

Lunenburg Primary School



Parent Handbook

1401 Massachusetts Ave.
Lunenburg, MA 01462
978-582-4122 ~ FAX 978-582-4173

Lunenburg Public Schools

Mission: We provide all students with the skills, confidence, and passion for life-long learning so that they may find their own paths to successful careers, active citizenship, and rewarding lives.

Vision: The Lunenburg Public Schools is committed to its values of attending to the personal wellbeing of its students, providing quality instruction at all levels, and promoting life-long learning for all.

Core Values

- Quality education cultivates creative problem solving, independent thinking, and multiple points of view.
- Effective education addresses the whole child, involves authentic engagement, and provides multiple pathways to success.
- Students must be provided with an academically and personally safe environment that promotes effective learning.
- Students should be provided with opportunities to develop initiative and responsibility which will help them become active and supportive community members.
- Focused, sustained professional development and reflective practice are fundamental to excellence in teaching.
- Strong collaboration and open communication among school staff, students, families, and the community develop mutual respect and trust, and enhance students' ability to succeed.

- Resourcing decisions should be responsible, address critical needs and put students first.

Beliefs about Learning

- Take responsibility for academic growth through reflection, risk-taking, and accountability
- Spark a passion for learning and creativity by providing a stimulating environment that is challenging and empowers students to follow individual pathways through varied learning opportunities
- Foster an environment of mutual respect and personal integrity as demonstrated through words and actions
- Students are held to clear, rigorous, and reachable expectations by providing opportunities to demonstrate learning at high levels
- We draw from life experiences to make connections within, and beyond, the classroom

School Committee Members

Carol Archambault - Chair **Brian Lehtinen** -Vice Chair *Laura Kelly -Secretary*

Anthony Sculimbrene - Member Sophie Shapiro - Member

Regular meetings are held on the first Wednesday of each month beginning at 7:00 PM at the Town Hall, 17 Main Street, and the third Wednesday at the LMS Collaborative Room #D132. Special meetings or changes to meetings will be posted in accordance with public meeting law.

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Translation Available

If you need translation of any document in your native language, please contact Julianna Hanscom at (978) 582-4100 X305.

Si vous nécessitez une traduction de ce document dans votre langue maternelle, veuillez contacter bâtiment Julianna Hanscom au (978) 582-4100 X305

Si se necesita este documento traducido al español, favor de llamar al edificio Julianna Hanscom, al número 978-582-4100 X305

Lunenburg Primary School Administration

Chad Adams

Principal

(978)582-4122 ext. 3100

cadams@lunenburgonline.com

Kevin White

Vice Principal

(978)582-4122 ext. 3110

kwhite@lunenburgonline.com

Krissy Carbone

Administrative

Secretary

(978)582-4122 ext.3101

kcarbone@lunenburgonline.com

School Advisory Council Members

Brian Lehtinen, Meghan Arnold, Shaunna Baril, Tiffaney Tavares, Kirsten Snape,
Kathryn Gerrior, Sarah Curley, Kara Courtemanche, Chad Adams, Kevin White

Administration Directory

Central Office

**Superintendent of
Schools**

Dr. Kate Burnham

(978) 582-4100 ext. 211

kburnham@lunenburgonline.com

Title IX Coordinator

**Business Manager/HR
Director**

Michael Cassidy

(978) 582-4100 ext. 201

mcassidy@lunenburgonline.com

Director of

Special Services

Julianna Hanscom

(978) 582-4100 ext. 305

jhanscom@lunenburgonline.com

**Director of Facilities
& Grounds**

John Londa

(978)230-2351

jlonda@lunenburgonline.com

School Administration

Lunenburg Middle-High School

1079 Massachusetts Avenue,

Lunenburg, MA 01462

(978)582-4115 LHS

(978)582-4710 LMS

Mr. Robert McGrath, Principal 9-12

Ms. Annica Scott, Assistant Principal 6-12

Mr. Timothy Santry, Principal 6-8

Ms. Tina Cooney

Administrative Secretary

Ms. Deb Aro

Secretary

Ms. Mona Carpenter-Bowen

Secretary

Ms. Lisa Lavery, LHS Nurse

Ms. Katie McGuire, Nursing
Coordinator

LMS Nurse-TBD

Ms. Jamie Millett, Social Worker

Ms. Lori Shea, School Psychologist

Ms. Katie Berry, Guidance
Secretary/Registrar

Ms. Susan Cavaoli

Guidance Counselor 9-12

Mr. Jeffrey Dionne

Guidance Counselor 9-12

Ms. Karma Tousignant

Guidance Counselor 6-8
Ms. Cheryl Nelson
Guidance Counselor 6-8

Turkey Hill Elementary School
129 Northfield Road
Lunenburg, MA 01462
(978)582-4110

Ms. Heidi Champagne, Principal
Ms. Laurie Cooney
Administrative Secretary
Ms. Meghan Marrone, Nurse
Ms. Gail Okerman, Guidance
Counselor

Lunenburg Primary School
1401 Massachusetts Avenue
Lunenburg, MA 01462
(978)582-4122

Mr. Chad Adams, Principal
Mr. Kevin White, Vice Principal
Ms. Krissy Carbone
Administrative Secretary
Ms. Susan Lasky, Nurse

Ms. Stephanie Miller, Social Worker

❖ **School Hours:**

Lunenburg Primary Schools start time is 9:00 a.m. No student should arrive at school before 8:50 a.m. or after 9:00 a.m. Regular dismissal time is 3:20 p.m., and early dismissal time is 12:20 p.m. Unless a teacher has requested a student to remain after school or the student is participating in an after-school activity, all students should leave the building and grounds promptly at dismissal time. Preschool Morning session is 8:30-11 a.m., Preschool Afternoon session is 12-2:30 p.m.

- ❖ **After School Hours:** Students are required to leave the building and school property when school is dismissed, unless supervised by a faculty member.
- ❖ **Office Hours:** An automated answering system will be in effect to serve your needs. A complete list of voicemail box and extension numbers is provided on the website. Office hours are 8:00 AM to 4:00 PM. The office staff can help with any problem or question concerning school. Please make every effort to avoid calling school to give messages or speak to students unless it is an emergency.

School Support Organizations

- ❖ **Parent/Teacher Organization(PTO)**
<http://www.lunenburgpto.org>
- ❖ **Parent's Advisory Council for Special Achievers in Lunenburg (PAC/SAL)**
<https://sites.google.com/a/lunenburgschools.net/lps/special-services/pacsal>
- ❖ **School Advisory Council**

For further information about any of these organizations, please contact the School Principal, access the link listed above or review the information at the end of this handbook.

Extracurricular Programming

- ❖ **Extended Day Program-** Parents may choose to enroll their child for the Extended Day Program that runs before school from 7:00 a.m. and after school beginning at 3:10 p.m. until 5:30 p.m., at the T.C. Passios Elementary School Building. In order to register for this program, please contact Tammy Perry, Extended Day Director at tperry@lunenburgonline.com . Registration forms can be found on the website at: <https://sites.google.com/a/lunenburgschools.net/lps/extended-daycare-program>

Extended Day is available before and after school, as well as extended day programs for preschool students at T.C. Passios Elementary School Building. Hours of the program are 7:00 am to 5:30 pm at \$5.00 per hour. Late pick-up is available until 4:20 p.m. for \$5.00 per day and registration is required.

Early drop-off is available at T.C. Passios Elementary School Building beginning at 8:00 a.m. for \$5.00 per day. Students must be registered and may only be dropped off between 8:00-8:25a.m.

Enrollment & Attendance

- ❖ **Attendance & Make-Up Work**

Regular attendance is essential to sequential learning. Students improve academic performance with improved attendance. It is important that students are punctual and attend school except when absence is unavoidable due to illness or emergency. Please see Section 5100 of the Lunenburg Public Schools District Policies (Students and Instruction: Attendance) for more information.

Lunenburg Primary School attendance procedures are as follows:

- A. Attendance is taken during the first (homeroom) period by classroom teachers.
- B. Students are expected to attend school every day. Absences for all or part of a school day may be excused only if they meet certain specific criteria, which include:
- Observance of religious holidays
 - Educational trips not school sponsored. The request for an educational trip must be approved in advance by the school principal
 - Health care- Absences for a portion of the school day may be excused for medical or dental
 - Appointments, which cannot be arranged after school hours
 - Illness-When a student is absent as a result of contracting communicable disease, he/she is required to submit a physician's note upon his/her return
 - School visitations that have been approved in advance by the guidance counselor/principal
 - Court appearance
 - Death in the family, family emergency, special family events (i.e. weddings, graduations, etc.)
- C. Documentation requesting/substantiating an "excused absence" must be submitted within three (3) days of the student's return to school. In the case of five (5) or more consecutive days of absences, students must return with a physician's note documenting illness/reason for absence. This physician's note must be presented at the front office when the student returns to school. Students are considered officially absent if they have not reported to school prior to 12:00 p.m. If a student is dismissed prior to 11:30 AM and does not return to school, they will be marked as "dismissed absent".
- D. In the case of extenuating circumstances, parents may request an exemption from this attendance policy. Such requests will be evaluated by the school administration.
- E. Parents must call the school by 9:15 a.m. if their child is going to be absent from or late to school. Parents must call the school to report that their child will be absent or tardy. Please call 978 582-4122 and a specific mailbox is available for attendance purposes only. Please state your child's full name and class. Providing information as to why your child will be absent would be appreciated and helpful to your child's teacher/nurse. Children must be "called in" prior to 9:00 am (start of school). Afternoon preschool children may be called in absent prior to the start of the afternoon session (12:15 pm). This notification to the office is solely for attendance (computer) purposes; it is for safety reasons to ensure that your child is accounted for. School personnel will call parents of all children that have not been called in absent by the parent. Children must be in their classroom when the start of school bell

rings at 9:00 am. Students who arrive after 9:00 am are tardy. In this case the children must report to the school office with an adult to sign them in.

- F. If a student is absent and the parent does not call the school, the School Messenger system will contact the parent by 10:30 a.m. as a reminder to call out your child. You will not receive telephone calls from the school secretary. This is part of our child safe policy to ensure the safety of all students. Notes regarding reason for tardiness or absence must still be submitted upon the child's return to school (see item C above).

❖ **Student Absences and Make-up Work:** It is the student's responsibility to see all teachers from classes that are missed to find out what work is due. It is also the student's responsibility to see that missed assignments are completed on time and handed in to the teacher as follows:

- Assignments given before the absence are due on the day the student returns to class.
- Assignments given on the day the student was absent are due within one day of returning to class.
- If a student is absent for more than one day, the teacher will establish reasonable due dates with the student.
- Parents may request homework packets for students absent for more than two consecutive days. Such requests should be made to the front office prior to 10:00 AM. for packets to be available for pick-up at the end of the school day.

❖ **Dismissals/Tardies**

Dismissal before 3:20 p.m. is discouraged unless there is an emergency. Appointments, which are not emergencies, should be scheduled outside the regular school hours. If a dismissal occurs before 11:30 a.m., it will be considered an absence unless the student returns within three hours. It is the policy of the school system that the following steps be taken for these dismissals:

- On the day of the dismissal, the parent should email the Teacher and primaryoffice@lunenburgonline.com indicating the time of dismissal and who will call for the child.
- The parent must report to the office to sign out the child.
- Students who are being dismissed early due to illness will be signed out in the nurse's office.
- Students will only be released to an authorized adult.

AS A SECURITY MEASURE, NO STUDENT CAN BE DISMISSED TO ANYONE EXCEPT THE PARENT OR SOMEONE THE PARENT HAS AUTHORIZED. THE PARENT MUST NOTIFY THE SCHOOL OF SUCH AUTHORIZATION.

Students are expected to be in school on time. Students who arrive after 9:00 a.m. must report to the office before reporting to homeroom or class. If your child is tardy due to a medical

appointment, please provide a note from the health care provider in order to excuse that tardy.

Lunenburg Public Schools' Attendance Policy can be found in the Lunenburg School Committee Policy Manual. In addition to the policy, it is our practice to encourage parents to make certain their child is in attendance for instruction. Absences, tardiness and dismissals are recorded. Excessive absences or any pattern of absences will be addressed by the administration as follows: After 10 days of unexcused absences/tardiness in one term a letter will be sent home; unexcused tardiness will be monitored. Administration will contact parents in the event of excessive and consistent tardiness.

After school plans:

If your child's after school plans change from normal routine or in the event your child's plan changes once your child arrives at school please provide an email with the child's FULL name, class and clear instruction to your child's teacher as well as primaryoffice@lunenburgonline.com explaining the change. All changes must be received by noon and a confirmation email will be sent by 1:00pm. (If you do not receive a confirmation email please call the office at 978-582-4122)

❖ Enrollment/Registration

Parents new to the area and having a child enter the primary school should contact the office to make an appointment with the staff and to complete registration materials. It is also necessary for the school to obtain the new student's records from the previous school.

- **Preschool Program:** Lunenburg offers an integrated tuition-based preschool program. Lottery for the program is held in January. Please call the school office January 1st regarding specific information on registration, or check the school website. 3 year old children attend two mornings per week (Mon, Wed); 4 year old children attend either a two day morning session (Tues, Th) or a four day afternoon session (Tues-Fri). Tuition for the program is determined annually by the School Committee.
- **Kindergarten Entrance Requirements:** A child must be five years of age on or before **August 31st** to enter our kindergarten program. A School Committee policy regarding this age requirement is in effect. Registration and a parent/guardian orientation program are conducted in the spring preceding the child's entrance into the program. At the registration interview, the parent/guardian must bring a birth certificate, a record of immunizations, completed registration forms, and three evidences of proof of residency in Lunenburg. The school should be informed of any handicaps / disabilities or other concerns at that time. Each child will undergo screenings for vision and hearing, gross and fine motor development, speech and language development and general concept development. All testing results will be reported to the parent/guardian.

❖ **Withdrawal/Transfer**

When transferring a child from our school system to another, notify the office staff as soon as possible. It is necessary for the parent to sign a form, which will give us permission to forward your child's records to the new school. All records will be mailed upon request of the authorities of the new school.

School Communication

- ❖ **PowerSchool-** This is our district student information system which tracks all student information such as grading & report cards, lunch balances, contact information, fees, etc. In order to access this information, an account and log in will be created by the school secretary for you. For more information, please review the following document:

<https://drive.google.com/file/d/0B9UcBKxgqY3Pa3JtMDNIQ1VIU2s/view>

It is important that we have your current contact information in PowerSchool for emergency purposes and important messages sent by the Superintendent or Principal. If your contact information changes during the school year, please notify the school secretary of this change.

- ❖ **School Cancellations/Delays**

The decision to close school is made by the Superintendent of Schools. The Superintendent consults with the Highway Superintendent, Police Department and Director of Facilities for the schools in order to determine conditions. Student safety is everyone's concern and current weather conditions, road conditions and weather forecasts are taken into consideration.

The practice is to close school only in case of extreme weather conditions or unforeseen emergency, therefore, when schools are in session on stormy days, parents are urged to exercise their personal judgment as to the wisdom of sending their children to school.

In certain situations, a delay in the opening of school may be utilized. Delays can be one (1) or two (2) hours. If there is a two (2) hour delay, there is no morning preschool or kindergarten. In the case of cancellation or delay, parents will be notified by the School Messenger system. If you do not receive these School Messenger phone alerts, please notify the front office immediately.

Please see Section 1103 of the Lunenburg Public Schools District Policies (Community Relations: Communications with the Public: Emergency Closings/Delayed Openings/Early Dismissals) for more information.

<https://drive.google.com/file/d/0B9UcBKxgqY3PTW54aVgzTWN4dUE/view>

- ❖ **General Information**

- **Address/Telephone Changes:** Please inform the office immediately of any change in your address, including post office box numbers, and home or work telephone number. We maintain a list of this information as well as update student emergency forms with new information.
- **Telephones:**

Cell Phones: Students may carry personal cell phones to and from school or to school sponsored activities and events. However, cell phones may not be used at any time during the school day unless there is an emergency. Furthermore, all cell phones must not be audible or visible and may be confiscated if they disturb a class. Students who are observed using a cell phone during the school day will have their cell phones confiscated and are subject to disciplinary consequences. Repeated offenses will result in stricter disciplinary consequences.

Office Phones: Student use of the office phones must be limited to emergencies to keep our phone lines available for incoming calls. Personal messages for students cannot be accepted in the main office unless there is an emergency nature.

❖ Newsletters

- The Primary School makes every effort to communicate with parents on a regular basis. On the rare occasion a paper copy of a notice will need to be sent home we will send this on a Thursday. Please check your child's backpack each Thursday. Most communications will be sent through School Messenger via email. Please update your PowerSchool Information so we have accurate contact information. If you have any questions, please contact the school secretary at kcarboney@lunenburgonline.com or at (978) 582-4122.
- **Birthday Invitations :** The school recognizes that generally parents cannot invite every member of their child's class to a party. It is the school's intent to NOT hurt the feelings of children who are not invited. Unless every child in the class is invited, invitations to outside of school events will need to be mailed. Early in the school year classroom teachers will seek permission from parents to publish THEIR class's names, addresses, and telephone numbers of the students in the class. This listing will be for the sole purpose of arranging playdates and party invitations and cannot be used for any other purpose.
- **Room Parent Information:** The Room Parent program is sponsored by the PTO and is a very successful and efficient means of communication between administration, teachers and parents. Some of the duties of a room parent include working with the homeroom teacher to organize and plan classroom parties, making phone calls for various organizations, and other tasks as determined by the teacher and/or administration.
- **Parent Volunteer:** There are several ongoing volunteer programs in the school. We encourage all parents to become active participants in their child's education. Children enjoy seeing the involvement of parents in their day to day school life, and these programs provide a vehicle for home and school cooperation.
 - Other volunteer programs involve parents in helping the children in the cafeteria at lunch, supervising at recess, helping to display the artwork of our students throughout the school, helping with clerical tasks in the library, working in the classrooms, Volunteers may sign up in the school office at any time.
 - Mandatory training is provided in September for all classroom volunteers. All parents who volunteer in the school must complete a CORI form in September.
 - We recognize that all parents cannot physically volunteer during the school day

due to the demands of their work schedule. Supporting your child at home by ensuring that his/her homework is done well and consistently, he/she arrives at school on time and well rested in order to learn, all contribute to your child's education and support your child's teacher. Education is a life-long process that does not start/stop at the school doors.

❖ **Animals in School Policy 5716**

The Lunenburg Public Schools is committed to providing a high quality educational program to all students in a safe and healthy environment.

Introduction:

- Animals can be effective teaching aids and the positive benefits of the human-animal bond are well established. Since diseases can be transmitted from animals to people, and the district's highest priority is the health and well-being of students, animals in the classroom necessitate certain safeguards.
- Animals may be brought into schools for instructional purposes only. By "instructional purposes" it is meant that the presence of animals directly supports the learning strategies or the achievement of the objectives of an approved educational program.
- The School Principals, in consultation with the Health Services Providers in each building, shall utilize the Department of Public Health publication "Animals in the Classroom: Recommendations for Schools" and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final.

• **Animals in the School:**

- Teachers are to contact the principal and check with the school nurse regarding any known allergies existing among students in the classroom, prior to the Principal granting permission. If allergies exist, parents must be contacted for further direction.
- Teachers are responsible for notifying the principal, who maintains a school-wide inventory of live animals.
- Teachers must be aware of state laws regulating sale, distribution, and handling of animals.
- Only the teacher or students designated by the teacher are to handle the animals.

- If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.
- Animals are not to be transported on school buses.
- Guide, Hearing and Other Service Dogs, Therapy Dogs, or Law Enforcement Dogs - These animals may be allowed in school or on school grounds with proof of current rabies vaccination, and consistent with the District's policies on Service Animals and Use of Law Enforcement Dogs.
- Requests to have a service animal in the school will be put in writing to the Principal each year.
- Written evidence of an approved service animal training of handler and animal shall be provided. (yet not required by law) Along with proof of current rabies vaccination.
- The school shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the animal shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.
- If, in the opinion of the School Principal or authorized designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal can also be excluded if it presents a direct and immediate threat to others in the school. The parent or guardian of the student having custody and control of the animal will be required to remove the service animal from the premises immediately.
- If any student or staff member assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the Building Principal or designee and an alternative plan will be developed with appropriate staff. Such a plan could include the reassignment of the person having custody and control of the animal to a different classroom. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an alternate plan will be developed in coordination with appropriate school and transportation staff including the involvement of the parents/guardian of the student.
- When a student will be accompanied by a service animal at school or in other District facilities on a regular basis, such staff member or such student's parent or guardian, as well as the animal's owner and any other person who will have custody and control of the animal will be required to sign a document stating that they have read and understood the foregoing.
- The Lunenburg Public Schools has partnered with the Lunenburg Police Dept. and law enforcement agencies to perform unannounced canine patrols of school property. (School Committee Policy 5406). This service and its results are confidential. The Police Department along with the School Principal will determine when and the number of times this service is to be performed. There is no people-to-canine contact when this service is being performed and the canines remain under the direction and control of the Police Department at all times. In the event that drugs, weapons or other unlawful or unauthorized items are found, parents will be notified. All decisions concerning school discipline and police referral will be made by the Principal, or designated administrator, using existing school procedures.

❖ **Parent/Teacher Conferences & Open Houses**

- **Parent/Teacher Conference:** The school strongly urges parents to become involved in their child's education. Issues and concerns as well as the sharing of ideas are encouraged. We are always interested in parental concerns and suggestions. *If there is a*

specific problem or issue that pertains to your child's classroom experience, we urge you to speak directly with that teacher. If it is unresolved, feel free to make an appointment with the principal. We will be pleased to work with you and the teacher in reaching a mutually acceptable solution.

- **Parental Concerns**

If you should have a concern regarding a classroom, first notify the teacher involved and arrange for a conference. Arrangements for appointments for such conferences may be made by calling the teacher or team. If further discussion should be necessary, please call the principal's office to make an appointment.

- **Open House:** Scheduled parent conference nights, open houses, programs and activities will be held throughout the year. Each parent will receive advance notice. Some of these dates are listed on your child's team assignment welcoming pamphlet and are listed on the all-schools calendar found on the website:

https://drive.google.com/file/d/1PnIQ67sWTfuJHlliNUV7y0JMJR1eH_Xc/view

or the appendices section at the end of this handbook.

- ❖ **School Calendar**

- **Professional Development days:** Periodically during the school year, students will be dismissed at 12:20 p.m. in order that the staff may use these afternoons for professional development programs. These programs include meetings to update curriculum and workshops to keep the staff informed of the latest trends in teaching and child development.
- **School Breaks:** school breaks are taken three times a year in December, February, and April.
- **Term Dates:** The school year is divided into three terms for grading/marking purposes. At the end of each term, students receive their report card. Kindergarten and Preschool are evaluated 2x per year.

Please see Appendix A at the end of this handbook for the full School Calendar.

Building Safety & Security

- ❖ **Visitors/Volunteers**

- **Visitors:** We welcome visitors to our school. Visitors are required to report to the office, sign in and obtain a visitor's badge. We also request that parents make contact with teachers they plan to visit prior to the visitation as a matter of courtesy. For safety reasons, no adult is allowed in the building without a badge. After 9:00 a.m. all doors at the LPS are locked for safety purposes. Visitors are requested to ring the bell outside the right side of the main entrance, and they will be electronically buzzed into the building. When a student requests a parent to bring them an item from home, it needs to be left in the office and the student will need to take the responsibility to retrieve it

from there. Classrooms are not disturbed to call a student down for this purpose.

- **Volunteers:** We welcome volunteers to our school. Visitors are required to report to the office, sign in and obtain a visitor's badge. We also request that parents make contact with teachers they plan to visit prior to the visitation as a matter of courtesy. For safety reasons, no adult is allowed in the building without a badge and must be CORI checked. After 9:00a.m. all doors at the LPS are locked for safety purposes. Visitors are requested to ring the bell outside the right side of the main entrance, and they will be electronically buzzed into the building.
- **Security Cameras:** A surveillance camera system has been installed to enhance the safety and security of students, staff and community members who visit the school, while diminishing the potential for personal and district loss or destruction of property. The cameras are installed in public areas only, including hallways, entrances and exits to the building and the cafeteria. The camera system will be in operation throughout the year. Please be advised that recorded information will be made available to and used as necessary by school officials and/or law enforcement in accordance with District Policy 3503.01:

https://drive.google.com/file/d/1eLftnpgXVL5-We9JRRbZTZZs2hB23_aE/view

- ❖ **Emergency Procedures/Safety Crisis Teams:** Lunenburg Primary School has an updated Emergency Operation Plan that is used in emergency situations. The plan has a clear set of guidelines for a myriad of emergency situations specific to the school to ensure the safety of the students and staff.

The district will maintain a constant state of preparedness and readiness in the event that an incident or emergency occurs at the school. As part of our preparedness, the district will conduct drills and exercises. The purpose of these drills and exercises is to test the procedures identified in the SEOP and to ensure that administration, staff, faculty, and students are familiar with the specific actions required in the SEOP. This annual test will be coordinated with local first responder agencies and relevant persons to meet the statutory requirements. Documentation of the emergency management test and all drills will be kept as required by law.

It is a requirement that all Massachusetts schools participate in **four fire** drills each year in cooperation with the fire department. Each school can conduct other drills including not limited to: evacuation, shelter-in-place, lockdown, intruder, environmental and hazardous material drills. It is also recommended that when the school is comfortable with doing these drills that they challenge staff to think for themselves and change the situations to include: during passing times, lunch, entering in the morning, dismissal, blocking hallways, blocking stairways and other such challenges. The principal or designee will be responsible for recording all drills on the official form and be submitted at the end of the year to the designated district person responsible for school safety. The forms are to be collected from each school in the district and kept on file.

All district staff members are encouraged to develop personal and family emergency plans and maintain a personal level of preparedness. Each family should anticipate that a staff member may be required to remain at school following a catastrophic event. Knowing that

the family is prepared and can handle the situation will enable school staff to do their jobs more effectively.

- **Safety Crisis Teams:** Lunenburg Primary School Safety and Crisis Response Team have established procedures and guidelines that will be followed in the event of a school related death or tragedy/crisis. The framework of our plan of action includes the following four stages of grieving: understanding, grieving, commemorating and moving on.

The Safety and Crisis Teams include but are not limited to the following personnel:

Principal	Assistant Principal	Guidance Counselor
School Secretary	School Nurse Custodian	Teacher Rep

For further information contact the Principal at 978-582-4122

- ❖ **Lockers & Administration Access:** Students will be assigned a locker (cubbie) in which to keep hats, coats, book bags and materials related to school life. Items that are not necessary or are illegal are not allowed in school. Lockers (Cubbies) will be searched by the principal or assistant principal if there is reasonable suspicion that there is something illegal, dangerous, or disruptive to the operation of the school stored in a locker. Please see Section 5406 of the Lunenburg Public Schools District Policies (Students and Instruction: Student Conduct: Interrogations and Locker Searches for more information:

https://drive.google.com/file/d/1HYQ8uM_WBVR-NaXp-dwCa3XbowPUmVD/view

- ❖ **Transportation:**

- **Buses/Drop Off/Pick Up:** Eligible students are assigned to a specific bus. Bus transportation is considered a privilege. Orderly conduct is necessary for safety. Students must keep hands and head inside at all times. Throwing objects out of windows or tampering with any part of the bus is forbidden. Talking in conversational tones while seated, courteous manners and keeping the bus clean are expected. Consequences, such as suspension from transportation, detention and assigned seating, may result from inappropriate conduct.

- **Dismissal Procedure:**

- Bus Riders:**

- K-5 students must be met/received by someone (6th grade or older) at the bus stop; person must be known to the student and **visible** to the bus driver.
 - Parents of students in grade 5 will have the option of filling out a form: [5th Grade Parent Consent Release-Bus.pdf](#) at the beginning of the school year providing parental consent for their 5th grader to be dropped off without someone present at the bus stop to receive them. Only grade 5 students can get off the bus without someone to receive them; younger siblings **may not** get off the bus with them.
 - Students being picked up by parents or guardians after school will be dismissed after the buses have departed. Parents who pick up students should park in designated

parking spaces and avoid areas that conflict with normal bus traffic in front of the school.

- **Cameras on the Bus-** A surveillance camera system has been installed to enhance the safety and security of students while riding the bus and to diminish the potential for destruction of property. The camera system will be in operation throughout the year. Please be advised that recorded information will be made available to and used as necessary by school officials and/or law enforcement in accordance with District Policy 3503.01

Walkers:

- Only students in grade 5 will be allowed to walk (or ride a bike) home unsupervised. A form providing parental consent for the student to be released from school to walk home unattended must be submitted or on file with the school.
- K-4 students will be allowed to walk (or ride a bike) home, with parent consent, provided the student's parent (or caretaker) is visible from the school.

If the parent, or other person known to the students (6th grade or older) is not present at the stop, the child will be brought back to the T.C. Passios Elementary School Building and escorted to the Superintendent's Office. At that point, the parent will be notified that they must pick their child up at the T.C. Passios Elementary School Building.

Students will be required to present written permission notice to the school from a parent/guardian when using alternate means of transportation home from school.

Car pick-up/Drop-off

Supervision of students by staff does not begin until 8:50 am. Therefore, students must not be left off at school prior to that time. Parents dropping off students in the morning must do so along the front entrance sidewalk. The drop off line is intended to be just that – drop off. Your child should be able to disembark your car by themselves. For safety reasons, **please do not get out of your car in the drop-off line.** To ensure that children are not late to school, the line must move very quickly. If your child needs assistance getting out of the car, we ask that you park in a parking space. We ask for your assistance to ensure the safety of all children.

- **The outer drive between the stop sign and the back of the parking lot becomes one way during drop off and pick up times.**
- Cars line up in a single line at the curb at the front entrance.

PLEASE DO NOT BLOCK THE HANDICAP PARKING SPACES

- Cars should pull up as far as possible. The first car pulls up as far as the stop sign.
- All cars parked along the sidewalk by the front entrance where the yellow lines begin to the stop sign should disembark. Cars drive off and the line moves up.
- Children must disembark independently and on the curbside.

- Important: If you feel you need to assist your child in unloading, you must park in a parking space in the lot and walk your child across to the sidewalk. The drop off line is clearly for 'drop offs'.

Since this area for drop off is legally a fire lane, indicated by the yellow stripes, parking is never allowed in this area. Cars are only allowed to be parked between those lines during drop off and pick up when you are remaining in your car.

If arriving after morning start time (9:00 am), parents must park and walk their child into the school office. School begins at 9:00AM; children arriving after that time are tardy and must be signed into school by an adult.

- **Student Pick-up by Parent/ Guardian (Afternoon Pick-up)**

It is extremely important that children remain in school until the close of the day (3:20 pm.). Homework assignments, reminders, etc., given at the end of the day, are important to young children. It is also important that a child feel a part of the group by remaining until the day has ended. We do recognize that there are extenuating circumstances, which may necessitate dismissing a child before the end of the school day. However, these occurrences should not be on a regular basis.

- Pick-ups occur at the same time that our buses are departing the driveway. Parents picking up students must drive to the front of the school in a single line at 3:20 pm.
- We ask that parents please DO NOT come to line prior to 3:20 pm.
- We ask parent cooperation in the following pick-up procedure:
 - The pick-up line moves very quickly. The intent of our pick up procedure is to load as many cars as possible at the same time please move up as far as you can. These cars then drive off and the line moves up accordingly. Teachers on duty will signal children when ALL cars have stopped and it's safe for them to go to their car; please do not beckon your child to your car when you have stopped.

Important points to remember that will ensure that all parents and students in the pick-up line have a pleasant /safe experience:

- Cars line up in a single line at the entrance sidewalk (along the yellow fire lane).
PLEASE DO NOT BLOCK THE HANDICAP PARKING SPACES
- We ask that parents DO NOT get out of their cars. The pick-up line is intended for children who do not need assistance loading. Important: If you feel you need to assist your child in any way (loading, with seatbelt, etc.) then you need to park in the lot and walk to the front of the school to retrieve your child.

- Once children exit the building, engines need to be kept running.
- Children must load on the sidewalk side of the car.

A reminder to all parents: It is against the law to pass school buses while lights are flashing and children are boarding. We request that you do not pass through the front driveway of the school during dismissal when buses are parked.

Vehicle Traffic: State Law does not allow motorists to pass a bus while loading or discharging passengers even in the school parking lot. A speed limit of 10 mph must be adhered to while driving in our parking areas.

Bicycles: Students must not ride their bicycles in the parking lot area or on the sidewalks before or after school when buses, cars, students, staff and parents are in the area. Students are expected to walk their bicycles during high traffic times. Bicycles should be kept locked in the bike rack. The school is not responsible for damaged or stolen bicycles or equipment. Students must wear bicycle helmets as required by law and to follow the rules of the road. Students who create a safety hazard will not be allowed to ride their bicycle to school.

- ❖ **Dropped Off Items:** Please be aware that when parents drop off an item to the office, the student must be responsible to pick up the item at the office. The office staff cannot call students out of class to pick up anything in the office nor will parents be allowed to bring items to the rooms while classes are in session. Every effort will be made to ensure that the items are distributed.
- ❖ **Lost & Found:** A lost and found area is located by the Lunch Room. Accumulated articles in the lost and found area will be donated to a charitable organization prior to each school vacation period.
- ❖ **AHERA Warning:** As required by the U.S. Environmental Protection Agency's Asbestos Containing Building Materials in Schools rule as amended (referred to as AHERA – Asbestos Hazard Emergency Response Act), you are advised that all Lunenburg Public School buildings contain asbestos. The presence of asbestos in a building does not mean that the health of building occupants is endangered. Asbestos abatement and periodic surveillance will be scheduled during non-school sessions throughout the year. Custodial and maintenance workers have been trained to recognize asbestos. Individuals should avoid disturbing Asbestos Contained Building Materials (ACBM). Anyone observing any

uncontrolled or unintentional disturbance of ACBM resulting in visible emissions should notify building maintenance personnel immediately. Further information regarding asbestos locations and the Operations and Maintenance Planning can be obtained in the school office or the Office of the Superintendent.

School Student Services

- ❖ **Special Education Services:** Special education and related services are available to students with disabilities within the district. Consistent with federal and state legislation, the district provides a free and appropriate education in the least restrictive environment for identified students. District policy and procedures provide for the identification, evaluation, and placement of students with disabilities. Students are determined eligible for services via a multidisciplinary team process that includes the student's parents. For more information about the special education process and disability types go to the Mass ESE website <http://www.doe.mass.edu/sped/parents.html>

Students may be referred for evaluation, and subsequent disability determination, by any knowledgeable party (including parents) who has reason to suspect that the student has a disability.

Special Education Identification Process Overview:

- Referral by Child Study Team, parent, or teacher
- Classroom interventions/adjustments
- Referral to Special Education Evaluation Team
- Parent notification and consent for evaluation
- TEAM Meeting (including parent)
- Development of Individualized Education Plan (IEP)
- Parent consent for placement/plan implementation
- Special Education and related services delivered as per IEP
- Annual review of IEP and progress

- ❖ **Section 504/Title II Grievance Procedure:** The guidance counselor at each school acts as the building level coordinator for Section 504 of the Rehabilitation Act of 1973 (Section 504) programming.

1. Referral to Child Study Committee
2. Classroom interventions/adjustments
3. Referral to Special Education Evaluation Team
4. Parent notification and consent for evaluation
5. Multidisciplinary assessment
6. Team Meeting eligibility determination
7. Development of Individualized Education Plan (IEP)

8. Parent consent for placement/plan implementation
9. Special education and related services delivered as per IEP
10. Annual review of IEP and progress

The Lunenburg Public School has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act (Title II). Both Section 504 and Title II prohibit discrimination on the basis of disability. Complaints should be sent in writing addressed to the Director of Special Services, Julianna Hanscom at jhanscom@lunenburgonline.com

- ❖ **Student Records:** State regulations have been adopted regarding the retention and destruction of student records, including special education records. It is the policy of the Lunenburg Public Schools to comply with all state and federal statutes and regulations regarding student records. Special education records are considered by state regulation to be part of a student's temporary record. The temporary record contains the majority of the information maintained by the school about the student. The information may include such things as standardized test results, class rank, Individualized Educational Programs (IEP's), student progress reports, assessment/evaluation reports, extracurricular activities, and comments by teachers, counselors and other school staff. By state regulation, the temporary record must be kept by the school district for a period not exceeding seven (7) years after the student graduates, transfers or withdraws from the district. Before the records are destroyed, the parent and student will be notified and have an opportunity to receive a copy of any information before its destruction. Please see Section 5213 of the Lunenburg Public Schools District Policies (Students and Instruction: Instructional Program: Student Records) for more information.
<https://drive.google.com/file/d/11Dp36DfWPvpZbzDfBbVGxg0KKEoZiMTQ/view>
- ❖ **Guidance/School Counseling:** The guidance department at LPS works to help the students learn how to become self-reliant, responsible individuals with the self-esteem and confidence to succeed in school and in the process of growing into adolescence. The counselors help students assess their abilities, interests and needs by meeting with them in groups and individually. Students can depend upon the guidance department for any academic or social assistance.
Counselors are available to meet with students on a drop-in or appointment basis to discuss all elements of personal and school life. Though students are encouraged to make appointments, they should never hesitate to ask any staff member, teacher, counselor or administrator for help at any time.
- ❖ **Student Support Teams:** Federal, state, and local procedures encourage the utilization of the student support team process for all students experiencing difficulty in school. For additional information, parents should talk to their child's teacher(s), guidance counselor, or building administrator.
- ❖ **Sheltered English Instruction:** Lunenburg Primary School offers a Sheltered English Instruction (SEI) model which complies with state and federal requirements. All English Learners (ELs) are placed in SEI classrooms. Classroom teachers develop both language and content goals and differentiate instruction based on the child's English language

development levels in listening, speaking, reading, and writing. Instructional approaches, strategies, and methodology make the content comprehensible and promote academic English language development.

Health Services

Federal statute defines School Health Services as those services provided by a nurse or other qualified person. Only treatments that must be completed during school hours are the responsibility of the school system. A physician's note and parent permission are required for treatments and/or medications that need to be administered during the school day.

Students who have special health care needs are provided ready access to health care services and treatment during the school day as deemed necessary by physician, parents and other health care providers. An Individualized Health Care Plan will be developed to ensure that those students receive safe, appropriate care during the school day.

The Lunenburg Public Schools presently provide nursing services in each school building. A Registered Nurse is available to assess students who are ill or injured, provide first aid, administer medications, review immunizations, and perform screening for hearing, vision (Gr. Pre-K – 5, 7 and 10), postural screening (Gr. 5-9), and BMI (Gr. 1, 4, 7 and 10).

The Lunenburg School Committee maintains a comprehensive Health and Safety policy. Please see Section 5700 of the Lunenburg Public Schools District Policies (Students and Instruction: Health and Safety) for more information.

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Screening Programs: If a student fails any screening, a notice will be sent to the parent with a form that must be completed by the appropriate doctor and returned to the school nurse in order for the school to follow the doctor's instructions. Prior to Kindergarten entry, a physician's statement of completed vision screening is required.

Accidents: Injuries on school property should be reported to the nurse. First aid will be administered and appropriate referrals to parent/physician will be made. Parents should remind their students that even a minor injury, if not properly cared for, could result in infection or further injury.

Dismissal Due to Medical Condition: The School Nurse will determine, in professional assessment, those students who should be dismissed from school due to illness or injury.

Those reasons include but not limited to the following:

- Temperature over 100.5 (oral)
- Disruptive cough or cough with fever
- Suspected infection of eyes, ears, nose, throat, skin, scalp

- Severe abdominal pain or headache
- Suspected communicable disease
- Suspected pediculosis (head lice; see “Pediculosis” section below)
- Suspected fractures or any severe or disabling injury
- Questionable need for sutures
- Vomiting or diarrhea
- Head injury

Any student who is dismissed must be signed out at the office by a parent or a responsible adult designated by the parent on the consent for emergency care form on file in the office. Students are not allowed to use a cell phone/text message to dismiss themselves without consulting the school nurse. All students are allowed to call a parent from the health office if they request to do so.

Temporary Exemption from Special Area Subjects Due to Medical Condition: If your child suffers an injury/ condition for which the physician requests that your child NOT participate in a special area subject (ex. gym class) for an identified period of time that is greater than 5 school days, the physician must put his order IN WRITING. The physician order must state the exact period of time that the child will be exempt from the subject. A parent note will be accepted for a period of time less than 5 days.

Extended Absences Due to Medical Condition: When a student returns to school following a hospitalization or an accident/ injury, the school will need specific instructions from the attending doctor regarding specific instructions relative to the student's educational program. This information must come in writing from the doctor to the nurse on the day the student returns to school.

Pediculosis (Head Lice): Pediculosis is a common problem in school-aged children. Head lice poses no real health risk to the population and is viewed as no more than a nuisance by health care professionals. However, since the condition can be transmitted to others, proper and successful treatment is essential. Our goal is to educate the students and parents on proper identification and elimination of head lice and nits as quickly as possible to minimize interruption of classroom time.

Protocol: Any student found to have evidence of head lice infestation is to be excluded from school until proper treatment for lice has been completed.

Procedure:

- Any student suspected of having head lice should be sent to the health office for inspection by the school nurse
- If the student has evidence of head lice the following steps will be taken:

1. Siblings will be called to health office for head check
 2. Parents/guardians will be contacted to take child/ren home for treatment
- As a guideline, 2 active cases in a classroom within a week may be cause for a classroom screening. Notice will be sent out to the affected classrooms, for 2 or more active cases, as soon as possible. Classroom checks are not done for individual cases.
 - Manual removal is necessary with all treatment options. Consultation with your health care provider is recommended to determine your best treatment option
 - Re-entry to school will be allowed once student is inspected by school nurse

A no nit policy may be instituted by the school nurse in the case of a persistent infestation or evidence of a lack of compliance to this protocol. The school nurse will consult with the building principal/assistant principal before excluding the student from school.

For more information about head lice and tips for successful treatment please refer to the following websites:

- American Academy of Pediatrics at
<http://www.aap.org/en-us/about-the-aap/aap-pressroom/pages/AAP-Offers-Updated-Guidance-on-Treating-Head-Lice.aspx>
- National Association of School Nurses at
<http://www.nasn.org/ToolsResources/HeadLicePediculosisCapitis/LiceLessons>

Communicable Diseases: The following diseases are common among school children and are considered communicable. Children having any of these diseases must be excluded from school according to the Isolation and Quarantine Regulations of the Massachusetts Department of Public Health.

- Chicken Pox – 1 week from appearance of eruption or until crusted over
- Shingles- same as chicken pox unless rash can be completely covered
- German Measles – 7 days after the onset of rash
- Pertussis (whooping cough) 3 weeks after onset of cough or completion of 5 days of antibiotic therapy
- Measles – 4 days from appearance of rash
- Mumps – 9 days or until swelling subsides
- Streptococcal Infections - (including scarlet fever, strep throat) -1 week without antibiotics or 24 hours after beginning antibiotics

Please see Section 5706 of the Lunenburg Public Schools District Policies (Students and Instruction: Health and Safety: Communicable Diseases) for more information.

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Immunizations: As required by state regulations (102 CMR 7.07 and 105 CMR 220.00), the Department of Public Health has established the following requirements for children to attend

day care, kindergarten, school and college. These requirements are the minimally acceptable number of immunizations for attendance at day care centers and schools. Students not in compliance will be excluded from school as per Massachusetts General Laws, Chapter 76, Section 15. Please see Section 5703 and 5708 of the Lunenburg Public Schools District Policies (Students and Instruction: Health and Safety: Immunization Requirements for Students; Tuberculin Screening & Immunization for New and Transfer Students from Outside the United States) for more information.

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Religious or medical exemptions from immunizations must be submitted in writing from a parent/physician, citing the need for exemption. If a child is not immunized against a vaccine preventable disease due to religious or medical exemption and an outbreak of such a disease should occur, the child may be subject to exclusion from school according to Massachusetts Department of Public Health regulations. This regulation now includes chicken pox, and Pertussis (Whooping cough) effective September 2011.

Proof of immunization requires a physician's signature. Please request a copy for the school health record.

Massachusetts School Immunization Requirements for School Year 2020-2021

Massachusetts school immunization requirements are created under authority of [105 CMR 220.000 Immunization of Students Before Admission to School](#)

Requirements apply to all students including individuals from another country attending or visiting classes or educational programs as part of an academic visitation or exchange program. Requirements apply to all students, even if over 18 years of age.

Grades Kindergarten – 6th

In ungraded classrooms, Kindergarten requirements apply to all students ≥ 5 years.

DTaP	5 doses; 4 doses are acceptable if the fourth dose is given on or after the 4 th birthday. DT is only acceptable with a letter stating a medical contraindication to DTaP
Polio	4 doses; fourth dose must be given on or after the 4 th birthday and ≥ 6 months after the previous dose, or a fifth dose is required. 3 doses are acceptable if the third dose is given on or after the 4 th birthday and ≥ 6 months after the previous dose
Hepatitis B	3 doses; laboratory evidence of immunity acceptable
MMR	2 doses; first dose must be given on or after the 1 st birthday and second dose must be given ≥ 28 days after first dose; laboratory evidence of immunity acceptable

Varicella	2 doses; first dose must be given on or after the 1 st birthday and second dose must be given ≥28 days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable
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§ Address questions about enforcement with your legal counsel. School requirements are enforced at the local level.

¶ Meningococcal vaccine requirements (see Grades 7-10 and 11-12) also apply to residential students in Grades pre-K through 8 if the school combines these grades in the same school as students in Grades 9-12.

†Medical exemptions (statement from a physician stating that a vaccine is medically contraindicated for a student) and religious exemptions (statement from a student, or parent/guardian if the student is <18 years of age, stating that a vaccine is against sincerely held religious beliefs) should be renewed annually at the start of the school year.

*A reliable history of chickenpox includes a diagnosis of chickenpox, or interpretation of parent/guardian description of chickenpox, by a physician, nurse practitioner, physician assistant, or designee.

Life Threatening Allergies (LTA): The Lunenburg School Committee maintains a comprehensive Life Threatening Allergies policy. Please see Section 5712 of the Lunenburg Public Schools District Policies (Students and Instruction: Health and Safety: Life Threatening Allergies) for more information.

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Lunenburg Primary School's specific procedures for LTA procedures are as follows:

1. At all levels, the school nurse, in conjunction with the student's parent(s)/guardian(s) and the primary care provider/allergist, will prepare an Individual Health Plan (IHP) for any student with a life-threatening allergy. This IHP will be updated annually and reviewed by the school nurse, the student's parent(s) and primary care provider and/or the student's allergist. The IHP will include the student's name, the allergen(s), the warning signs and symptoms, what to do in case of an emergency, phone numbers of parents, doctors and/or allergists. The IHP will then be shared with those staff members with a need to know in order to implement the safety plan. Photographs of students with LTA may be attached to the IHP with permission of the parents.
2. School bus drivers will be notified of students who have life threatening allergies, by the student's parent. *Parents, teachers and bus drivers will work together reinforcing the safety rules of no eating on the bus and no sharing of food or eating utensils with other students. Medical Alert bracelets are encouraged for all who have life threatening allergies.*
3. Food service employees will use latex free gloves and latex free products in food preparation. Food service employees are Serve Safe Trained and have received training on Food Allergy Awareness. At the Primary, Elementary and Middle Schools, the kitchen is a Nut safe environment, meaning all hot lunch items will be "nut safe", being monitored by the kitchen staff. There are peanut/tree nut free tables available in the cafeteria. Students with life threatening allergies sitting at these tables are allowed to choose a friend to join them. This friend MUST have a hot lunch to ensure a peanut/tree nut free lunch. Cafeteria tables will be wiped down between grade level lunches, working diligently to keep wash clothes for the hot lunch and cold lunch areas separate

to avoid cross-contamination.

4. Epi-Pens will be available in the nurse's office and in other clearly designated locations as specified in the IHCP. At the beginning of each school year or upon assuming a staff position, all staff (including substitutes) will be informed of the location of Epi-Pens. Students are allowed and encouraged to carry their Epi-Pens on their person as allowed in the medication policy and is outlined under "self-administration of medications." Epi Pens will accompany students with LTA on field trips and special events which occur during the school day, as pre-planned by a nurse and parent. An EpiPen trained provider or parent/designee needs to accompany students with LTA who are on a field trip. Safety plans for after-school activities and sports need to be pre-planned with parent and responsible parties as indicated on the IHCP. It is recommended that responsible parties are EpiPen trained for the safety of their students.
5. LTA aware tables will be assigned in the cafeteria in all schools as necessary and determined by the Individual Health Care Plan. It will be the responsibility of the principal or designee to ensure these areas are not contaminated. Students with LTA should not be table washers in the cafeteria. Cleaning supplies for LTA tables should be separate from other table cleaning supplies, thus avoiding any cross-contamination.
6. Public school buildings are sites for after-hours activities for the community. When food is brought in to after-hours activities, it then poses a risk for students with LTA who use the same space during school hours. To mitigate that risk, signs will be posted in community-used locations to inform users that food containing common allergens, if prepared or consumed at that location, requires thorough cleaning of surfaces after use. This would include hand washing to prevent allergen transmission to common surfaces (doorknobs, railings) as well as thorough cleaning of the surfaces used (tables, desks, etc.).

Allergen Safe Classrooms. All classrooms will be peanut/tree nut free. This means all items brought into the classroom for snack shall be free of these allergens. This includes all products that have labeling with "may contain" and "manufactured in a facility". If a snack is not peanut/tree nut free it will not be allowed in the classroom. It is the teacher's responsibility to monitor this.

- There is a maximum of one food celebration per month.
- All shared food must have an ingredient list.
- Healthy food choices in the classroom should include the following four categories: fruit, vegetable, salty peanut/tree nut free snack, sweet peanut/tree nut free snack

Food that is not allergen safe, by a review of ingredients, will not be served in the classroom. This includes not only food with explicit products listed in the ingredients, but those that contain a warning "may contain or be processed in a facility that contains..." Homemade food may only be served in the classroom if it does not contain the allergen product(s), labels must

be provided, and cross contamination risk must be considered. **Please remember that your child may get very upset if what you have sent in cannot be served and has to be sent home.**

Medication: The Licensed Professional School Nurse shall be the supervisor of the medication administration program in the Lunenburg Public Schools.

- The administration of medication during school hours is discouraged. Whenever possible, medication should be given before and after school hours.
- The administration of emergency and as needed (p.r.n.) medications are appropriate for those students with Life Threatening Allergies and Asthma, and other conditions as directed by a licensed prescriber of those medications or by the School Physician as set forth by standing orders written by the School Physician.
- As such:
- The school nurse shall ensure that there is a written medication order from a licensed prescriber which is renewed as necessary, but no less than yearly at the beginning of each academic school year. Only the school nurse can receive a telephone order for any change in medication. Any such order shall be followed by a written order within three school days.
- For short term medications, i.e., those requiring administration for ten days or less, the pharmacy labeled container may be used in lieu of the licensed prescriber's written order.
- The school nurse shall obtain written authorization by the parent or guardian before dispensing any medication.
- A responsible adult shall deliver the pharmacy or manufactured labeled container to the school nurse. Any exceptions to delivery of medications will be consistent with protocols and procedures.
- Self-administration of medications, if applicable will comply with 105 CMR210.006.
- The school nurse will determine the necessity of assigning nurses to field trips as is medically indicated for the health and safety of students. If a nurse is not required on a field trip, DPH registration for delegation of medication applies.
- NO CHILD SHOULD TRANSPORT MEDICATIONS TO AND FROM SCHOOL on the bus or in a backpack. Medication should only be delivered by a parent or guardian.

Dental Services: Dental exams will be available for Grades K. Cleaning, checkup and fluoride will be available for Grades 2 and 4.

Scheduling & Grading

- ❖ **Report Cards:** It is the philosophy of the school system that students, teachers, and parents/guardians working together can help all students achieve. The purpose of grading is

to improve student performance through timely and specific feedback on performance compared to a standard. Grading and reporting practices will be fair and meaningful and support rigorous performance and achievement standards for all students. Grades will have consistent meaning throughout the school system and be based on grade level and course expectations as outlined in the curriculum.

There are several ways that teachers report student progress to parents. These may include conferences, report cards, portfolio nights, etc. Report cards will be distributed to all students in grades 1-2 in January, April, and June. PreK and Kindergarten students will receive report cards in January and June. Progress during the first marking term will be reported to every parent in the form of a fall conference. Parents are welcome to make an appointment at any time with their child's teacher to discuss their child's performance and progress.

4 = Exceeds the Standard: The student demonstrates in-depth understanding of concepts and skills. Performance is characterized by the ability to apply these concepts and skills with consistent accuracy, independence, and high levels of quality and complexity.

3 = Meets the Standard: The student demonstrates thorough understanding of concepts and skills. Performance is characterized by the ability to apply the skills with consistent accuracy, independence and levels of quality.

2 = Approaches the Standard; 2P = Indicates Progress: The student demonstrates understanding of basic concepts and skills. Performance is characterized by the ability to apply the skills with inconsistent success. Performance varies in consistency with regard to accuracy and quality. Support and guidance is often needed.

1 = Needs More Time to Develop the Standard: The student demonstrates minimal understanding of basic concepts and skills. Performance is characterized by attempts to try new skills with partial success. Performance is inconsistent even with support and guidance.

I = Incomplete: The student has not completed the term's requirements.

Please see Section 5202 of the Lunenburg Public Schools District Policies (Students and Instruction: Instructional Program: Grading) for more information.

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- ❖ **Homework: Purpose of homework:** A parent's one daily contact with the school is through the student's homework. While homework does serve to reinforce skills learned in class, it also alerts both the parent and teacher to the difficulty the child may be having with a specific skill. The largest benefit to homework is the habit of studying that it fosters. Recommended times to be spent on homework at each grade level are listed below. Please keep in mind that you are fostering that habit of studying and spending time on schoolwork during these times. Should a child finish their 'homework' quickly, they should spend the remainder of the time reading, practicing number facts, reviewing sight words, etc.

To support all students and their parents in this area, we have prepared the following homework policy:

Teacher Responsibilities:

- Communicate with other teachers at the grade level to establish consistency in homework requirements, allowing for some flexibility in teachers' styles and preferences.
- Provide written grade level homework requirements to parents and students prior to Open House Programs or with the first homework assignment.
- Modify homework to meet the needs of all students when necessary. Provide students with homework that reflects the curriculum. Assign homework to review, refine, reinforce, or enrich skills.
- Review homework daily.
- Keep daily homework completion records as one way to evaluate student responsibility and understanding of skills taught.
- Provide timely feedback so students are aware of the quality of their work.
- Write notes to parents in homework agendas or call parents if a concern arises. If needed, the teacher will request a meeting with the child and the parent.

Student Responsibilities:

- Bring home all necessary materials to complete homework.
- Complete homework on time, legibly and to the best of the student's ability.
- Share homework assignments with a parent daily.
- Alert a parent when the teacher writes a comment in the homework agenda or sends a note home.
- Obtain a parent's signature when requested by the teacher.
- Put completed homework in a backpack each night.
- Turn in completed homework when due.
- Call a classmate or ask a parent for help
- Continue leisure reading throughout the year and increase daily reading time when homework is not assigned.

Parent Responsibilities:

- Make homework a top priority for your family. Express an interest in your child's schoolwork.
- Each night ask to see your child's homework and ask when it is due.
- Provide a well-lighted, suitable place and consistent time for homework to be done.
- Schedule homework time and provide materials as needed.

- Praise and support your child.
- Check to ensure your child's assignments are completed.
- Write a note to the teacher if homework is not completed for any reason or if the child had difficulty and spent more than a reasonable time on the assignment.
- Understand the requirement of your child's teacher regarding homework quantity, quality and parental assistance, and be supportive of the teacher.
- Contact the teacher to discuss homework missed due to periods of extended absences.
- Try to balance your child's after school activities so that they don't conflict with homework time.

Grade level expectation for Homework

- Generally homework will be assigned Monday through Thursday. Teachers and parents understand that at times exceptions may be made to giving and completing homework assignments (i.e. testing periods, school events, and special family situations).
- Kindergarten – varies – consult your child's teacher; Grade 1 - thirty minutes four times per week; Grades 2 – thirty minutes at least, four times per week

Please see Section 5206 of the Lunenburg Public Schools District Policies (Students and Instruction: Instructional Program: Homework) for more information.

<https://drive.google.com/file/d/11Dp36DfWPvpZbzDfBbVGxg0KKEoZiMTQ/view>

- **Books and Equipment:** The school system provides most textbooks and equipment needed by students. These are on loan. Students who lose or damage any school property must reimburse the Town of Lunenburg for the loss or damage. Book values are prorated based on the age of the book. Books are to be kept covered at all times. Any items not returned in good condition will be subject to report card withholding until the matter has been taken care of to the satisfaction of the administration.
- **Recess:** All children present in school are expected to participate in all school activities including outdoor recess. Outdoor recess is not scheduled during unusually cold (below 20 degrees) or inclement weather. In this case students return to their classroom for recess. Please be sure that children are properly dressed for outdoor recess.
- **Special Area Subjects:** Grades K – 2 take part in a regular program of special subjects. These are as follows:
 - Art
 - Music
 - Library
 - Gym
 - Technology

Food Service/Cafeteria

- The cost of a hot lunch is \$3.00 per day, Milk is available at .50 per carton. *Lunch cannot be paid for in the lunch line.* Checks should be made out to “**Town of Lunenburg**”, along with student name, ID # and Grade listed or cash (envelopes available in the front office) should be given to the child’s teacher during homeroom. These payments are picked up on a daily basis. Payment can also be made online through RevTrak. A RevTrak tutorial can be found at the following link:
- <https://drive.google.com/file/d/1bWWeyl-jErdkiASdqfKLnG0rBDxa771s/view>

- **Free or reduced Price Lunch Program**

Reduced price and free meals are available to those students whose families qualify. A letter is sent home at the beginning of each school year announcing the program. Eligible families may request an application form which is available in the school office. Should a family’s circumstances change at any point in the year, they are encouraged to seek a Free/Reduced Lunch form from the school office (or posted at the school’s website)

Lunch is scheduled for 25 minutes. The cafeteria can be a fun place for students to socialize with their classmates. Students are expected to adhere to the following basic procedures and rules to ensure a safe, orderly and positive mealtime for all:

- **Expected Behavior in the Cafeteria:**

- Respect and follow the established rules
- Talk quietly at your own table
- Raise your hand if you need a grown-up
- Adhere to the QUIET and SILENT signals
- Take care of the eating space
- Use good manners
- Line up silently

A monthly menu is posted at the beginning of each month except July and August to the school website: www.lunenburgschools.net If you have any questions, please contact the school secretary at kcarbone@lunenburgonline.com or at (978) 582-4122.

- **Snack Program**

Parents of preschool and kindergarten children are encouraged to pack a snack for their child daily. Due to the increasing number of children with food allergies, snacks are not provided by the school/teacher. Kindergarten and preschool children pay \$6.00 per month for their mid-morning/afternoon beverage. This money will be collected on the first school day of each month. Any food provided for a classroom celebration should be consistent with the district wellness policy:

<https://drive.google.com/file/d/1OvAjHQ5rhVuNPZccKEwvo1GD2rtBCXXc/view> and be nutritious. Additional Nutrition Regulations can be found at:

<http://www.mass.gov/eohhs/docs/dph/mass-in-motion/school-nutrition-guide.pdf> For children in grades 1-3, individual teachers decide to what extent a snack time is observed. This information will be provided to parents at our fall Open House Program. Milk is available for \$.50/day for all grades.

● **Wellness Policy**

The Lunenburg School Committee recognizes the relationship between student well-being and student achievement as well as the value of a comprehensive district wellness policy. Therefore, the school district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity . In summary, the wellness policy includes: A Wellness Advisory Committee

- Nutrition Guidelines which are consistent with National school lunch program guidelines
- Guidelines which address fat and sugar content of meals, as well as portion size
- Guidelines for Celebrations - We encourage celebrating with things or activities other than food. Limit to one per month. Model health food choices. Limited to four categories: fruit, vegetable, salty or crunch (peanut/tree nut free), sweet (peanut/tree nut free)
- Developmentally appropriate guidelines for foods and beverages in the following categories: foods and beverages included in a-la-carte sales ; foods and beverages sold in vending machines, and part of school-sponsored fundraising activities; refreshments served at celebrations, meetings during the school day.
- Guidelines for food safety
- Guidelines for eating as a positive experience
- Nutritional Education, including teachers and staff use of food as a reward or punishment for student behavior or performance. Physical Activities, including requiring or withholding physical activity as a punishment for student behavior or performance.

Extracurricular

- ❖ **Field Trips/Conferences:** Field trips are designed to augment and enrich the school curriculum. It is our goal that each class participates in at least one field trip per year. All trips are an extension of the curriculum and as such help address the state curriculum frameworks. Written parental permission is required for field trips. Parents of children who exhibit inappropriate behavior may be asked to accompany their children on such trips, in order for their children to be allowed to participate.

Please see Section 5212 of the Lunenburg Public Schools District Policies (Students and

Instruction: Instructional Program: Field Trips and Student Travel) for more information.

<https://drive.google.com/file/d/11Dp36DfWPvpZbzDfBbVGxg0KKEoZiMTQ/view>

- ❖ **Open House:** Grade Level Open Houses are held in the fall. This is an opportunity to meet your child's teacher and to hear the expectations and goals of your child's program. Please refer to the school calendar for specific dates. These meetings are intended for parents; we ask that alternate arrangements be made for children on these nights.
- ❖ **Parent Teacher Conferences:** Parent-Teacher Conferences are scheduled prior to the end of the first marking period. By reviewing both daily homework and school papers, parents should feel adequately prepared to address their child's academic progress even prior to the distribution of a report card. Please refer to the school calendar for the exact dates of conference nights. *Parents will be contacted by the school to schedule an appointment* through the online service called Pic-A-Time. If you do not have access to the Internet, please contact the school and an appointment will be made for you. However, if you are concerned about your child's progress at any point in the year, please call to schedule an appointment with your child's teacher.
- ❖ **Parking for School Events:** There is limited parking at the Primary School. Parents have a limited number of designated parking spaces at the front of the school. We make every attempt to limit the number of school events that occur at any one time or the parent volunteers that assist at events. We ask that parents coming to an event with multiple family member's carpool or utilize the parking at the TC Passios School and carpool from there. When parking at the school during an event it is imperative that the entrance to the school does not get blocked. You may not park on the entrance side of the entrance road as emergency vehicles need to be able to access the school at any time. Park on the field side of the entrance road facing 2A. You may not park in the bus circle, except for events that are scheduled during after school hours. Violators may be towed.

Technology

- ❖ **Internet Access:** The use of technology is integral to preparing students for their futures in the 21st century. Students are encouraged to use technology to enhance their learning through tools, which help them to communicate, collaborate, and create. Computer equipment, technology services, and Internet access are provided for educational purposes only. Student use of technology in Lunenburg Primary School is solely for the enhancement of learning, which extends to all technology applications including but not limited to electronic mail, blogs, and Google classroom chat.

The Lunenburg School Committee maintains a comprehensive Acceptable Use Policy pertaining to the use of technology, internet access, and network etiquette. Please see Section 5500 of the Lunenburg Public Schools District Policies (Students and Instruction: Internet Access Network) for more information.

<https://drive.google.com/file/d/11Dp36DfWPvpZbzDfBbVGxg0KKEoZiMTQ/view>

All students and parents are expected to read this policy, and are also required to sign an Acceptable Use Policy Agreement Form found at the end of this handbook in Appendix B . Adherence to this policy is a condition for a student's use of technology.

- ❖ **Media Use in Classrooms:** The use and understanding of media is part of the Massachusetts Frameworks. As such, the use of media is an appropriate educational tool to develop various academic skills and to reinforce literature, which is a part of the grade level curriculum and the state standards. In fact, the purpose of showing films should be to support student understanding of the standards.

Film ratings need to be considered by faculty before showing a film. “G” and “PG” films are acceptable for use at the elementary school level.

When showing any film that is scientific, historical or literary and relates directly to the standards, no permission slip is needed. As a courtesy to parents, any so-called “Hollywood” film other than G or PG requires a permission slip. Even if the rating is acceptable, parents should be made aware of any scene in a movie that might be objectionable. All permission slips have to be returned signed for students to view the film.

No permission slip is needed when showing a movie that has been purchased with school department funds.

Discipline

❖ **Code of Conduct**

In order for students to fulfill their academic potential, a safe, positive and orderly environment is essential. The best decisions for managing student behavior are based on a value system that maintains the dignity of each student in all situations. Behaving responsibly is more valued than behaving obediently. Good teaching is holistic and discipline is an integral part of the entire teaching experience. Every decision affecting behavior management affects instruction.

The purpose of a code of conduct is to protect the safety, health, property, and personal rights of every member of the school community. Parents, school personnel and the students share the responsibility of maintaining a positive learning environment. This discipline code applies to all areas of the school, not only to the classroom, and includes all school-sponsored activities including those occurring off school grounds. Please see Section 5400 of the Lunenburg Public Schools District Policies (Students and Instruction: Student Conduct) for more information.

<https://drive.google.com/file/d/11Dp36DfWPvpZbzDfBbVGxg0KKEoZiMTQ/view>

All students are expected to abide by the code of conduct described in this handbook. Should a student with a disability require modification of this code because the behavioral concern was determined to be a manifestation of the disability, the modification(s) will be clearly described in the student’s Individual Educational Plan. See the Special Education Services section of this handbook for more information.

The code of conduct defines our efforts to provide a safe and educationally stimulating environment for all students. We have high academic and social expectations. Our school community's vision is to demonstrate respect for others, our environment, and ourselves. Respect is defined as seeing through the eyes of others and working together for the good of all. Students are responsible for knowing the school rules, understanding their importance, and abiding by them throughout the school year. However, achieving our vision requires the collaboration of parents, students and school staff.

Through Responsive Classroom and Yale Institute for Emotional Intelligence- RULER curriculums we teach our children to develop Habits of Mind and develop their Emotional Intelligence. By using strategies and beliefs of the Responsive Classroom philosophy, and by teaching students about their emotions and the emotions of others we believe that the best decisions for managing student behavior are based on a value system that maintains the dignity of each student in all situations. The Responsive Classroom* and

R.U.L.E.R. approaches are widely used, research-backed approaches to elementary education that increases academic achievement, decreases problem behaviors, improves social skills, and leads to more high-quality instruction. Behaving responsibly is more valued than behaving obediently. We believe that good teaching is holistic and discipline is an integral part of the entire teaching experience. Every decision affecting behavior management affects instruction.

Should a student with a disability require modification of this code, because the student's behavior of concern was determined by the TEAM to be a manifestation of the disability, the modification(s) will be clearly described in the student's Individual Educational Plan.

Guiding Principles of the Responsive Classroom

The *Responsive Classroom* approach is informed by the work of educational theorists and the experiences of exemplary classroom teachers. Seven principles guide this approach:

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn: Process and content go hand in hand.
- The greatest cognitive growth occurs through social interaction.
 - To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control.
 - Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.
- Knowing the families of the children we teach and working with them as partners is essential to children's education.
 - How the adults at school work together is as important as their individual

competence: Lasting change begins with the adult community.

General Discipline Policy

- Each student will show respect for the authority of all school personnel.
- Each student will be considerate of the rights of the other members of the school community.
- Each student will show respect for school property and the personal property of others.

The following behavior expectations have been identified in concert with students:

Expected Behavior in the Hallways:

- Walk at all times on the right side of hallway (whether in one line or two).
- Respect children's work on hallway walls; walk with hands at your side.
- Respect our learning environment; no voices.
- Stay with your class.

Expected Behavior in the Cafeteria:

- Respect and follow the established rules
- Talk quietly at your own table
- Raise your hand if you need a grown-up
- Adhere to the QUIET and SILENT signals
- Take care of the eating space
- Use good manners
- Line up silently

Expected Behavior for the Playground:

- Use kind words
- Use equipment appropriately to ensure safety.
- Seek an adult when there is a problem.
- Respect boundaries of playground
- Use good sportsmanship behavior, all that want to play have a right to.
- Take turns
- Respect school equipment; do not leave equipment out on the fields/driveway. Return all equipment to bins at end of recess
- Respond immediately to whistle (3 blows – line up immediately).
- Once in line – no talking.

Expected Behavior during Performances:

- Sit appropriately so everyone can see.
- Stay in one spot.
- Keep hands quiet.

- Listen politely.
- Eyes on the performance.
- Wait patiently and quietly during changes in scenery, etc.
- Show appropriate appreciation by clapping (no other sounds).

Responding to Misbehavior

When any of the above rules and regulations are violated, a consequence will result - responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity. The consequence can take the form of a “timeout”, loss of privilege, community service, compensatory work, and/or apology of action letter, detention or suspension. The consequence will depend on the circumstances of the misbehavior, the severity and/or frequency. Parents will be notified whenever disciplinary action beyond “timeout”, loss of privilege or compensatory work is deemed necessary.

School Bus Rules

Driving a school bus is a tremendous responsibility. These rules and regulations ensure the safety of all children and the bus driver. The privilege of riding a bus will be taken away from any student who is not well-behaved, courteous, or who endangers the health and safety of any student. If a student does not follow these rules, the student will be reported to the Principal for disciplinary action.

Students will:

- remain back from the road while waiting for the bus. Students will not throw things or act to endanger others.
- not approach the bus until it has come to a complete stop.
- not bother anyone in any way while at the bus stop or on the bus.
- enter the bus in an orderly manner and immediately take a seat. Children must remain in that seat for the entire bus ride.
- keep all talking at a reasonable level.
- not open windows on the bus unless permission is granted by the bus driver.
- not throw any object in the bus or out the window of the bus.
- not place their hands, arms or head out of an open window when riding the bus. not touch any safety equipment on the bus. The emergency door is for emergencies only.
- use only appropriate language.
- follow all rules and regulations for safety and conduct. At the discretion of the School Administration and/or School Committee, parents or guardians will be responsible for restitution for any property damages.

Disciplinary Action (Bus Offence)

When the bus driver feels that he/she is not affecting a change in a student’s behavior, the child will be reported to the administration. At this point, the

following will occur: First offense – verbal warning to the child

Second offense – parents will be notified in writing that the child is on probation. As long as the child behaves, he/she may continue to ride the bus.

Third offense - exclusion from the bus for a period of time. Parents will receive advance written notice from the administration.

Subsequent offenses - will result in immediate suspension of bus privileges.

All students are expected to meet the requirements for behavior as set forth in this student handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the district knows or has reason to believe might be eligible for Special Needs Service. Students who have been found to have a disability that substantially limits a major life activity, as defined under Section 504 of the Rehabilitation Act of 1973, must also be afforded these increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or ten (10) cumulative school days (if constituting a change in placement) in a single school year. The following additional requirements apply to the discipline of students with disabilities:

- Students with disabilities may be expelled, or removed from the current setting permanently for disciplinary reasons. However, IDEA regulations specify that continued educational services representing a free and appropriate public education must be provided, even though a student may not be allowed to return to the same setting.
- A manifestation determination is required prior to any removal constituting a change in placement. Where appropriate, development of a Functional Behavioral Assessment Plan or a review of an existing Behavior Intervention Plan is indicated.
- This Manifestation determination must be made no later than on the 11th cumulative day of removal; the student will be afforded services as mandated by FAPE.
- Each school must report annually to the Department of Education the number of children with disabilities suspended out of school for drug, weapon, or other offenses, by both disability and race.
- School Administrators will consult with the Special Education Department (978-582-4100) prior to the imposition of any disciplinary exclusion of a student when handling discipline of students with special needs.

Suspension

A suspension occurs when a student is excluded from school and school related activities for not more than ten school days. During the suspension, a student may be required to complete a risk assessment. This evaluation is used to determine the student's well-being and/or the well-being of others. The parents and principal meet to confer before the student returns to school. Educational Services will continue during the suspension period. (MGL 37H 3/4)

The following actions may result in suspension:

- leaving school grounds without permission
- destruction of school property or property belonging to a staff member or a student
- fighting
- insolence or disrespect for authority
- possession of a weapon, drugs, or other illegal items
- any other conduct which, in the judgment of the principal, seriously interferes with the educational process.

Student dress

Student dress should enhance, not interfere with the teaching-learning environment. Any article of clothing that endangers the health and safety of students *or* interferes with the teaching-learning process is prohibited. The following clothing is not allowed:

- clothing that displays inappropriate, obscene or profane emblems, slogans or images or other clothing inappropriate for young children.
- excessively tight clothing or exposing parts of body inappropriately (tube tops, half-shirts, tank tops with spaghetti straps, mesh shirts, halter tops, extremely short skirts/shorts) are not allowed)
- flip flops, or other strapless sandals or shoes (for safety reasons)
- any other attire that may disrupt the proper order of the school, distract from learning, or endanger the safety of young children.

The Primary School is a two level building which makes it necessary for all children to use stairs since the Grades 1 and 2 classrooms, Music and Technology are located upstairs. Flip-flops and backless shoes create dangerous safety issues with groups of children on stairs and as such, are not allowed. Parents need to be aware that children wearing inappropriate clothing will be asked to call home for alternate apparel.

Harassment, Bullying, Cyber-Bullying or Hazing Prevention and Intervention

On May 3, 2010 Governor Patrick signed an Act Relative to Bullying in Schools. The 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. Chapter 86 of the Acts of 2014, amended G.L. c. 71, §37O and contains important information for students and parents or guardians as described below. **Definitions:**

Aggressor is a student or a member of a school staff who engages in bullying, cyberbullying, or retaliation towards a student.

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. School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

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.

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

Reporting bullying or retaliation. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously.

The school or district has made a variety of reporting resources available to the school community including an Incident Reporting Form, a voicemail box 978.582.4100 Extension 216 or pressing 3. A message then asks the caller to leave specific information which will be followed-up by the administration according to the plan. Reports can also be made via a dedicated mailing address to Harassment/Equity Coordinator, Superintendent's Office, 1025 Massachusetts Ave., Lunenburg, MA 01462 or by electronic mail to Harassment_Coordinator@lunenburgonline.com. Use of the Incident Reporting Form is not required as a condition of making a report.

The school or district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, and the school nurse's office; and 3) post it on the school's website.

The Incident Reporting Form is available in the most prevalent language(s) of origin of students and parents or guardians the district serves. If a reported bullying incident involves the principal or the assistant principal as the alleged aggressor the report can be made in writing or orally to the Superintendent who shall be responsible for investigating the report and taking other necessary steps as outlined by the District Plan. If the Superintendent is the alleged aggressor, the School Committee Chair shall be responsible for investigating the report, and taking other necessary steps as outlined by the District Plan. Upon receipt of such a report, the school official principal or his/her designee will conduct an investigation.

If the school principal or designee determines that bullying or retaliation has occurred, the school principal or designee official 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 as appropriate; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee official believes that criminal charges may be pursued against the aggressor.

Problem Resolution System

Regardless of the outcome of the bullying determination, any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. A hard copy of this information is also available at the Superintendent's office.

Bullying: Bullying is a form of harassment. It includes direct behaviors like taunting, stealing, threatening, and unwanted physical contact. Bullying also includes indirect behaviors like deliberate exclusion, lying about someone and spreading rumors. Students are notified that direct and indirect bullying behaviors will result in disciplinary consequences. Bullying behaviors will result in, but will not be limited to, disciplinary

consequences that could include counseling, loss of school privileges, detention, Saturday School, suspension or expulsion, and/or notification of the police.

Cyber-Bullying: Cyber-bullying is a form of bullying using the internet, cell phones or other electronic devices to send, post or text messages and/or images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on targets by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the target; disclosure of personal data, such as the target's real name, address, or school on websites or forums; posing as the identity of the target for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the targets; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students and teachers. Cyber-bullying shall also include the distribution by any electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Harrassment/ Sexual Harrassment: Any form of harassment, student to student, adult to student, student to adult, will not be tolerated. Every member of the school community has the right to work and learn in a safe and secure environment, free from harassment and bullying of any kind. Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct that is derogatory to a person and designed to demean, intimidate, or have the effect of substantially interfering with an individual's school/work performance. In addition to school rules, there are state and federal laws, which forbid harassment. By law, the target defines sexual harassment. What one person may consider acceptable behavior may be viewed as sexual harassment by another person. If you feel harassed, you should report this to a teacher, a counselor, the nurse, or an administrator immediately. Action will be taken to correct the situation promptly with all respect for the confidentiality of the persons involved. Every complaint of harassment will result in an investigation of the circumstances and an interview of the offending person. Harassing behavior will be stopped. Harassing students will be warned that there can be no discussion of the incident and no retaliation against a student who makes a complaint. Retaliation against a person who reports harassment, provides information during an investigation of harassment, or witnesses or has reliable information about harassment is absolutely prohibited. Harassing behavior will result in, but will not be limited to, disciplinary consequences that could include counseling, loss of school privileges, detention, Saturday school, suspension or expulsion, and/or notification of the police.

Hazing: Hazing is any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Hazing is strictly forbidden by the school

and by state law. Students are reminded of the obligation under the law to treat other students with respect. Failure to observe this regulation will result in disciplinary action. Such offense(s) may lead to expulsion.

Safe School Assurances: Against, Bullying, Harassment, Sexual Harassment, Intimidation and Humiliation:

Every student has the right to: travel to and from school on buses; participate in academic classes and vocational programs; walk the corridors and stairwells, have lunch in the cafeteria; participate in sports, clubs, activities and school functions; make friendships, express individuality, and enjoy a sense of belonging; leave past mistakes behind and achieve greater success and confidence. You have the right to do all these things in safety, free from harassment, sexual harassment, bullying, intimidation or humiliation. No student has the right to interfere with another student's guaranteed rights. The School District will not tolerate harassment, sexual harassment, bullying, intimidation or humiliation.

Behaviors that interfere with the right of others include, but are not limited to: unwelcome words or behavior of a sexual nature (looks, touches, comments, gestures, signs, pictures, etc.): physical or verbal intimidation (threats, fighting, forcing another to do or say something they don't wish to do or say, cornering someone); name-calling, rumors, gossip, cyber-bullying (using technology or electronic communication to spread information designed to hurt or embarrass another person); physical or verbal assaults (serious fight with injury, violent words, cheering an attack); ganging-up on, hazing, excluding, isolating (group actions against another student, "outnumbering"); racial, ethnic and sexual insults (slurs that insult/demean others for race, nationality, sex); contribution to a "hostile environment" (making class, shop, gym, bus uncomfortable for others). It is never an acceptable excuse to say "I was only joking," or "I didn't mean it," or "I wasn't talking to him/her," or "I was talking about somebody else." You do not have the right to say or do things that are offensive to others who can see or hear you. When you do this, you are contributing to a hostile environment. What one person sees as a joke, another person may see as harassment. It doesn't matter whether you intend to hurt or harass someone with these behaviors or not. It only matters how you make the other person feel. If they feel upset, hurt, harassed, or humiliated by your words or actions, then you're responsible. What can happen if you make someone feel this way? They may stop participating in class, shop, on a team, in an activity, their grades may go down because they can't concentrate on their work; they may start being absent from school, or feeling sick when there's no reason; they may decide to leave school for good and attend a different school. This deprives a person of their right to attend school here.

What Consequences Will You Face in School? Administrators and Teachers, have NO TOLERANCE for harassment, sexual harassment, bullying, intimidation, or humiliation between or among students. Consequences for these behaviors could include: counseling, detentions, Saturday school, loss of school privileges, removal from extra-curricular activities, suspension and expulsion; depending on the nature, number and seriousness of the offense(s) and/or notification of the police.

Guidelines for Stopping Behavior: a) If you are harassed, bullied, intimidated, or humiliated by the words, actions or printed/posted statements of another student or students, tell them to STOP. Then, talk to an adult immediately (bus driver, teacher, counselor, nurse, administrator). b) If you witness any of this behavior toward another student, speak up. Tell the offending student(s) to STOP and let an adult know (teacher, counselor, nurse, administrator). c) If you are guilty of harassing behavior toward another student, **Understand That You Will Be Stopped and Disciplined.**

Each plan shall recognize that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have 1 or more of these characteristics.

Physical Restraint of Students:

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the LPS. Further, students of the system are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and
- To prevent or minimize any harm to the student as a result of the use of physical restraint. ▪ Refer to 603CMR 46.02 for more information.

The following guiding principles should govern student conduct and behavior:

- Maintain a positive and constructive learning environment.
- Respect each member of the school community.
- Be considerate of the rights of each member of the school community.
- Respect school property and the personal property of others.

POLICIES

❖ Non-Discrimination/Equal Education(Title IX):

This will serve as notification that Lunenburg Public Schools complies with all regulations and procedures of Chapter 622. of the General Laws of Massachusetts, Title VI, Title IX, and Section 504. These laws provide:

“No person shall be excluded from or discriminated against in admission to

a public school of any town, and that all programs, activities, and employment opportunities are offered without regard to race, color, religion, national origin, sex, gender identity, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language or pregnancy or pregnancy related conditions.”

The Lunenburg School Committee maintains comprehensive policies on Community Relations, Administration, Fiscal Management & Non-Instructional Operations, Personnel, Students and Instruction, and School Committee functions. Those policies are regularly reviewed and updated as needed. The most current policies are available for download at the district website:

<http://www.lunenburgschools.net/school-committee-1/sc-district-policies>

The Students and Instruction section (Section 5000) of the District Policies contains detailed information on attendance, the instructional program, class size, student conduct, internet access network, interscholastic athletics, health and safety, and student welfare.

The most current and complete copy of the Student and Instruction section of the District Policies is available for download at the district website:

<https://drive.google.com/file/d/11Dp36DfWPvpZbzDfBbVGxg0KKEoZiMTQ/view>

This Handbook addresses Lunenburg Primary School's specific procedures for implementing certain portions of the Students and Instruction section of the District Policies. Please reference the District Policies for complete information.

❖ **Insufficient Funds/Negative Balance** Policy 3701.01 (excerpt)

It is the philosophy of the Lunenburg Public Schools that well-nourished students are more engaged, productive students. The Lunenburg Public Schools considers payment of school breakfast/lunch fees the responsibility of students' parents/guardians. School breakfast/lunch is made available to all students at the daily meal rates established by the School Committee or at a reduced rate or no cost for students who meet the National School Lunch free/reduced lunch eligibility guidelines. Information and application forms for free and reduced breakfast/lunch are available at the district website www.lunenburgschools.net No child will be denied a meal due to a negative account balance.

<https://drive.google.com/file/d/1n8nJmDje2zDa28ZqSjKha8-lSyhscXDO/view>

❖ **Anti-Bullying and Harassment** Policy 5402

Students and staff of Lunenburg Primary School have the right to a learning and working environment that is safe, secure, and free from harassment and bullying of any kind. Bullying and harassment is strictly prohibited. The Lunenburg School Committee maintains a comprehensive Anti-Bullying and Harassment policy. Please see Section 5402 of the Lunenburg Public Schools District Policies (Students and Instruction:

Student Conduct: Anti-bullying and Harassment) for more information.

<https://drive.google.com/file/d/16bSHbNyIOHJwEwZsRplRxJL7Qp8CJJ95/view>

❖ **Physical Restraint** Policy 5713(excerpt)

It is the policy of the Lunenburg Public School District to promote an education/work setting that is safe, secure, and conducive to learning, and to ensure that every student is free from the unreasonable use of physical restraint consistent with Massachusetts state law and the Massachusetts Department of Elementary and Secondary Education physical restraint regulations. Any time a restraint is administered, it is to be done with extreme caution and in a manner that prevents or minimizes harm to the student as a result of the physical restraint.

<https://drive.google.com/file/d/11Dp36DfWPvpZbzDfBbVGxg0KKEoZiMTQ/view>

❖ **Dress Code:** Policy 5412(excerpt)

Students should dress appropriately adding to a positive, productive school environment. Student dress is unacceptable if it is a distraction to the learning process, is considered to be offensive, or if it affects the health, rights, and/or safety of the person or others. Clothing, jewelry, or related apparel which refers to alcohol, drugs, tobacco, profanity, or suggestive double-meaning will not be permitted. Students who do not adhere to the dress code will be dealt with in a disciplinary manner.

Administration retains the right to prohibit any clothing not mentioned that is deemed a distraction from the educational process. Administration will make judgments on any questionable attire on a case-by-case basis and make modifications to this code at its discretion. Exceptions to the code may be approved by the administration for instances such as Spirit Week, athletics, religious and/or medical circumstances

<https://drive.google.com/file/d/11Dp36DfWPvpZbzDfBbVGxg0KKEoZiMTQ/view>

Public Complaints

❖ **Public Complaints:**

Residents have the right to bring complaints to the School Committee. The Committee will refer complaints back through the proper administrative channels for solutions before investigation or action. Exceptions will only be made when the complaints concern Committee actions or Committee operations.

The School Committee believes that complaints are best handled and resolved as close to their origin as possible and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement of the School Committee. The proper channeling of complaints regarding instruction, discipline or learning materials will be as follows:

1. Teacher

2. School Building Administrators
3. Director of Instruction
4. Superintendent
5. School Committee

If a complaint, which was presented to the Committee and referred back through the proper channels, is adjusted before it comes back to the committee, a report of the disposition of the matter will be made to the Committee and then placed in the official files.

School Support Organizations

Parent's Advisory Council for Special Achievers in Lunenburg (PAC/SAL):

<https://sites.google.com/a/lunenburgschools.net/lps/special-services/pacsal>

Chapter 766 of the Massachusetts State Law regarding Special Education requires each school district to have a Parent's Advisory Council. In Lunenburg, the parent's council is called the Parent's Advisory Council for Special Achievers of Lunenburg (PAC/SAL). PAC/SAL is a system-wide organization of parents, teachers and administrators working in partnership to promote an innovative educational environment where children with disabilities have equal access to the educational opportunities and school environment where all children are encouraged to reach their educational potential. PAC/SAL promotes communication and programs within the community to encourage understanding, acceptance, and inclusion of children with disabilities.

PAC/SAL is a resource for parents regarding their rights and responsibilities under Chapter 766 and IDEA (Federal law regarding Special Education), offering a variety of forums/workshops, a newsletter, a library of resources, and a network for parents of children with disabilities and provide opportunities to share information and discuss matters of relative interest and concern regarding our children. PAC/SAL meets monthly on the first Friday of each month at 11:00 AM. There are no dues or fees for membership and all meetings are open to everyone.

Lunenburg Parent-Teacher Organization:

<http://www.lunenburgpto.org>

The PTO is a system-wide organization where parents, teachers, administrators and community members are united in their efforts to promote the highest advantages in education for the children of Lunenburg. The PTO provides a wide variety of programs for both adults and children some of these include cultural enrichment programs, parenting, health and school related forums. Dues are a modest \$5 per family that entitles the member to be either an active or a non-active participant in the organization and to receive a newsletter four to five times during the school year.

PTO Board meetings will be held on the second Monday of each month at the Lunenburg Middle High School Library and will start promptly at 7:00 PM. The meetings will adjourn at approximately 9:30 PM. Any parents, teachers or community members are welcome to attend. An agenda will be sent to all board members and all administrators prior to the meeting as a reminder.

School Advisory Council: The Lunenburg School Committee believes that the school is the key unit for educational improvement and change. Successful school improvement is best accomplished through a school-centered, decision-making process. The Educational Reform Act of 1993 requires the formation of “School Councils”. These councils are to be broadly representative of the school population and community at large. Membership consists of the principal, parents of students attending school, who will be selected in an election held by the Lunenburg PTO, teachers, and a representative from the community at large. The School Council meets regularly throughout the year and works with the principal in the identification of student needs, review of the annual school budget and overall school improvement. The THES School Advisory Council will be charged with successfully creating School Improvement Plans that enhance and improve the total school environment.

APPENDIX A

LUNENBURG PUBLIC SCHOOLS														
2020-2021 SCHOOL CALENDAR														
REVISED 8/13/20														
AUGUST/ SEPTEMBER					8/31-9/3- All Faculty and Staff Report- PD					FEBRUARY				
M	T	W	TH	F	9/4 & 9/7-Labor Day Break-Schools Closed					M	T	W	TH	F
31	1	2	3	4	9/8-9/15- All Faculty and Staff Report- PD					1	2	3	4	5
7	8	9	10	11	9/10 LMS Open House-Grades 6-8					8	9	10	11	12
14	15	16	17	18	9/15 Primary Open House-Grades Kindergarten,1 & 2					15	16	17	18	19
21	22	23	24	25	9/16 FIRST DAY OF SCHOOL-STUDENTS GRADES 1-12					22	23	24	25	26
28	29	30			9/16 THES Open House-Grades 3-5									
11 days					9/17 LHS Open House-Grades 9-12					15 days				
					9/29 First Day of School-Pre-K and K									
OCTOBER					PLEASE NOTE: PREVIOUSLY SCHEDULED FULL & 1/2 PD DAYS WILL BE SUBJECT TO CHANGE-DATES TBD					MARCH				
M	T	W	TH	F						M	T	W	TH	F
			1	2	10/5-10/9 Nature's Classroom(typically)					1	2	3	4	5
5	6	7	8	9	10/12 Columbus Day-Schools Closed					8	9	10	11	12
12	13	14	15	16	10/20 Early Release LMHS PT Conferences					15	16	17	18	19
19	20	21	22	23	10/22 LMHS PT Evening Conferences Grades 6-12					22	23	24	25	26
26	27	28	29	30						29	30	31		
21 days										22 days				
NOVEMBER					11/3 Election Day-Full PD Day-Schools Closed					APRIL				
M	T	W	TH	F	11/10 Early Release Primary/THES PT Conferences					M	T	W	TH	F
2	3	4	5	6	11/11 Veteran's Day-Schools Closed								1	2
9	10	11	12	13	11/12 THES PT Evening Conferences					5	6	7	8	9
16	17	18	19	20	11/25-Early Release-Thanksgiving Recess					12	13	14	15	16
23	24	25	26	27	11/26-11/27-Thanksgiving Recess-Schools Closed					19	20	21	22	23
30										26	27	28	29	30
17 days										17 days				
DECEMBER					12/24-1/3 Winter Break-Schools Closed					MAY				
M	T	W	TH	F	Classes Resume 1/4					M	T	W	TH	F
	1	2	3	4	1/15-Early Release PD					3	4	5	6	7
7	8	9	10	11	1/18-MLK Jr.'s Birthday-Schools Closed					10	11	12	13	14
14	15	16	17	18						17	18	19	20	21
21	22	23	24	25						24	25	26	27	28
28	29	30	31							31				
17 days										20 days				
JANUARY					2/15-2/19-February Break-Schools Closed					JUNE				
M	T	W	TH	F	3/12-Full PD Day-Schools Closed					M	T	W	TH	F
4	5	6	7	8	4/19-4/23-April Break-Schools Closed						1	2	3	4
11	12	13	14	15	5/31- Memorial Day-Schools Closed					7	8	9	10	11
18	19	20	21	22	5/25-5/28-Washington D.C. Trip					14	15	16	17	18
25	26	27	28	29	6/ 5 Graduation(tentative)					21	22	23	24	25
					6/16-180th day of school-Early Release					28	29	30		
19 days					6/23-185th day of school (Assuming 5 weather/emergency days, however any canceled days in excess of 5 would also be required to be made up)					12 days=180th day				
CODE:														
No School / Holiday														
Early Release														
Early Release Times by Building:														
					1st term ends 11/6/2020									
K- 2 12:20 p.m.					2nd term ends 1/22/2021									
3-5 12:10 p.m.					3rd term ends 4/2/2021									
6-12 11:30 a.m.														
Extended School Year:														
7/6-7/9/2020					7/12-7/15/2021									
7/13-7/16/2020					7/19-7/22/2021									
7/27-7/30/2020					8/2-8/5/2021									
8/3-8/6/2020					8/9-8/12/2021									

APPENDIX B

Please sign and return this page to your student's homeroom teacher by September 28th

WE HAVE READ THE ENTIRE LUNENBURG PRIMARY SCHOOL PARENT HANDBOOK FOR 2021-2022.

Student Signature _____ Teacher _____

Parent Signature _____ Date _____

INTERNET USE POLICY

I understand and will abide by the Network and Internet Use Policy 5501:

<https://drive.google.com/file/d/11Dp36DfWPvpZbzDfBbVGxg0KKEoZiMTQ/view>

Device Agreement Form:

https://drive.google.com/file/d/1odlUKG4Nciz2rdIV2hwkfAWB_Q772a46/view

I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Student Name _____

Student Signature _____

As the parent or guardian of this student, I have read the Network and Internet Use Policy 5501 (please see policy link above). I understand that this access is designed for educational purposes. Lunenburg School District has taken precautions to eliminate controversial material. However, I recognize it is impossible for the Lunenburg School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to give my child access to the Lunenburg School District network, including access to the Internet and certify that the information contained on this form is correct.

Parent or Guardian's Name _____

Signature _____ Date _____