



MIDDLE SCHOOL

Student/Parent Handbook

2021-2022



CARES

Cooperation - work as a Team

Assertion - express your opinions

Responsibility - be accountable for your actions

Empathy - consider other people's feelings

Self Control - think before you act



Dear Students and Parents/Guardians:

Welcome to Hanscom Middle School! We are pleased to present to the Hanscom community the latest edition of our Student/Parent Handbook. We hope that you will find this handbook a useful guide throughout the school year.

This handbook is a school specific supplement to the Lincoln Public Schools Student and Parent Handbook that can be found online at lincnet.org. The district handbook outlines our district wide policies and also contains all of the forms you will need to sign for the upcoming school year. So, I encourage you to look through both handbooks.

With each new school year we face new challenges, experience exciting changes, and have the opportunity to make a fresh start. However, the beginning of each school year can also bring with it a level of anxious anticipation. It is our hope that the Student/Parent Handbook will answer any questions you may have and serve as a resource that can be referenced throughout the school year. It is designed to inform students, parents/guardians, and teachers regarding the expectations, rules/regulations and laws that govern Hanscom Middle School and the Lincoln Public Schools. Following the rules and meeting these expectations are essential if we are to provide a safe environment for all students and staff.

If I can be of assistance at any time during the school year, please do not hesitate to contact me at (781) 274-7720, or ledebuhr@lincnet.org

I wish all of you a happy, safe and successful year.

Regards,

Erich Ledebuhr

Principal

Lincoln Public Schools School Committee:

Members:

Tara Mitchell, Chairperson

Adam Hogue

Jen James

John MacLachlan

Susan Taylor

Hanscom Representatives:

Laurel Wironen, School Liaison Specialist

781-225-1482

Metco Representative:

Kim Mack

Central Office Administrators:

Rebecca McFall, Superintendent	(781) 259-9409
Jessica Rose, Assistant Superintendent	(781) 259-9402
Mary Emmons, Director of Student Services	(781) 259-9403
Mary Ellen Norman, Administrator for Business and Finance	(781) 259-9401
Robert Ford, Director of Technology	(781) 259-9400

Hanscom Schools Administrators:

Erich Ledebuhr, Hanscom Middle Principal	(781)274-7720
Julie Vincentsen , Hanscom Primary Principal	(781)274-7721
Denise Oldham, Hanscom Schools, Student Services Coordinator	(781)274-6178

Statement of Non-Discrimination

The Lincoln Public Schools, an affirmative action employer, is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, covered veteran status, disability, national origin, race, religion, sex or sexual orientation. Inquiries regarding the district's compliance with Title IX and other civil rights laws may be directed to the Superintendent of School, Lincoln Public Schools, Hartwell Building, Ballfield Road, Lincoln, MA 01773.

Principal's Discretionary Authority

The Hanscom Middle School Principal reserves the right to use professional discretion to waive or adjust any rules and regulations for students with extraordinary circumstances.

Attendance

Arrival

The school day begins at 8:00 a.m. and ends at 2:50 p.m. on Monday, Tuesday, Thursday and Friday. The school day ends for students at 12:35 p.m. on Wednesday. Teachers remain at school for staff meetings and curriculum development work.

Students should not arrive on school grounds before 7:45 a.m., as there is no supervision before this time. When students arrive, they should go to the assigned area and wait for the bell to ring. Students should enter school via their assigned entrance unless they arrive late. Students who arrive late should enter through the front door and check in at the office.

Attendance

Massachusetts General Laws require that all children between the ages of six and sixteen must attend school. Students are expected to attend school except for reasons of illness, quarantine, and other extenuating pre-approved circumstances.

Massachusetts General Law, 15E: Interstate Compact on Educational Opportunities for Military Students states that “students of active duty personnel shall have additional excused absences at the discretion of the District relative to leave or deployment.”

With guidance from the Every Student Succeeds Act, the Massachusetts Department of Elementary and Secondary Education accountability system defines chronically absent as “missing at least 10% of the days enrolled regardless of whether the absences are considered excused, unexcused, and/or for disciplinary reasons.”

Unexcused absences or tardies include:

- Family vacations
- Tardiness and early release without documentation of a physician or other medical provider
- Habitual truancy or willful refusal to attend school (8 days of absence within 45 school days)
- Family events not considered to be an emergency

Excused absences or tardies include:

- Up to 5 consecutive days of illness as reported by the parent/guardian (after 5 consecutive days documentation is required by the physician or medical provider)
- Medical appointments and/or procedures
- Extended absences as approved by a physician note
- Religious holiday observations
- Bereavement
- Court dates
- Children of active duty military personnel who are absent due to leave restrictions and/or reunification due to deployment
- Approved absences due to exceptional reasons as determined by the principal

Early dismissals should only be excused for reasons as outlined above.

TERMS:

- Absence: student is not in attendance at school for the day or for at least half of the school day
- Tardy: student arrives late to school and is required to go to the office before going to the classroom
- Early dismissal: student is dismissed from school with a note or a phone call from the parent/guardian
- Excused absence: discussed and approved by the school principal or designee, as described in school district policy (Student Absences and Excuses JH) or with documentation from a medical provider

The goal of these attendance procedures is to work with parents/guardians to ensure consistent attendance and access to learning. The district is legally obligated to monitor and address chronic absenteeism from school.

ABSENCE NOTIFICATION:

Parents/guardians are responsible for notifying the school in the event of an absence from school on the day of the absence. Parents/guardians need to call the phone number provided by the individual school to notify the school of the child's absence as early as possible. This notification does not constitute an excusal of the absence.

PROCESS TO ADDRESS ABSENCES FROM SCHOOL:

1. When a parent/guardian has not informed the school on the day of the student's absence, an automated email or phone call initiated by the office will be made to the parent/guardian. If there is no response from the parent/guardian within an hour after the call, the principal or designee will call the parent/guardian to determine if they are aware of their child's absence or to determine the reason for the absence. If the parent/guardian is not aware their child is absent, the district will contact the school resource officer to conduct a safety and wellness check of their home or initiate steps to locate their child. The principal or designee will notify the Superintendent or designee in cases of unaccounted for students.
2. A letter will be sent to the parent/guardians when a student has been absent a total of **five days (10 half days) within 45 school days** unless these absences are excused by a medical provider note or when circumstances have been previously approved by the principal or designee. This letter will serve as a reminder that the child's attendance is of concern and serve as an invitation to meet with the principal to discuss ways to improve the child's attendance. When appropriate, the child will also be invited to this meeting.
3. When a pattern of non-attendance (**without excusal**) results in absences of **10 (20 half days) or more within a 90 day period**, the Principal or designee will arrange a meeting with the parents/guardians and, when applicable, the child to develop an intervention plan to increase attendance. This meeting may include other staff or resources that may be helpful in the development of this plan or intervention. The following may be included: Principal, general educator, school social worker and/or school psychologist, the METCO Director, Student Services Coordinator, and the school resource officer. The school resource officer is a partner to the school and parents/guardians in matters of attendance.

PROCESS TO ADDRESS TARDINESS:

1. When a student is tardy (arriving after 8:00 am) they are required to go to the office to obtain a tardy slip to enter the classroom.
2. The school will document student tardiness and will notify the parents/guardians via an email/letter when the child is tardy more than 6 times within 45 school days. The parent/guardian will be asked to contact the school as to the reason for the child's tardiness.

- When a child is tardy more than 6 times in 45 school days and the reasons for tardiness is not considered excused, a meeting with the parent/guardian and, when applicable, the child will be scheduled. This meeting may include applicable faculty members and when necessary, the school resource officer.

FAMILY VACATIONS:

Family vacation days are considered unexcused absence days. Make-up work will not be provided in advance of a trip and parents/guardians will need to support their child in making up the work missed upon their return. If a child will be absent from school, parents/guardians shall provide a note to the school principal notifying the district of the dates of the absence.

PROVISION OF MAKE UP WORK:

When a child is absent for two or more consecutive days, it is the parents/guardians responsibility to contact the general education teacher (K-5th grade) and arrange to pick up the work in the main office when ready. If the child is a middle school student (6-8th grade), parents/guardians should contact the school secretary to coordinate a time to pick up the make-up work at the main office.

MASSACHUSETTS REGULATIONS AND OBLIGATIONS:

Please note, the below Massachusetts regulations are considered to be a **last resort** to support students with significant truancy issues and/or unexcused school attendance issues:

- When a student has accumulated **8 or more unexcused absences, within a quarter of school (45 school days)**, the principal or other administrator may file a "Child Requiring Assistance" with the court. This is a regulation under Chapter 119, of the Acts of 2012, school districts are required to address unexcused attendance for a child who is habitually truant or fails to obey reasonable procedures provided by the school.
- A 51A is a report of suspected child abuse or neglect that is filed with the Department of Children and Families. Under Chapter 119, section 51A of MGL, a report of educational neglect can be filed on behalf of a child under the age of 16 years of age, if the child is not attending school on a regular basis.

Early Dismissal

Parents/Guardians are urged to plan appointments and activities so that students do not have to leave school during the school day or prior to the designated school closing time. However, if a dismissal is necessary, students are reminded that they are responsible for all work missed as a result of the dismissal. In order for a student to be dismissed, written notification by the parent or guardian stating the date, time of dismissal and whether or not the student will return to school that day must be presented to the homeroom teacher when attendance is taken in the morning.

For the safety and protection of all students at HMS, a student will be released only to a parent/guardian or a person designated in writing by the parent/guardian. A parent/guardian, or the designated person picking up the student, will be required to sign out the student prior to the student leaving the building.

If the student returns to school that day, he/she *must* come to the office for a pass to return to class. When a student feels ill and wishes to be dismissed, he/she must first report to the nurse in the health office. Except in emergency situations, students should obtain a pass from their classroom teacher describing the illness and authorizing them to go to the nurse. If necessary, the nurse will contact the parent to arrange for transportation home.

Academic Information/Student Recognition

All students receive daily instruction in four academic subjects (English, Math, Science, and Social Studies), specialized weekly classes for Wellness, Art, Music, Health, Computer and Applied Technology. Grade 4 and 5 begin the study of a foreign language in an introductory program three times a week that is continued in depth in Grades 6-8.

Grades 4-5 are largely self-contained classes. In Grades 6-8, students have different teachers for each academic subject. This provides a gradual transition from the self-contained primary school classes to the departmentalized structure of high school.

Report Cards

Standards Based Report Cards

Report cards are sent home in December, March, and June for grades 6-8. Report cards are sent home in January and June for grades 4 and 5. These reports contain notification of progress in academic achievement, work habits, social development and effort. Detailed information on report cards can be accessed through the district website <http://www.lincnet.org>

Parent/Teacher Conferences

Teachers schedule conferences two times each year, in October, November, March/April. At the conference, parents may discuss their child's academic achievement and effort, and review performance assessments. In addition to the regularly scheduled conferences, a parent or teacher may set up other times for telephone discussions or additional conferences, as needed.

Honors and Special Recognitions

Academic Spirit is promoted at Hanscom Middle School and students are regularly recognized in both monthly community meetings and at the end of academic terms for academic achievement.

Citizenship Award

HMS has a monthly Citizenship recognition program where a child from each fourth and fifth grade class receives a Hanscom Middle School Citizenship certificate in recognition of his/her hard work in achieving his/her goals as well as respect and kindness to others. Students in grades six, seven, and eight are also eligible for this monthly recognition.

Gold Falcon Pin

The *Gold Falcon* pin is the school's highest award. Gold Falcons can be awarded to students for academic achievement and effort. Gold Falcons can also be awarded to a person who exemplifies *Hanscom CARES*. This can include displaying significant acts of kindness, honesty, or caring towards others, e.g. finding and returning a lost

item, helping a classmate/teacher, or simply demonstrating respect and courtesy on a regular basis. There is no limit to the number of times a person can receive this award.

Emergency Procedures

The school has emergency procedures in place for crisis situations that include responses from both the Lincoln Police and Hanscom Security Forces.

School Cancellations/Delayed Opening

The district has an emergency phone and electronic mail messaging systems that will deliver a special message in the event of school cancellation or delayed opening. Please be sure to keep your emergency contact information and email up to date with the main office. In addition, notice will be broadcast on radio stations WBZ (1030 AM), and TV stations (Channels 4, 5, 7 and Fox 25).

Emergency Dismissal

In the event of extreme weather or some other emergency condition, the school will make every attempt to contact parents about meeting or picking up their child. In the event that you cannot be reached, please be sure that we have accurate emergency contact numbers. Please be sure to keep your emergency contact information up to date with the main office.

Evacuation or Lockdown

In unusual circumstances, the school may be required to evacuate the building or hold students in their rooms in a "lockdown". The Lincoln Police and Hanscom Security Forces will be contacted to secure the safety of the students, staff and school. If students need to be dismissed, the school will call parents or their emergency contacts to notify them about the situation.

General Information

After School and Extracurricular Participation

Participation in after school activities is encouraged at Hanscom Middle School. The majority of students are able to manage their academic work as well as enjoy a variety of activities outside of school hours. Occasionally, however, a student has difficulty academically and/or behaviorally. A student who receives a high number of 1s and 2s on a progress report or report card will be placed on "academic probation" for a period of no less than two weeks. During this probationary period, if the student improves to satisfactory academic standing, eligibility/participation privileges will be continued. If effort and/or grades remain unsatisfactory, the student's participation privileges may be withdrawn. At the next report card or progress report, the student's academic standing will be reviewed and a final determination regarding future eligibility will be made by the teachers and principal.

Bicycles & Scooters

We encourage students to ride their bikes to school. Under state law, bicycle helmets must be worn. Bikes must be operated in a safe manner while on school property and elsewhere. Bicycle racks are provided in a designated location. Locking bicycles and scooters in the racks is recommended. Bicycles and other wheeled items must be walked on school grounds. Following these simple rules will help ensure the safety of bicyclists and pedestrians.

Fire and Safety Drills

Fire drills are conducted several times each year to prepare everyone to evacuate the building quickly and safely during an emergency. A fire drill is a serious matter; when the alarm rings, neither students nor teachers know whether it is ringing for “just a drill” or for a real fire. When the fire alarm sounds, every adult and student in the school is expected to respond. Students are to pass quickly and quietly to the nearest exit. Once outside, students are to move away from the building as directed by their teacher and wait for the signal to return to class. Emergency procedures are posted in each classroom.

High School Enrollment

Students who complete their eighth grade work at Hanscom Middle School may continue their education at Bedford High School or by application, enroll in the Shawsheen Vocational/Technical High School. In the early spring, our guidance department, teachers, and counselors from the senior high schools confer with students and parents, and course selections are made based upon teacher recommendations, student interests and achievement. Students of families that are retired military will attend Lincoln-Sudbury Regional High School.

Homework

Homework is an extension of activities begun in school and supported at home. The amount of time devoted to study is related to achievement and additional study beyond class time can increase student achievement. Homework, therefore, is very important to a student's overall program.

To make best use of their homework time, students should:

- Understand and record directions for homework.
- Follow a schedule and keep materials in order.
- Put best effort into producing quality work.
- Hand in completed assignments on time.
- Discuss missed assignments due to absence with teachers in a timely manner.

We also encourage students to do daily independent reading. Homework is assigned regularly, Monday through Thursday, and on weekends at the discretion of teachers. Homework will not be assigned on religious holidays. If your child is struggling to complete homework within the suggested time periods, please contact his/her homeroom teacher.

Parents and students can access daily homework assignments by following their teacher or team's procedures.

Lockers

Lockers will be assigned to students this school year. Instead of lockers each student will have their own bin and bag to hold their own personal belongings which will be kept in their assigned space.

Lost and Found

The Lost and Found is located in the main office. Articles found should be turned in to the office. Lost articles may be claimed before or after school. Students are urged to put name tags on all clothing and to write their names and homeroom numbers on all book covers. Valuables or large sums of money, if brought to school, should be left at the office for safekeeping during the school day. All personal belongings should be left in lockers and all lockers (corridor and gym) kept locked at all times. Vandalism to lockers or theft of articles should be reported to the homeroom teacher immediately. The school is not responsible for articles lost or stolen from student lockers.

Programs and Assemblies

The curriculum is enriched through programs involving guest performers, authors, scientists, artists, and experts from appropriate fields. Performing arts assemblies bring professional actors, musicians, and dancers to the school. These events, sponsored by the school and the PTO, enhance and broaden the children's learning experiences. In addition, students perform in assemblies for the community during the year. These assemblies provide opportunities for students to learn formal audience behavior. Therefore, there are expectations for assembly attendance. Students should:

- Walk to the designated area quickly and quietly, remaining with their class. Sit as assigned.
- Give full attention to the program. There should be no conversation once the program has commenced. Respect for all the performers is expected.
- When the program is completed, remain seated and follow adult instructions. Students who do not behave properly at assemblies will be asked to leave and may be excluded from future assemblies.

Personal Messages

The school makes every effort to keep classroom interruptions to a minimum. Therefore, we ask parents/guardians not to expect the school to deliver messages during the school day unless it is an emergency.

Pets

Consistent with Hanscom Air Force Base Policy on Veterinary Health and Animal Control, pets may not enter the schools (public buildings) or schoolyards. Approval from the Principal, with 24-hour notice, is required for special situations that require or request modifications.

Safekeeping of Money

It is never fun to lose money. Students shouldn't bring more money to school than is needed for the day. However, if it should be necessary to bring a large sum of money to school, the money should be taken to the office to be placed in a locked drawer until dismissal time.

Telephones

Students may use school phones only after receiving permission from a teacher and/or the office. Students may bring a cell phone to school but are not allowed to use their cell phones during the school day. Cell phones must be turned off and put away. Cell phones may be used after school outside the building. A cell phone that is on or is used during the school day will be forwarded to the office and an Office Detention may be assigned. Cell phones will be checked to ensure that they were not used for purposes of sending answers to tests/quizzes, home/class work or used to send inappropriate messages. This includes text messaging.

Textbooks

Each year students receive a number of books to be used in various courses. The school department lends these just as the library lends books. If students lose or mark a library book in any way, they are expected to make restitution for it. In the same manner, students are responsible for their school books. All students are expected to cover textbooks and replace the book cover if it becomes worn during the school year. If a book is misused, a fine will be imposed. If lost, the student will pay replacement costs.

School Website

The Lincoln Public Schools website contains a wealth of information and we encourage you to check it regularly. Our school newsletter is posted on the website on Friday afternoons. The website also has links for teacher pages, homework pages, curriculum information and the school's calendar. You also have the option of registering on the website to customize your page to receive email alerts when information on our website has been updated. You can access the website through the following link: <http://www.lincnet.org>

Health Information

Eileen Dirrane, RN – School Nurse – 781-274-7723

A registered nurse and an assistant nurse provide care to students in the health office. Health forms required by state law must be on file in the health office before a child may attend school. Please see the district Student & Parent Handbook for school health information, policies and forms.

Emergency Care

In case of minor accidents or injury, a child will receive appropriate first aid. If a more serious injury occurs, immediate attempts will be made to contact a parent or a person specified as an emergency contact. If a designated adult cannot be reached and the child requires immediate care, the child will be taken to a hospital.

Home – School Communication

Home-School Partnership

When receiving communication from the school, parents/guardians should keep in mind that education is a partnership involving students, his/her teacher(s) and the parents/guardians. It is natural for parents/guardians to love and support his/her child. In fact, it is that support which enables a child to face the world every day and

to grow into a competent adult. Sometimes, however, that support requires parents/guardians to recognize that children make mistakes and it is through recognition of these mistakes that growth occurs.

Communication from the school comes in many different forms. School personnel may call home to commend a student for exemplary behavior or for an outstanding academic accomplishment. There are also occasions however, when school personnel will call home to inform parents/guardians that a student owes homework, broke a school rule, performed poorly on a test, was late for class, etc.

The following guidelines may be helpful to parents/guardians as they try to understand the situation:

- *When parents/guardians and the school work collaboratively and respectfully on an issue it is less likely to happen again.*
- *The school professionals wish to collaborate with parents/guardians in order to help each student to feel safe, and to realize success.*
- *If the news is upsetting or catches parent/guardian off guard, he/she can tell the school professional that he/she would like time to think about the issue. A time should be set to call back or to make an appointment for a meeting (except in the case of a suspension).*
- *When discussing the issue with the school professionals, parents/guardians should listen carefully and ask clarifying questions.*
- *Understand that the school professionals know that students make mistakes. Their ultimate goal is to help each student learn from his/her mistakes.*
- *Students at this age expect consequences for their behavior and are confused when they are not forthcoming.*
- *When discussing the situation with his/her child, the parents/guardians should listen to how he/she is making sense of the issue; help him/her to gain perspective and articulate what he/she has learned.*

Contacting a Teacher

During school hours, parents may leave messages for teachers with the school secretary, and teachers will return calls as soon as possible. Parents are encouraged to contact the classroom teacher or specialist if there is a concern. Together, efforts will be made to resolve the problem.

Voice-mail/email: Parents may leave voice mail or e-mail messages for teachers. For email messages please use the following format: Teacher's last name, first initial typed in as one word then followed by "@lincnet.org" Please note that a response may take up to 48 hours, so items needing immediate attention should go through the school office.

Notes: We do urge parents to send a note to school with your child. A note is still the best and safest way to notify your child's teacher of a change in the dismissal routine.

Hanscom Blog

Hanscom Schools blog is our main avenue of communication and the site will be updated frequently, if not daily, at least as we transition into school. Once we get settled you can expect weekly communications via this site. So, please bookmark the site and check it frequently. There is also a button on the bottom of the homepage, <https://hanscomschools.wordpress.com/> to subscribe to the blog. If you subscribe you will be alerted via email every time the site is updated.

Counseling Services

Counseling and support services are provided by licensed social workers. They work with children and families experiencing developmental, social or emotional difficulties. Evaluation services for children with special needs are also provided. The counseling program is primarily short-term in nature and seeks to promote positive mental health practices within the regular classroom program.

Volunteers and CORI Checks

Massachusetts state law requires CORI checks, (Criminal Offender Record Information), for all volunteers and chaperones. Parents can receive an application through the main office. Many teachers request the help of parent volunteers and ask parents to collaborate on special classroom projects or to help supervise school trips. Teachers often recruit volunteers to serve as room parents. Parent volunteers are essential to helping us in our school library. We hope you can assist us!

Hanscom School Council (HPS and HMS)

In 1993, the Massachusetts Education Reform Act mandated school councils statewide. The Hanscom School Council is composed of the Principal, teachers, parents, and a Hanscom community member. The purpose of the Council is to help the principal formulate a yearly school improvement plan and work in task groups to achieve these goals and keep home-school communication open.

All meetings are open and parents are always welcome to join us. Watch the weekly Parent Newsletter for exact dates and times. The Hanscom Middle School Advisory Council also meets and collaborates with the Hanscom Primary School Council.

Parent Teacher Organization (PTO)

The Hanscom Schools PTO is a volunteer organization that supports both the Primary and Middle Schools through fundraising, volunteering, and sponsoring special events. The PTO provides a close link between parents, teachers, and administrators. Annual fees help fund the activities that are supported by the PTO. There are a number of fund raising activities each year.

The PTO can be contacted at HanscomPTO@gmail.com.

Lincoln School Foundation

The Lincoln School Foundation (LSF) is a membership-supported, privately funded organization. The LSF was established by a group of parents concerned about school needs that could not be met by the school budget. Although independent, the foundation's bylaws and procedures are compatible with, and endorsed by, the School Committee.

The LSF provides grants to develop professional skills, implement special projects, or sponsor guest artists. The LSF also funds projects that integrate the resources of the community with the public schools: it has funded activities stemming from partnerships with DeCordova Museum and Drumlin Farm. One-hundred percent of

contributions are used for grants. For more information, contact the Lincoln School Foundation at P.O. Box 675, Lincoln, MA 01773. The LSF is part of the Combined Federal Campaign. www.lincolnschoolfoundation.org

Rules and Regulations

One of the many goals at Hanscom Middle School is the establishment of a positive school climate that affords all students the opportunity to have the best educational experience possible. This climate can only be realized in an atmosphere where students and staff are respectful to one another. Middle school is a time of growth and maturation and a place to learn how to make appropriate choices. Middle school is also a place to learn that unacceptable behavior and the violation of school rules has appropriate and reasonable consequences, some quite serious.

As a district we have updated our discipline policy for the upcoming school year. The district's *Code of Conduct* is outlined in the district's Student & Parent Handbook. Please refer to this document to review the changes to the district policy.

At Hanscom Middle School every effort is made at all levels to help students assume responsibility for managing their own affairs within the school setting. Generally, teachers and students settle classroom discipline matters in a cooperative fashion. However, more difficult matters may be resolved with the help of the team, School Social Worker, the School Psychologist, parents/guardians, or the Principal.

Dress Code

Appropriate dress is required to maintain safety and to ensure that there is no disruption to the educational process in the school. Items which are deemed vulgar, provocative, or which advertises/advocates the use of alcohol, drugs and/or tobacco products are unacceptable and inconsistent with a safe and orderly educational environment. In addition, clothing or jewelry that is disruptive to the educational process (e.g. low-cut pants, low necklines, shirts exposing midriffs, short skirts or shorts) is not acceptable in school. Additionally, sneakers with wheels are not permitted as they too pose a safety risk.

The rules are as follows:

- No undergarments should be visible
- No bare midriffs- (back and/or stomach cannot be exposed)
- No halter-tops, tube-tops, camisoles, low-cut necklines (height of blouse or shirts is appropriate when measured at the top of the arm-pit and no lower) and no underwear-type tank tops
- No apparel (shorts, skirts, pants) should be worn that inappropriately leave parts of the body exposed
- No clothing with logos that promote the use/sale of drugs, alcohol, and/or tobacco products
- No clothing that discriminates, demeans or that is derogatory towards any group or individual. Apparel that contains statements or symbols that make negative statements about race, religion, ethnic origin, gender, sexual orientation, stereotypes or that has sexual connotations, or sexual innuendo
- No skirts and/or shorts that are of an inappropriate length
- No studded wallets/belts/chains/jewelry

- No sneakers with wheels are permitted (“heelies”)
- No hats will be worn in classes but may be worn to school and removed upon entering the building and placed in the locker until dismissal
- No outside clothing such as a winter jacket will be worn during classes

If a student fails to follow these guidelines, the student will be asked to replace inappropriate articles of clothing. Repeated instances will result in a call to the parents, and the student could receive a detention.

Before and After School Programs Through HAFB

Hanscom AFB offers programs for children in grades Kindergarten through 6th. Before and after school program schedules include age-appropriate activities to promote and enhance the child's physical, social, emotional and intellectual growth outside the school environment.

School Age Program

The School Age Program, “The Clubhouse,” is located in Bldg. 1999 between the base swimming pool and the Hanscom Schools. The facility is closed on Federal holidays as well as during base closures due to inclement weather or at the installation commander’s discretion.

Specific program operating hours are as follows unless school release/holidays state otherwise:

*Kindergarten - 6th Before school hours 6:30 - 8:00 AM Monday - Friday
After school hours 2:50 - 5:30 PM Mon, Tues, Thurs, Fri
After school hours on Wednesday are 12:35 - 5:30 PM*

Fees are based on Department of Defense guidelines according to the Military Child Care Act of 1989. These fees are updated annually. For registration materials and further information, call the School-Age Program at 781-225-6051.

Youth Programs

Hanscom AFB Youth Programs are offered through the Youth Center, Bldg. 1993, located next to Hanscom Middle School. The Youth Center is for children ages 9 to 18 and is available for military family members upon payment of an annual membership fee. For more information regarding youth programs and the Youth Center, call 781-225-6043.