, please note our TCS Medication at School Policy:

1. All prescription and non-prescription (over the counter) medications must be accompanied by a physician's written authorization. For short-term prescription medications, i.e. those requiring administration for ten school days or fewer, a pharmacy labeled container may be used in lieu of a physician's order.
2. All medications must be accompanied by a written parental authorization for school personnel to supervise taking of the medication. School personnel are not to assume the responsibility for the administering of medication by injection.
3. All medications should be in the original pharmacy container and be clearly labeled with the child's name, medication's name and dosage.
4. All medication must be brought to the school by the child's parent or guardian*
5. It is the responsibility of the child to come to the office and ask for his/her medication at the prescribed time.
6. During school hours and on the school bus, no child shall have any medication on his or her person unless authorized by the school nurse.

*Please call ahead to coordinate drop off with the school nurse outside the school building during the COVID-19 pandemic.

CRITERIA FOR EXCLUDING ILL OR INFECTED CHILD FROM SCHOOL

SIGNS & SYMPTOMS OF ILLNESS DURING THE COVID-19 PANDEMIC

Children who are ill or have a contagious disease are not allowed to attend school. Pre pandemic, students were encouraged to attend school if mildly symptomatic but that is no longer the case. Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:

Please STAY HOME if you have any of the symptoms listed.

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Headache *when in combination with other symptoms*
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

If staff or students have any of these symptoms, they should be tested and must follow the protocols outlined in the COVID-19 Section.

Illness spread rapidly in the school setting. Children who come to school exhibiting any of the above symptoms will be isolated in a Medical Waiting Room until a parent/guardian can pick them up. **We require your commitment to picking your child up within 30 minutes of being contacted.**

As mentioned above, any of the above stated symptoms of COVID-19, even when very mild, require that your child stay home from school. If your child has any of the COVID-19 symptoms he/she will need to provide the school with a negative PCR test or an alternate diagnosis from a health care provider in order to return to school in-person, even if they are feeling better. Please note that while awaiting COVID test results, your child will not be able to return to school in-person, but will be able to attend remotely.

Please let the school nurse know if your child has contacted any contagious disease such as Measles, Chicken Pox, Whooping Cough, Strep, Fifth's Disease, Conjunctivitis, Scabies, Impetigo, flu, lice or COVID-19)

Even though COVID-19 has captured our focus of late, here are **Return to School Guidelines for Other Contagious Illnesses:**

Chicken Pox- Five (5) days after the onset of rash or when all lesions have dried and crusted, whichever is later

Conjunctivitis (Pink eye) - 24 hours after treatment has begun.

Diarrhea, Intestinal tract diseases, Infectious diarrheal diseases (determined to be non-COVID related)- Children who have uncontrollable diarrhea may not stay in school. Children with fever or vomiting, who have tested negative for COVID, need to remain home until fever and GI symptoms have been resolved for at least 24 hours.

Head lice- Students may return to school after a head lice treatment. Ideally all nits will be removed before return to school but we do NOT have a 'no-nit- policy' at TCS

Impetigo- 24 hours after treatment began.

Measles- Seven (7) days after rash appears

Mumps- Nine (9) days after onset of gland swelling

Ringworm- After treatment began

Rubella- Four (4) days after rash appears

Scabies- After treatment is completed

Strep- 24 hours after treatment began, and when the child has been without fever for 24 hours.

REMEMBER- You can always call or email your school nurse for support and assistance!

NEW!
Influenza Vaccine Requirements for School Attendance:
Pre-school through Grade 12

Beginning with the 2020-2021 school year, influenza vaccine will be required by the Commonwealth of Massachusetts for all students. During the COVID-19 pandemic, influenza vaccine will be

especially critical to reduce the overall impact of respiratory illness on the population, protect vulnerable populations from severe illness, and decrease the overall burden on the healthcare system.

Which students need to receive the influenza vaccine?

Students in Pre-school - Grade 12 will be required to receive influenza vaccine for the current influenza season for school attendance unless they have a medical or religious exemption.

When do students need to receive the influenza vaccine?

Students must receive influenza vaccine for the current season by December 31, 2020.

Are there any exemptions to receiving the influenza vaccine?

Medical and religious exemptions are allowable in the state of Massachusetts. Both medical and religious exemptions need to be renewed annually.

What type of influenza vaccine can students receive?

Any age-appropriate licensed influenza vaccine for the current season fulfills the requirement. This includes injectable and nasal spray vaccine types.

Will influenza vaccine be required every year or just for the 2020-2021 school year?

Influenza vaccine is now a required vaccine for school attendance and will be required as of December 31 for all students in Kindergarten through Grade 12 each school year.

Do younger students require two doses of influenza vaccine?

Children younger than 9 may need two doses of influenza vaccine, depending on the number of influenza vaccines they have received in the past. Children should be vaccinated according to ACIP (Advisory Committee on Immunization Practices) recommendations, but only one dose of influenza vaccine is required for school attendance.

If my child is attending school remotely, will we still need to meet the new immunization requirements?

The school immunization requirements, including the requirement for seasonal influenza vaccine, apply to all Massachusetts students enrolled in Pre-school through Grade 12, regardless of whether the student is attending school in person, remotely or as part of a hybrid model.

Please be sure to share your student's updated immunization information with the TCS school health office. Feel free to contact Helen Grimm, RN, BSN, with any questions or concerns. (grimmh@truromass.org) or (508) 487-1558 x 205



Truro Central School

For the 2020-21 school year, all students who come to school must be screened by their caregivers for COVID-19 symptoms each morning. In an effort to observe critical safety measures we are taking an abundance of caution to be sure TCS students and staff are safe. Please screen your student by using the following checklist before they come into the school each day.

- **Fever (100.0° Fahrenheit or higher)**
- **Chills, or shaking chills**
- **Difficulty breathing or shortness of breath**
- **New loss of taste or smell**
- **Sore throat**
- **Muscle aches or body aches**
- **Nausea, vomiting, or diarrhea**
- **Fatigue, *when in combination with other symptoms***
- **Headache *when in combination with other symptoms***
- **Cough (*not due to other known cause, such as chronic cough*)**
- **Nasal congestion or runny nose (*not due to other known causes, such as allergies*) *when in combination with other symptoms***

Families were asked to sign and return the following information the first week of school:

- I certify that I will not send my student to school if they had any of the above symptoms within the last 24 hours:
- I understand that a daily temperature check is required due to COVID-19 pandemic and I consent to it. I will take my child's temperature before sending them to school.
- If my child develops any of the above-mentioned symptoms, I agree to
 - 1.) Contact the school nurse, Helen Grimm, to report an absence, and
 - 2.) seek appropriate medical attention/ COVID-19 testing, and
 - 3.) remain at home in quarantine until negative test results are obtained AND I am medically cleared by a health professional.

4) Follow-up again with the school nurse again to discuss a return-to-school plan.

- I understand that my child must wear a mask that covers both their nose and mouth at all times at school, except during designated mask breaks. I understand that a mask with a vent is not acceptable at school.
- By sending my child to school I confirm that my child has not had close contact with an individual diagnosed or suspected positive of COVID-19 within the past 14 days. Close contact means: living in the same household, caring for, being within 6-feet, or coming in direct contact with secretions (e.g. sharing utensils, being coughed on, etc.) of a person who has tested positive for COVID-19 while that person was symptomatic.
- By sending my child to school I confirm that my child has not been asked to self-isolate or quarantine by a doctor or health official.
- I acknowledge that my child has not traveled outside of Massachusetts to states of high risk of COVID infection; if we do intend on traveling or an extended period of time I acknowledge I will inform the school in advance and upon return will appropriately remain away from school for 14 days, or provide the school with negative PCR test results, to stay in compliance with state guidelines.
- I agree to pick my child up within 30 minutes if my child develops any of the above symptoms at school.