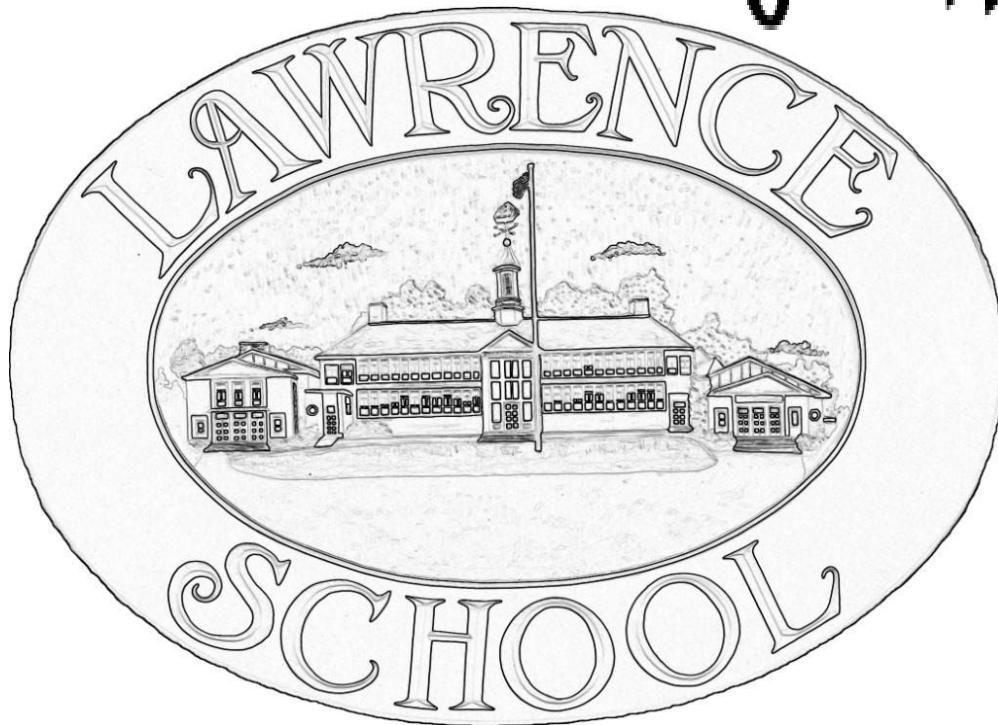


Pride
Respect
Responsibility
Compassion

Be in the Know!



2020-2021

113 Lakeview Avenue
Falmouth, MA 02540
(508) 548-0606

Thomas Bushy, Principal
tbushy@falmouth.k12.ma.us

Rebecca Vieira, Assistant Principal
rvieira@falmouth.k12.ma.us

Dr. Meg Valdes, Special Ed. Building Admin.
mvaldes@falmouth.k12.ma.us

What You Should Know....

Start of School

- Please refer to the following calendar which details our phased re-entry to the 2020/2021 school year.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
September 21 ALL STUDENTS REMOTE* (Use Monday Half Day schedule)	September 22 ALL STUDENTS REMOTE* (Use Tuesday Half Day Schedule)	September 23 ALL STUDENTS REMOTE* (Use Remote Wednesday Schedule)	September 24 ALL STUDENTS REMOTE* (Use Thursday Half Day Schedule)	September 25 ALL STUDENTS REMOTE* (Use Friday Half Day Schedule)
September 28 HALF DAY IN-PERSON* COHORT A1 & EVERY DAY COHORT (Use Monday Half Day schedule) Cohorts "A2", "B1", "B2," and "Remote" work remotely	September 29 HALF DAY IN-PERSON* COHORT A1 & EVERY DAY COHORT (Use Tuesday Half Day Schedule) Cohorts "A2", "B1", "B2," and "Remote" work remotely	September 30 REMOTE WEDNESDAY FOR ALL (Use Remote Wednesday Schedule)	October 1 HALF DAY IN-PERSON* COHORT A2 & EVERY DAY COHORT (Use Thursday Half Day Schedule) Cohorts "A1", "B1", "B2," and "Remote" work remotely	October 2 HALF DAY IN-PERSON* COHORT A2 & EVERY DAY COHORT (Use Friday Half Day Schedule) Cohorts "A1", "B1", "B2," and "Remote" work remotely
October 5 HALF DAY IN-PERSON* COHORT B1 & EVERY DAY COHORT (Use Monday Half Day Schedule) Cohorts "A1", "A2", "B2," and "Remote" work remotely	October 6 HALF DAY IN-PERSON* COHORT B1 & EVERY DAY COHORT (Use Tuesday Half Day Schedule) Cohorts "A1", "A2", "B2," and "Remote" work remotely	October 7 HALF DAY IN-PERSON* COHORT B2 & EVERY DAY COHORT (Use THURSDAY Half Day Schedule) Cohorts "A1", "A2", "B1," and "Remote" work remotely	October 8 HALF DAY IN-PERSON* COHORT B2 & EVERY DAY COHORT (Use FRIDAY Half Day Schedule) Cohorts "A1", "A2", "B1," and "Remote" work remotely	October 9 PROFESSIONAL DEVELOPMENT DAY
October 12 NO SCHOOL	October 13 IN-PERSON COHORT A (Cohorts A1&A2) & EVERY DAY COHORT (Use MONDAY Schedule) Cohort B (B1&B2) and "Remote" work remotely	October 14 IN-PERSON COHORT A (Cohorts A1&A2) & EVERY DAY COHORT (Use TUESDAY Schedule) Cohort B (B1&B2) and "Remote" work remotely	October 15 IN-PERSON COHORT A (Cohorts A1&A2) & EVERY DAY COHORT (Use Thursday Schedule) Cohort B (B1&B2) and "Remote" work remotely	October 16 IN-PERSON COHORT A (Cohorts A1&A2) & EVERY DAY COHORT (Use Friday Schedule) Cohort B (B1&B2) and "Remote" work remotely
October 19 IN-PERSON COHORT B (Cohorts B1&B2) & EVERY DAY COHORT (Use Monday Schedule) Cohort A (A1&A2) and "Remote" work remotely	October 20 IN-PERSON COHORT B (Cohorts B1&B2) & EVERY DAY COHORT (Use Tuesday Schedule) Cohort A (A1&A2) and "Remote" work remotely	October 21 REMOTE WEDNESDAY FOR ALL (Use Remote Wednesday Schedule)	October 22 IN-PERSON COHORT B (Cohorts B1&B2) & EVERY DAY COHORT (Use Thursday Schedule) Cohort A (A1&A2) and "Remote" work remotely	October 23 IN-PERSON COHORT B (Cohorts B1&B2) & EVERY DAY COHORT (Use Friday Schedule) Cohort A (A1&A2) and "Remote" work remotely

*During these "All Students Remote" and "Half Day In-Person" school days, all students are expected to complete asynchronous independent work in the afternoons as they are considered full school days for students.

Student Cohorts

- The hybrid model requires students to attend school on alternating weeks, with some students attending school in-person one week while others are attending remotely from home and vice versa.
- The student cohorts refer to the weeks they are learning remotely or in person. There is also a cohort of students that are full time remote, and a cohort of students that are full time in-person.
- Each student's cohort is displayed in bold print on their schedule in PowerSchool, please see below for more information and refer to the attachment for login directions.

Safety

- **Mask Wearing** - All staff and students are required to wear a mask in school and on the school bus. Acceptable masks are made of two-ply material, cloth or surgical masks are OK. Masks that are not acceptable: bandannas, gaiters, masks with valves and face shields. Students will have a minimum of 2 mask breaks during the school day during: breakfast, snack, lunch, outdoor time with safe spacing. Please refer to the following link with an infographic with examples of acceptable masks [FPS What Type Of Mask Is OK?](#). See the district's website at www.falmouth.k12.ma.us for continued guidance around face coverings.
 - Please note any non-compliance with mask wearing will be addressed immediately and a parent/guardian may be required to pick up your student from school. Repeat violations of the mask wearing rules will result in the student moving to full remote learning.
- **Distancing** - Physical distance reduces the risk of transmission. Students and staff will have 6 feet of distance in between them and signage has been posted throughout the school as a reminder. All students and staff must adhere to physical distancing guidelines at all times.
- **Hand Washing** - Students and staff are required to exercise hand hygiene (hand washing or sanitizing) throughout the day. Sanitizer stations have been installed in every classroom. Students are allowed to bring in their own hand sanitizer

School Day

- Students enter and exit the building at their designated times, see below for Arrival and Dismissal instructions
- Grab n' Go breakfast is available for students everyday - regular cafe fees apply.
- Students may bring lunch from home, or bring money if purchasing school lunch.
- Students should bring their own water bottle to school each day. Water fountains will be shut off, however, water bottle filling stations will remain open.
- No coffee, juice or soda drinks are allowed in classrooms besides during lunch time.
- Students may bring juice, soda, sports drinks (ie: Gatorade) during lunch time only. Caffeinated drinks such as Monster, Red Bull, coffee, etc. are strongly discouraged.
- The Regular Bell Schedule is as follows and a Half Day Bell schedule will be shared with you at a later date

Student Staggered Arrival - 8:10-8:15

MONDAY		TUESDAY		WEDNESDAY (REMOTE)	THURSDAY		FRIDAY	
Morning Check In 8:15-8:30		Morning Check In 8:15-8:30		Period 1 8:30-9:00	Morning Check In 8:15-8:30		Morning Check In 8:15-8:30	
Period 1 8:30-9:50		Period 5 8:30-9:50		Period 2 9:05-9:35	Period 1 8:30-9:50		Period 5 8:30-9:50	
Period 2 9:55-11:15		Period 6 9:55-11:15		Period 3 9:40-10:10	Period 2 9:55-11:15		Period 6 9:55-11:15	
7th grade:	8th grade:	7th grade:	8th grade:	Period 4 10:15-10:45	7th grade:	8th grade:	7th grade:	8th grade:
				Period 5				

Lunch 11:20-11:50	Period 3 11:20-12:40	Lunch 11:20-11:50 0	Period 7 11:20-12:40	10:50-11:20 Period 6 11:25-11:55	Lunch 11:20-11:50	Period 3 11:20-12:40	Lunch 11:20-11:50	Period 7 11:20-12:40
Period 3 11:55-1:15	Lunch 12:45-1:15	Period 7 11:55-1:15	Lunch 12:45-1:15	Period 7 12:00-12:30	Period 3 11:55-1:15	Lunch 12:45-1:15	Period 7 11:55-1:15	Lunch 12:45-1:15
Period 4 1:20-2:40	Period 4 1:20-2:40	Bulldog Time 1:20-2:40	Bulldog Time 1:20-2:40	Lunch 12:30-1:00 Independent Remote work 1:00-2:45	Period 4 1:20-2:40	Period 4 1:20-2:40	Bulldog Time 1:20-2:40	Bulldog Time 1:20-2:40

Staggered Dismissal - 2:40-2:45

20-21 Schedule Notes

- **Bulldog Time** - This class meets twice weekly for students and is structured to allow students to access additional elective and enrichment opportunities. In addition, this time will be used for delivering Social, Emotional, Learning (SEL) units, and provide time for staff to offer extra help.
- **Student Groups** - There are 6 teams in the school. Students on each team have been clustered into 5 groups of 17-20 students. Each student group will be composed of students in the A Cohort, B Cohort, 100% Remote and 100% Face to Face. The student groups will stay in their assigned classroom for the entire day, while teachers travel to the classrooms to deliver instruction. Students are assigned cohorts based on a variety of learning needs including world language, math and special education placement.

Arrival

- Arrival begins at 8:00am and ends at 8:10am. Designated times are as follows:
 - **7th grade** drop off: Hamlin Avenue entrance at 8:00am - Cars should take Lakeview Ave. to Hamlin Ave. and turn into the side entrance of the school. Follow the road next to the Auditorium and the drop off loop is in front of the Auditorium).
 - **Buses** (Bus Lane) 8:05am
 - **8th grade** drop off: Lakeview Avenue entrance/Staff parking lot at 8:10am - Cars should take Lakeview Ave. to the parking lot by the tennis courts. Traffic flow should be counter clockwise and you will be directed where to go as you approach the gymnasium. Please be aware that the bus loop is also on Lakeview Ave).
- Please pull up to the designated spots in front of the school, your child can exit the car and will be directed into the building by Lawrence School staff. Students should put on their mask before exiting the vehicle.
- Please do not allow your child to exit the vehicle until you have come to a stop close to the drop off sign.
 - We anticipate delays at the start of the year as we streamline the arrival and dismissal processes. Please be patient with us as we improve our timeliness of dismissal and arrival.

Dismissal

- Dismissal begins at 2:40pm and ends at 2:50pm. Designated times are as follows:
 - 7th grade pick up (Hamlin Ave) 2:40pm
 - Buses (Bus Lane) 2:45pm
 - 8th grade pick up (Staff Lot) 2:50pm
- Please pull up to the designated spots as mentioned above in arrival and look for your child in front of the auditorium (grade 7) and gymnasium (Grade 8). Masks should stay on until the student gets into the vehicle.
 - We anticipate delays at the start of the year as we streamline the arrival and dismissal processes. Please be patient with us as we improve our timeliness of dismissal and arrival.

Emergency Form/Email

- It is extremely important that you submit your Emergency Form to the main office as early as possible. Please print clearly and make sure you have the correct email address, as this is our primary means of disseminating important information throughout the school year.

Hallway Travel

- Directions in hallways are clearly marked and distanced six feet apart. With students staying in assigned classroom spaces hallway travel will be minimal. When student groups are moving (outdoor classrooms or physical education) only one group will be in the hallway at a time.

Supplies List

- In an effort to decrease the amount of items that students bring to and from school we will be supplying students with some basic school supplies in a personal bin in their assigned classrooms to start the year (pencil, headphones w/ mic, ruler, small whiteboard board, dry erase markers and dry eraser).
- Students will also be issued an agenda in the beginning of the school year for organizational purposes.
- If you wish to send a student with a three ring binder that could come to and from school with their chromebooks everyday, it may help with organization though we anticipate a reduction in papers being handed out to students as they will primarily be using their chromebooks.

Bathroom Breaks

- Students will be allowed bathroom breaks as requested. Only one student is allowed in the bathroom at a time. Each floor has a boys room, girls room, community bathroom and staff bathroom.

Outdoor Classrooms

- Outdoor classroom spaces are available and teachers are encouraged to take their students to these spaces as weather and instructional practices permit.

Dress for Success

- Acceptable “Dress for Success” attire can be found on the Lawrence School website as well as attached to this packet. We understand that due to current circumstances some families may be in need of support acquiring dress code items. Please email [Mrs. Tammy Lomba](#) if you have any questions.
- “Dress for Success” clothing can be found (but not limited to) Old Navy, JC Penny, Target, Kohl’s, Wal-Mart and some online clothing stores.
- Remote/Synchronous learning: Students who are 100% remote and/or hybrid students on their remote weeks will not have to wear dress code. There will be some expectations for their synchronous learning opportunities, but not to the extent of our in-school students.
- Facemasks: As long as there are no inappropriate images or text on facemasks, there are no Dress for Success restrictions. Facemasks, like belts, socks, shoes, headbands, scarves will be a way for students to have some fun with their outfits within the Dress for Success initiative.

Virtual Instruction Etiquette

- Before the first day of school, your child will receive additional information about remote learning expectations and etiquette.

Lunch

- Students will eat lunch in their assigned classroom
- If a student is purchasing school lunch it will be delivered to the classroom at the lunch wave
- Students will not have access to refrigeration or a microwave for any items brought from home
- All schools in Falmouth are operating as nut-free schools.
- Students will be responsible for sanitizing their area

Early Release Days

- Early release days for the new school year can be found on the FPS website. (<https://www.falmouth.k12.ma.us/>) under district calendars.
- Early release at Lawrence School is *11:55 a.m. Please follow the same arrival and dismissal practices.*
- Breakfast and Lunch are still available on early release days.

Lockers, Backpacks, and Cell Phones

- To start the year, students will not be assigned a locker.
- All backpacks and personal items should be kept underneath their assigned desk in their assigned classroom.
- All cell phones must be powered off during the school day. If a student is found with a cell phone on them, a parent/guardian will be required to pick up the phone from the main office.

PowerSchool

- PowerSchool is our student information system that contains student schedules and grades and is a helpful tool in monitoring student progress.
- PowerSchool can be accessed on the FPS website under the “Students” tab
- Students have a login and password unique to them and we will also share login information for the Parent Portal at a later time

Schoology

- Schoology is a Learning Management system (LMS) that all Lawrence School teachers and students will be using for both in person and remote instruction
- This system seamlessly integrates with PowerSchool. Students and Families will be able to use one sign in on Schoology to review assignments, access announcements, and view grades and feedback
- Login information and video tutorials will be shared with students and families at a later date

Week Ahead Email

- Our primary form of communication with families is via email, so please make sure we have your correct email address. You can expect a weekly communication every Friday afternoon with important information about upcoming events and general school news called “Lawrence School Week Ahead”.

Forgot Something?

- Parents and guardians are not going to be allowed to come into the school building at this time. If you need to get something to your child, please call the main office or ring the main entrance door and someone will come to assist you.
- If a student leaves an item on the bus to or from school, call the Lawrence School Office or First Student Bus Company at (508) 540-6433.

Early Dismissal Procedure

- A note from home is required for students needing to be dismissed early. Students should bring a note directly to the main office.
- If your student is being dismissed early, go to the visitor parking, call the school and we will send your child out.
- If a student is being picked-up by someone who is not on our emergency alternate list, a parent/guardian must call in advance, and the adult who is dismissing the student, must show an I.D. to the School Office staff at the main entrance.

Attendance

- **Safe Arrival Program:** In our efforts to maintain the safest possible school environment, we are asking parents/guardians to call the Safe Arrival line to inform us of any absences or tardiness due to sickness, vacations or any other event that would require students to miss or be late to school. On a daily basis the school attempts to verify the attendance of every student by reconciling the school attendance list with the phone calls

recorded on our Safe Arrival line. In any situation where a student's absences have not been accounted for, by an appropriate phone call, the school will attempt to contact parents/guardians. When calling the Safe Arrival line, 508-548-0606 option #4, please include the name of the student, the grade level and the date(s) of the anticipated absences or tardiness.

- For Covid specific medical concerns, please refer to the district covid guidelines.
- A doctor's note must be received for an excused absence.
- Due to current safety and health concerns, we will not be recognizing perfect attendance as we have in years past. We do not want to encourage students that may not be feeling well to try to come to school to preserve their attendance record.

Bus Notes

- We will not be issuing bus notes, students are only allowed to ride the bus that they are assigned to.

Teacher Communication/Meetings

- The best way to reach teachers is via email. The turnaround time for a reply is approximately 24-48 hours.

State/School Tests:

- MCAS testing typically takes place in the Spring. Firm dates will be communicated by the principal via a ConnectEd call, and our school website.
- Final Exams take place in June. A schedule will be distributed by team teachers.

Volunteering at Lawrence School

- Volunteers will be limited this year. If interested, please reach out to the VIPS office at the Falmouth High School via email vips@falmouth.k12.ma.us or via telephone (508) 548-1621.

Lost and Found

- The Lawrence School Lost and Found is located in the cafeteria.
- Lost gym items will be collected in the gym locker rooms.

Student Supports

- Guidance and adjustment counselors are assigned to each grade and regularly meet with teaching teams in an effort to proactively address student issues and provide support as needed. They are also available for individual student and/or parent meetings (virtual) Please reach out directly to your child's guidance counselor.

Team Structure

- Lawrence School uses a team structure model. There are six teams in total. Teams 1,2 and 3 are Grade 7. Teams 4, 5 and 6 are Grade 8. The team teachers are in close communication. The teachers on our teams are all highly qualified and work hard to make sure that all kids feel part of their team community. We do not accept parent requests for team assignments based on friend groups or a specific teacher.

Behavior Expectations

- Lawrence School's motto is *Pride, Respect, Responsibility & Compassion*. We expect all students to take *pride* in their academics, treat one another with *respect*, and a positive school experience is all of our *responsibility*. Lawrence School has a zero tolerance policy in regards to verbal/physical mistreatment of others such as negative comments or behaviors about race, religion, gender, or sexual orientation.

