



Lowell Public Schools

Explore & Expand Program (Elementary and Middle School) Compass Program (LHS)

“Where students expand their learning and explore new opportunities.”

Student Handbook Receipt Form 2024-25

**PLEASE SIGN & RETURN THIS PAGE
to your child’s school before the first day of the program.**

Dear Parents/Guardians:

Welcome to our Explore & Expand Program for elementary and middle school students and the Compass Program for our grade 9 students in the high school. In order to assist you with any questions you have in regard to our after-school program, we are providing this handbook to all students enrolled in the program.

Please familiarize yourself with the handbook and go over all important information with your child.

Keep this handbook in a convenient location at your home for reference throughout the year.

Student Name: _____
(Please Print)

Student Signature: _____

I have read this handbook and fully understand the policies and procedures of the LPS Explore & Expand Program and the Compass Program.

Parent/Guardian Signature: _____ **Date:** _____

Sincerely,

Rebecca Duda, Ed.D
Coordinator Special Programs



Lowell Public Schools

Explore & Expand Program & Compass Program Student Handbook 2024- 2025

District Program Contact Information

Program Director: Rebecca A. Duda, Ed.D, Coordinator Special Programs

Email: rduda@lowell.k12.ma.us

Office phone: 978-674-2053

Program Administrative Assistant: Jeanne Maguire

Email: jmmaguire@lowell.k12.ma.us

Office phone: 978-674-2037

School Contact Information

Bailey Elementary School
175 Campbell Drive

Office phone: 978-937-7644
Site managers: Cindy Caliri & Amanda Delworth
Site managers' email:
cindycaliri@lowell.k12.ma.us
adelworth@lowell.k12.ma.us

Bartlett Community Partnership School
79 Wannalancit Street

Office phone: 978-937-8968
Site manager: Maria Fabery
Site manager email: mfabery@lowell.k12.ma.us

Butler Middle School
1140 Gorham Street

Office phone: 978-937-8973
Site manager: Neyder Fernandez
Site manager email: nfernandez@lowell.k12.ma.us

Daley Middle School
150 Fleming Street

Office phone: 978-937-8981
Site Manager: Stephen Daly
Site manager email: sdaly@lowell.k12.ma.us

Greenhalge Elementary School
149 Ennell Street

Office phone: 978-937-7670
Site manager: Amanda Paquette
Site manager email: apaquette@lowell.k12.ma.us

Lincoln Elementary School
300 Chelmsford Street

Office phone: 978-937-2846
Site managers: Rachel Margaglione (M/W) Jessica Gregoire (T/Th)
Site managers' email:
rmargaglione@lowell.k12.ma.us
jgregoire@lowell.k12.ma.us

McAuliffe Elementary School
570 Beacon Street

Office phone: 978-937-2838
Site manager: Kristen Wade
Site manager email: kwade@lowell.k12.ma.us

McAvinnue Elementary School
131 Mammoth Road

Office phone: 978-937-2871
Site manager: Maribel Gervais
Site manager email: mgervais@lowell.k12.ma.us

Moody Elementary School
158 Rogers Street

Office phone: 978-937-7673
Site manager: Ellen Netishen
Site manager email: enetishen@lowell.k12.ma.us

Morey Elementary School
114 Pine Street

Office phone: 978-937-7662
Site manager: Chris Crowley
Site manager email: ccrowley@lowell.k12.ma.us

Murkland Elementary School
350 Adams Street

Office phone: 978-937-2826
Site manager: Brian Fendell
Site manager email: bfendell@lowell.k12.ma.us

Pawtucketville Elementary
425 West Meadow Road

Office phone: 978-937-7667
Site managers: Wendy Gregoire & Melanie Mangion
Site managers email:
wgregoire@lowell.k12.ma.us
mmangion@lowell.k12.ma.us

Pyne Arts Magnet School
145 Boylston Street

Office phone: 978-937-7639
Site manager: Erin Hebert
Site manager email: ehebert@lowell.k12.ma.us

Reilly Elementary School
115 Douglas Road

Office phone: 978-937-7652
Site manager: Joanne George
Site manager email: jgeorge@lowell.k12.ma.us

Robinson Middle School
110 June Street

Office phone: 978-937-8974
Site manager: Sarah Giavroulas
Site manager email: sgiavroulas@lowell.k12.ma.us

Rogers Stem Academy
43 Highland Avenue

Office phone: 978-674-4331
Site manager: Elizabeth Borrelli & Stephanie Rennie
Site manager email:
eborrelli@lowell.k12.ma.us
srennie@lowell.k12.ma.us

Shaughnessy Elementary School
1158 Gorham Street

Office phone: 978-937-7657
Site managers: Katie Lanzi & Melissa Viera
Site managers' email:
klanzi@lowell.k12.ma.us
mviaera@lowell.k12.ma.us

Stoklosa Middle School
560 Broadway Street

Office phone: 978-275-6330
Site manager: Kyle Dolliver
Site manager email: kdolliver@lowell.k12.ma.us

Sullivan Middle School
150 Draper Street

Office phone: 978-937-8993
Site manager: Anabel DaSilva
Site manager email: adasilva@lowell.k12.ma.us

Wang Middle School
365 West Meadow Road

Office phone: 978-937-7683
Site manager: John King
Site manager email: jking@lowell.k12.ma.us

Explore & Expand Program and Compass Handbook

Overview

Lowell Public Schools offers extended learning opportunities in our Explore & Expand Program for students in our elementary and middle schools and the Compass Program for students in grade 9. Through an assortment of enrichment and recreational programs, in an informal atmosphere, students will develop academic and physical skills, positive relationships, and intellectual curiosity.

The district’s extended learning programming is currently funded by approximately **\$1,000,000** in **Federal 21st Century Community Learning Centers Grants** and local budget funds provided by the Lowell Public Schools. In a typical school year, we will serve approximately 2,000 in our extended learning programs. In our extended learning programs, students have the use of the school facilities including cafeterias, classrooms, labs, gymnasiums, and libraries. Students participate in a variety of programs. These programs include robotics, art, music, creative writing, board games, and physical education. Students are provided with a snack and/or a dinner by Food Service.

Both the Explore & Expand Program and the Compass Program offer a variety of courses that meet two to four times a week. Typically, programs run Monday through Thursday in three, 10 week sessions throughout the school year beginning in October. Schedules will vary by site. Some sites also offer before school programming. **Regular attendance is a requirement of continued participation.**

There are no nurses on duty in our extended learning programs.

The staff to student ratio is **no lower than one to twelve.**

In the summer, the district will provide a summer Explore & Expand Program and the Compass Program. Specifics on the summer program are provided at the time of registration for our summer programs.

Program Schedule

The district’s Explore & Expand Program and the Compass Program typically start in October and end in May. Schedules will vary site to site. The Explore & Expand Program and the Compass Program are not open during school vacations, on holidays, on election days, or on snow days. If a school offers a morning program it will not be open on a delayed opening day. Programs are not open on early release days. However, before school programs are still available on early release days. This year’s holiday, vacation, and early release days are listed below. There may be other curriculum or parent teacher meeting days for your particular site that are not listed here. Please watch for emails or other communication that is sent home with your child about these days from the Special Programs Office or your child’s school.

Important Dates	
October 15	Extended Learning Programs begin on or after 10/15/24
November 5	Schools are closed. Election Day.
November 11	Schools are closed. Veterans’ Day.
November 27	Early dismissal--Thanksgiving recess
December 4	Early dismissal--teacher professional development day
January 8	Early dismissal--teacher professional development day

January 20	Schools are closed. Martin Luther King, Jr. Day
February 5	Early dismissal--teacher professional development day
February 17-21	February vacation--schools closed
March 5	Early dismissal--teacher professional development day
April 18	Schools closed. Good Friday
April 21-25	April vacation--schools closed
May 14	Early dismissal--teacher professional development day
May 26	Schools closed. Memorial Day
June 7	All programs will end for the year by this date.

Transportation

The district does not provide transportation to or from our extended learning programs unless the student is serviced by McKinney-Vento Transportation.

Attendance

The district's extended learning programs are not drop-in programs. Students must attend regularly to maintain their enrollment. Please keep your site manager informed about the reason for any absences, other than absences from the regular school day, by calling/emailing the site manager or by sending an absent note to the site manager the next day. If students are present during the school day and are not attending the program, a note, email, phone call must be made. **For safety reasons, if there is no note or call, the child will attend the program that day.**

To have a positive impact on our students, it is important that they attend the program regularly and stay until dismissal. Parents may not pick their children up early as a regular habit, except for excused absences. Excused absences include illness, medical appointments, or a weekly scheduled extracurricular or religious activity. **A child with three unexcused absences in a session will be asked to leave the program to make room for a child on the waiting list. Students who are dismissed 3 times from the program may be asked to leave the program.**

A student who is absent from school, who is removed from class during the school day, or who is suspended from school, may not attend their extended learning program that day.

Behavior

Student behavior in the district's extended learning programs will be guided by the Lowell Public Schools Student Handbook that corresponds to the Student's grade (See the following link: <https://www.lowell.k12.ma.us/site/Default.aspx?PageID=147>).

Participation in the district's extended learning program is a privilege and poor conduct may result in a student being removed from the program.

Homework

Students may be given time to complete their homework during their extended learning program assisted by certified teachers and/or paraprofessionals. **Students who do not complete their homework at the end of the homework time scheduled will be directed to participate in the enrichment or recreational activity scheduled for that day.** We have adopted this procedure because we feel that the enrichment offered in our extended learning programs has educational and developmental value. Parents should check their student's homework assignments, and the quality of their completion nightly. If your child is not completing their homework in the time allotted, contact the site manager and/or your child's teacher to work toward a solution.

Medical Issues

There are no nurses on duty in our extended learning programs.

Parents or guardians must inform site managers of important medical issues, allergies, or the need for medications on the program registration form even if they have already notified the school nurse.

Cancellation of Programs

On rare occasions, extended learning programs may be canceled even if school has been in session all day. Most times this is because the weather has worsened and/or roads are expected to be icy by 5:00 pm. Parents will be notified by the school directly and/or the district.

Phone Numbers

It is important your child's school has current phone numbers on file. Please contact your school's site manager with any changes. In case of illness or other emergency, schools must be able to reach a designated adult by phone. **Parents or guardians who cannot be reached by phone three times during a year will be asked to remove their child from the program.**

Winter Weather Procedures

Snow Day

When the Lowell Public Schools cancels school for the day, there will be no programs in the morning or afternoon.

Delayed Opening

In case of a delayed opening, the before-school programs will be canceled.

Early Dismissal

On a day when school is in session but students are released early because of snow, other emergencies, holiday break, or professional development for staff, afternoon programs will be canceled. If it is snowing on a school day, please keep informed about a possible early dismissal, or cancellation of afternoon programs.

Student Surveys

Survey of Academic & Youth Outcomes (SAYO): These surveys are done twice during the school year programs (pre- and post- surveys). They are required by our grants in order to ensure grant funding for programs funded by 21st Century Grant funds. For our programs funded by local funds, students are also surveyed. Students in grades 4-10 are asked to complete the youth survey (please see the passive consent letter below).

The questions ask students what their interests are, what they like about the program, new things they would like to learn about and get better at. Students' responses remain anonymous. We look forward to receiving the students' responses so that we can provide more intentional programming, based on what they are interested in learning about. **You only have to complete this form if you do NOT want your child to answer the survey.**

The information collected will help us improve our program and how we serve our students. The survey will take place during program hours. If you have any questions or concerns, or would like additional information, please feel free to contact the building site coordinator or Coordinator of Special Programs, Rebecca Duda, Ed.D. (rduda@lowell.k12.ma.us)

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Dear Parents/Guardians,

Your child's extended learning program has agreed to administer an after-school youth survey for the Massachusetts Department of Education of Elementary and Secondary Education and/or for the Lowell Public Schools.

This fall your child (in grades 4-10) will be invited to complete the after-school survey. The survey will ask questions about what your child thinks of the program and about some of the ways they may be benefiting from attending the program. The information your child provides will be extremely valuable in helping after-school programs across the state and in our own district.

We assure you that all information collected from your child on surveys will be kept strictly confidential by program administrative staff and the research team. Your child will not be identified and your child's individual answers will not be shared with afterschool program staff, school personnel, or any other organization or individuals. Participation in this study is strictly voluntary and your child may choose to stop at any time.

Should you have any questions about this process, feel free to contact Karyl Resnik at the MA Department of Elementary and Secondary Education at 781-338-3515 or Coordinator of Special Programs, Rebecca Duda, Ed.D. at 978-674-2053.

Complete the sign and return this form to your child's school **only if you do not wish for your child to participate.**

Child's name (please print): _____

Child's date of birth: _____

Parent's name (please print): _____

Parent's signature: _____

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