

# Lunenburg High School



## Handbook

1079 Massachusetts Avenue  
Lunenburg, MA 01462  
978-582-4115 FAX 978-582-4153

### 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      Seamus Kelly- 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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## **Translate Available**

If you need translation of any information 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 High School Administration**

**Tim Santry**

**Principal**

(978)582-4115

***Brian Duffey***

**Assistant Principal**

(978)582-4115

**David Micu**

**Assistant Principal**

**(978) 582- 4115**

**Tina Cooney**

**Administrative**

**Secretary**

(978)582-4115 ext. 2100

**Deb Aro**

**HS Secretary**

(978)582-4170 ext. 2102

## **School Advisory Council Members**

## **Administration Directory**

### **Central Office**

#### **Superintendent of Schools**

Dr. Kate Burnham  
(978) 582-4100 ext. 211  
[kburnham@lunenburgonline.com](mailto:kburnham@lunenburgonline.com)  
Title IX Coordinator

#### **Business Manager/HR Director**

Michael Cassidy  
(978) 582-4100 ext. 201  
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#### **Director of Special Services**

Julianna Hanscom  
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#### **Director of Facilities & Grounds**

John Londa  
(978)230-2351  
[jlonda@lunenburgonline.com](mailto:jlonda@lunenburgonline.com)

**Lunenburg Middle-High School  
1079 Massachusetts Avenue,  
Lunenburg, MA 01462  
(978)582-4115 LHS  
(978)582-4710 LMS**

*Tim Santry, Principal 9-12*

*Brian Duffey, Assistant Principal 9-12*

David Micu Assistant Principal 9-12

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

Mr. Jeff Dionne, Guidance Counselor 9-12

Ms. Erica Stolpinski, Guidance Counselor 9-12

Ms. Karma Tousignant, 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, Interim Principal  
Ms. Krissy Carbone, Administrative Secretary  
Ms. Susan D. Lasky, Nurse  
Ms. Karyn Savell, Guidance Counselor

❖ **School Hours:**

Lunenburg High Schools start time is 8:00 a.m. No student should arrive at school before 7:45 a.m. or after 8:00 a.m. Students are not allowed in the building before 7:45 a.m. unless supervised by a teacher. Regular dismissal time is 2:30 p.m., and early dismissal time is 11:30 a.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.

- ❖ **After School Hours:** Students are required to leave the building and school property when school is dismissed, unless supervised by a faculty member. Students are encouraged to stay after school to meet with teachers or to participate in an authorized activity. In all instances, students must be supervised by a faculty member to ensure their safety. Students must make arrangements for transportation home or parents may give written permission for a student to walk.

- ❖ **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 7:00 AM to 3:00 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.

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## **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**

- ❖ **Social Events:** All school rules are in effect for all school sponsored social events whether held on or off school grounds. Students should check with the sponsoring advisor and register guests in the main office before bringing guests from outside of school, as some events are open only to Lunenburg students. In order to participate in school sponsored events students must be present for a full day of school on the day of the event.
- ❖ **National Honor Society** - The National Honor Society is an organization open for membership to students with a minimum grade point average (weighted) of B+ (87) throughout their high school years. Students may apply for membership in their junior or senior year. Those seeking membership must possess distinct qualities of school citizenship, service, leadership, character, and desire to encourage betterment for all students in the high school community. Students must apply for membership and provide evidence of the personal qualities required for admission to this organization.
- ❖ **Student Council:** The Student Council consists of five elected members from each class. The Vice President from each class as well as the five members of the Student Advisory Council are also members of the council. Its purposes include but are not limited to the following.
  1. To propose to administration and plan school-wide activities involving as many students as possible (e.g. homecoming)
  2. To coordinate and support the activities of classes and school organizations (e.g. school elections, student government training workshops, class dances, fundraisers, etc.)
  3. To constitute that representative group which serves as liaison between students and administration
  4. According to state law a Student Advisory Council consisting of five members composed of students elected by the student body of the high school shall meet at least once every other month, during the months school is in session, with the School Committee. All registered LHS students who are academically eligible may run for office. Elected students are those five receiving the greatest number of votes in a general election by the student body. The members of the SAC are considered ex-official members of the Student Council and therefore will be expected to attend all Student Council meetings and be bound by all Student Council policies and regulations.
    - Students who wish to share new ideas, concerns, or suggestions should contact a Student Council representative or attend a regular meeting. The Student Council is always pleased to welcome any member of the student body or faculty.
- ❖ **Class Officers:** In the spring, the incoming freshman, sophomore, junior, and senior



classes elect student officers (president, vice-president, secretary, and treasurer) and five student council representatives to assist in managing affairs of the class.

- ❖ **Class Dues:** Class dues are collected to support and supplement class sponsored activities such as homecoming, class trips, dances, etc. Each fall the class officers, together with the class advisor, shall propose an amount as dues, to be paid by each student by the end of the first marking term. All such financial obligations must be cleared to participate in class events and graduation. In cases of genuine financial hardship, alternative arrangements can be made by administration.

❖ **Examples of Extracurricular May Include:**

- |                                |                             |
|--------------------------------|-----------------------------|
| 1. Math Team                   | 13. Mock Trial              |
| 2. National Honor Society      | 14. Anime club              |
| 3. Best Buddies                | 15. Art Club                |
| 4. French Club                 | 16. Community Service Club  |
| 5. Class Plays                 | 17. Renaissance Club        |
| 6. GSA (Gay Straight Alliance) | 18. Jazz Band               |
| 7. Spanish Club                | 19. Marching Band           |
| 8. Homecoming events           | 20. World Hunger Task Force |
| 9. Outdoor Adventure Club      | 21. S.A.D.D                 |
| 10. Latin Club                 | 22. Literary Magazine       |
| 11. Science Club               |                             |
| 12. Big Sibbs                  |                             |

❖ **Eligibility For Extracurricular Activities**

1. To be eligible to represent Lunenburg High School in interscholastic sports, in co/extracurricular activities, clubs, organizations, to hold office, or to participate in any activity, a student must pass at least five courses and at least one of those grades must be a C- or higher.
2. To maintain eligibility at Lunenburg High School for athletics and extracurricular activities, students in the Dual Enrollment Program must stay enrolled in a minimum of 12 credits each semester and pass all four courses with one at a 2.0 or higher.
3. Student grades in one term are used to determine eligibility for the subsequent term. A student not meeting the standards because of incompletes is ineligible until the new grades are recorded in the office to meet the standard. If declared ineligible a student shall remain so until report cards are issued for the following marking term.
4. Eligibility for the first term of each school year is determined on the basis of the

previous year's final yearly averages, not the last quarter's grades. A student must pass full year or semester courses that equal five full credits in order to be eligible for the first term. A failed course taken and passed in summer school may restore eligibility. One of the passing grades must be a C- or better.

5. Promotion from grade 8 to grade 9 automatically makes a student eligible in September.
6. A student will be declared ineligible or may be removed from extracurricular activities by the building principal for serious or repeated violations of school regulations.
7. Students participating in all LHS extracurricular activities are expected to abide by the MIAA Chemical Health Rule: During the season of practice or play, a student shall not, regardless of the quantity, use consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her physician.
8. The minimum penalties are:
  - A. First Violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next 25% of consecutive interscholastic events. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. Please note that, for offenses that occur in the summer or between seasons, the penalty will be assessed during the next season or semester.
  - B. Second and subsequent violations: The student shall lose eligibility for the next 60% of consecutive athletic events. The full policy can be found under "Resources" on the MIAA website. The school administration will decide the equivalent penalty for extracurricular activities.

❖ **Fundraising Policy:** Realizing that school, community, civic and social organizations are frequently requesting permission to use the schools and their students for solicitation of funds, the following policy is now in effect:

1. School-sponsored or related organizations, such as band, athletic groups, booster clubs, classes, and clubs will be allowed to conduct fund-raising activities, as long as approved by administration.
2. Non-school related organizations will not be allowed to solicit funds in school under any circumstances or to use students in the school for such activities. An exception to this will be the Lunenburg Community Council with its needy children drive at Christmas.
3. It must be understood that this policy is of a general nature and an attempt to set a standard for all Lunenburg schools. If the need arises for a more specific

interpretation or exceptional or emergency circumstances arise, exceptions and clarifications of this policy can be made by the School Committee.

4.

❖ **Shadowing Program** - The purpose of shadowing for a day is for a potential student to experience our school first hand, which is an important part of school selection. The procedure is as follows:

1. Request comes in to the guidance department
2. Counselor-parent contact is made to discuss admission to Lunenburg
3. Visitation form is completed and submitted to administrator
4. Administrator signs form – copies go to guidance and office staff
5. Final approval is issued to parent by counselor by phone

**Shadowing is not:**

1. Allowing visits from local students because they have a day off
2. Providing supervision for relatives who are visiting from out-of-town.
3. Visits from former students seeking to re-enter.

## **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.

LHS Attendance Policy: It is the policy of the Lunenburg School Committee that classroom activities constitute the heart of the educational process. Time lost from class can never truly be regained. In particular, the important benefits derived from teacher explanations and from the interaction among students and between teacher and student cannot be replaced. Demonstrations, laboratory exercises, oral presentations, and debates are particularly difficult to make up outside of the regularly scheduled class. Not surprisingly, studies have shown a correlation between grades attained in class and attendance at school. Generally the more class time missed by a student, the lower the grade; therefore, the intent of the following attendance policy is to encourage better

student attendance so that each student can acquire the necessary skills for future success.

**Parents are encouraged to plan family vacations during school vacation time. Absences for family vacations during school time are not excused absences.**

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

**Lunenburg High School attendance procedures are as follows:**

- A. Attendance is taken during the first block 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 11:30 a.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 8:20 a.m. if their student is going to be absent from or late to school. If a student is absent and the parent does not call the school, the School

Messenger system will contact the parent by 9:30 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 students return to school (see item C above)

- ❖ **Class Absences:** A student enrolled in a class is expected to be present each time the class is in session. The minimum attendance for credit in a course is at least 90% of the class meetings. In terms of maximum class absences allowed:

- Yearlong classes                      18 Classes

- Semester Long Classes    9 Classes

Teachers will record all absences in PowerSchool on a class by class basis.

- ❖ **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.

1. Absence does not excuse students from their academic responsibilities. Make-up work is required for all students who are absent.
2. Students are responsible for arranging with teachers to make up work missed. In the case of a student absence of two days or longer, it is the parents' responsibility to contact the high school teachers via email to request make- up work. See the lunenburgschools.net website for a complete email directory.
3. Absence does not change the due dates for long-term assignments. (Long term assignments are those that are assigned one week or more prior to the due date.)
4. Teachers will make every effort to assist students who need extra help.
5. All make-up work must be completed in accordance with the stated makeup policy of the individual teacher. Any work not made up by the student will result in a zero.
6. Students who are truant from school will not be allowed to make up work missed.
7. Students who cut a class may not be allowed to make up work missed.

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

- ❖ **Attendance Review**

1. When a student receives a 50% warning letter, a parent must set up an attendance meeting with an administrator to review absences.

2. Students who exceed the maximum absences allowed in any class may not receive credit for the course. Determination will be made on a case by case basis pending the results of an attendance review meeting. Credit may be earned by attending an approved summer school if their final grade is passing.

3. All absences count toward the maximum class absences allowed pending the review process. (See explanation of review process.)

4. The maximum absences allowed for seniors during the last quarter may not exceed five days. (ABSENCE DURING A DOUBLE BLOCK PERIOD COUNTS AS TWO CLASS ABSENCES)

❖ **Review Process:** The attendance review committee will review all special cases of absences each semester and may approve additional absence exemption for:

- Family emergencies
- Chronic illness
- Extraordinary circumstances
- School related absences

If by chance the school fails to notify the parents about class absences, the student is still responsible for the accrued absences. A parent or guardian may write to the assistant principal and ask for an appeal of credit loss due to excessive class absences. The decision of the attendance review committee is final.

❖ **Attendance Appeals:** The parents of students who wish to appeal loss of credit may request a hearing before the Attendance Review Committee by submitting a request in writing to the assistant principal within 30 days of receipt of the loss of credit letter. The parent and student must appear before the committee during the appeal hearing. Failure to appear at the scheduled hearing time will result in forfeiture of the appeal. Parents and students are welcome to present documentation of mitigating circumstances during the hearing. Minutes of the proceedings will be recorded. The committee will notify the parent of its decision in writing within five days of the hearing. Appeals hearings will be scheduled at least one week before the end of first and second semesters. Senior appeals will be scheduled at least two weeks prior to graduation.

❖ **Restoration of Credit for Attendance Appeals:** Students who appeal the loss of credit will receive one of the following rulings:

1. Restoration of credit without conditions assuming the student maintains a passing grade.
2. Conditional restoration of credit. Student must meet specific academic and behavior guidelines outlined by the committee to regain credit.
3. Denial of credit restoration. Student must take the course again at LHS or in summer

school.

## **Tardies/Dismissals**

- ❖ **Tardies:** Students are tardy to school if not present in class when the school bell rings at 8:00 a.m. Students reporting after 8:30am must bring a note from a parent/guardian or have a parent/guardian call the student in tardy. When tardy, students must report to the office to sign in immediately upon entering school. Students will be marked tardy by their teacher if they are tardy for class, advisory, or study hall. Students who are less than 20 minutes tardy to class will receive one-half class absence. If they are more than 20 minutes late they will receive a full class absence. Students are expected to be on time for school every day. Upon a student's third tardy per term, he or she will be assigned disciplinary consequences from the administration. A parent conference with an administrator will be required for those students who continue to have chronic tardiness.

Students who have not reported to school prior to 11:30 a.m. are considered absent for the day. 11:30 a.m. constitutes half the school day. Students are required to be present for the full day and on time in order to participate in any school activity or event, including athletic practice and/or games. Extenuating circumstances will be reviewed by the administration.

Students who have an unexcused tardy for class will be marked for a one-half class absence and after 5 such occurrences are subject to office detentions. Students that have an unexcused tardy over 20 minutes either from class or to school will receive one full class absence and are subject to office detentions or Saturday detention.

- ❖ **Dismissals:** Dismissal from school during the day is to be used only for the most urgent purposes. Non-emergency appointments should be scheduled outside of school hours. A student must bring a permission note to the office before school on the day of dismissal. After verifying the dismissal note with a parent, the student will then be issued a dismissal slip by the office.

Students should present their dismissal slip to their teacher at the beginning of the class from which they are being dismissed, and then sign out in the main office. If returning, the student will sign in at the main office immediately upon return to the school. This policy applies to all students including those who are 18 years of age.

- ❖ **Truancy/Class Cuts:** Students who are truant from school will not be allowed to make up work missed. This includes but is not limited to tests, quizzes, homework and class discussions. In the case of a class cut, students may not be allowed to make up work missed. Students who are truant from school may not participate in or attend any after school co/extra-curricular or athletic activity or event that day. Students who are truant and under sixteen years of age are subject to police apprehension. A student's school year may be extended and time on learning will be made up during non-school hour

❖ **Field Trip Policy:** Field trips provide valuable learning experiences that supplement classroom instruction, but they also create unavoidable class absences in other subjects. Students who miss classes due to a school-sponsored field trip are considered absent from the classes that they miss on that day, which may put them in violation of the attendance policy. Therefore, they are expected to be fully prepared to participate in every class the day following the field trip. It is the student's responsibility to see each teacher on or before the day of the field trip, to ascertain what work they will miss. If a quiz or test is scheduled for the day after the field trip, the student is expected to take it with the rest of the class. School sponsored field trips are those that are directly supervised by school staff. They require a signed "Special Activity Permission Slip" from parents in order for students to participate/attend. Students are not allowed to drive other students on any school-sponsored field trip. Teachers will email all staff, prior to the field trip, which will list the students who are going. School attendance sheets will indicate (FT) next to the student's name on the day of the field trip.

❖ **Senior Privileges:**

1. Senior Privileges will be awarded only to seniors who have achieved C- or greater in all classes. Seniors who have not achieved this standard will be assigned to study periods in classrooms. This is reviewed after the end of each quarter.
2. Senior Privileges are only for those students who are in full compliance with the attendance policy as stated in this handbook. Students will have senior privileges removed if found in violation of the school attendance policy or have lost credit in a course due to attendance or tardy issues.
3. Seniors who have a first period study hall need not report to school until second period. They must sign in at the main office upon their arrival at school. This also applies to students enrolled in the STEP program. All students must be present for Advisory.
4. Seniors who have a study hall at the end of the day may leave school at the beginning of the last period. They must sign out in the main office before leaving school and may not remain on school grounds subsequent to signing out unless they have permission from a teacher or administrator and have school business to conduct.
5. Privileges can be suspended or removed for disciplinary, attendance, or academic reasons.

❖ **Enrollment/Registration**

Students who enter LHS from LMS are automatically registered and given an orientation tour of the building the spring before they enter. Parents new to the area and having a child enter the High School should contact the guidance office to make an appointment with the guidance staff and to complete registration materials. It is also necessary for the school to obtain the new student's records from the previous school.

[https://drive.google.com/file/d/1OPwqfZ\\_cLcnkyroOBeoHzfjRS5RdaYSt/view](https://drive.google.com/file/d/1OPwqfZ_cLcnkyroOBeoHzfjRS5RdaYSt/view)

❖ **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 ClassTag system. If you do not receive these ClassTag 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>

- ❖ **Announcements** All daily announcements except those of an urgent or emergency nature will be read during advisory and at dismissal as necessary. Students are expected to remain quiet and listen attentively. All announcements must be approved by a member of the faculty or by administration.

- ❖ **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 will be permitted to use cell phones in the hallways between classes and in the cafeteria during lunch. Cell phones use is not permitted in the classroom. Cell phone use is not permitted in the hallways during class time. If cell phones are observed out during restricted times, the teacher will confiscate the phone and log it in to the office during their next free period. A parent may be required to pick up the confiscated cell phone by 3:45 p.m. or by appointment. To set up an appointment with Mrs. Scott, call 978-582-4115.

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.

## ❖ **Parent/Teacher Conferences & Open House**

- **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.

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 the all-schools calendar found on the website:

[https://drive.google.com/file/d/1PnIQ67sWTfuJHliNUV7y0JMJR1eH\\_Xc/view](https://drive.google.com/file/d/1PnIQ67sWTfuJHliNUV7y0JMJR1eH_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 11:30 AM in order that the staff may use these afternoons for professional development programs. These programs include meeting to update curriculum and workshops to keep the staff informed of the latest trends in teaching and child development.
- **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.

<https://drive.google.com/file/d/1CE1rfzmxJFAsGzZxfp6yIeQ3gyHxf44i/view?usp=sharing>

### **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).  
[https://drive.google.com/file/d/1ZAXy32636iEMM\\_i9zp2AnibrF5wyGqyA/view?usp=sharing](https://drive.google.com/file/d/1ZAXy32636iEMM_i9zp2AnibrF5wyGqyA/view?usp=sharing)
- 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.

## **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 8:00 AM all doors at the LMHS 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. Valid ID may be required. 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:** For safety reasons, no adult is allowed in the building without a badge. Volunteers perform a variety of important and significant tasks in the school. These jobs enrich academic programs, and they extend the school's ability to meet the needs of all our children. Parent volunteers serve in a variety of areas from library aides to leading after school activities. Please consider volunteering for one of these useful positions by contacting the office. All volunteers must have an approved CORI form PRIOR to coming into any classroom or chaperoning any field trip. CORI forms are available in the front office.
- ❖ **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](https://drive.google.com/file/d/1elftnpgXVL5-We9JRRbZTZZs2hB23_aE/view)
- ❖ **Emergency Procedures/Safety Crisis Teams:** Teams at all schools 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 the following personnel: Principal, Guidance Counselor, School Secretary, Teacher Representative, School Nurse, and Custodian (when needed).
- ❖ **Lockers & Administration Access:** Students will be assigned a locker in which to keep hats, coats, book bags and materials related to school life. Students are encouraged to purchase their own locks. Lockers are registered to individual students. This means that students may not share lockers and that anything found in a student's locker is assumed to be his/her property. It is expected that students will keep lockers clean and secured at all times. The school cannot be held responsible for items missing from lockers. **Students should not bring valuables or large amounts of money to school.** Students should keep locker combinations private and make sure that locks are properly secured. Students should provide lock combinations to advisory leaders. Items that are not necessary or are illegal are not allowed in school. Lockers 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](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.

Parents should drop off or pick up students using the Massachusetts Avenue entrance only. No student should be dropped off before 7:45 A.M.

**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.

**Vehicle Traffic:** All motorized vehicles should enter the school parking lot from Massachusetts Avenue. 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.

**Student Driving and Parking Policy:** Students with a valid driver's license and registered automobiles or motorcycles are permitted to park on the school grounds only in the area designated for students with a valid parking permit. A permit application may be obtained from the main office. The school administration reserves the right to issue a limited number of parking permits to students. Priority will be given to seniors. Remaining parking spaces will be issued to juniors by lottery. The following documents will be required with your application:

1. A photocopy of a valid driver's license
2. A photocopy of automobile registration
3. A completed application form
4. A \$50 parking fee (non-refundable)

The use of the parking facilities at LHS is considered a privilege. Certain items may not be transported, stored, or possessed in automobiles on school property, including weapons, illegal drugs and drug paraphernalia, alcoholic beverages, stolen property, fireworks, and/or any other items prohibited by Massachusetts law and/or school district policy. As a condition of the parking permit, the school administration reserves the right to inspect student cars and personal effects to ensure that such items are not present on school grounds and/or at school sponsored events; otherwise, students' rights to privacy will be respected. Students are expected to conduct themselves in an appropriate manner and drive safely. Students failing to

observe any and all regulations will be subject to the loss of this privilege and inappropriate behavior may be reported to the Lunenburg Police for further action. **Students may not park in the Thomas C. Passios lots, Brooks House lot, and Eagle House lot or along Memorial Drive. Students who park illegally or students who park after their privileges have been revoked will be subject to towing and will be subject to school disciplinary consequences.** Students may only park in their assigned spots and those students who do not have parking permits may not park on school grounds. Parking privileges may be revoked for unsafe acts, school discipline issues leaving school without permission, chronic tardiness to school, or behavior which results in disciplinary actions that negatively impact the climate and culture of the school.

The following rules are to be observed at all times:

1. Lock your car and keep the keys in your possession
2. Stay in car when lined up for departure
3. Follow all traffic rules, speed limit (5 mph) and directions for safety
4. No overnight parking
5. Allow buses to exit first
6. Chronic tardiness or leaving school grounds without permission may result in loss of parking privileges
7. All drivers and passengers on campus are required to wear their seat belts.

Violations of these rules and regulations may result in any or all of the following actions:

1. Suspension or loss of parking privileges. If privileges are revoked, the parking fee is non-refundable. If a student reapplies for a permit, a new application including fee must be submitted
2. Administrative disciplinary action
3. Administrative disciplinary action
4. A report to the Lunenburg Police for possible action

❖ **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:** In case of loss of personal or school articles, a lost and found is located in the office. Items not collected by year-end will be donated to a charitable organization.

## 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](mailto: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/1PePy4z5qTx\\_oXDls2xEipNYxFwZh0ugn/view](https://drive.google.com/file/d/1PePy4z5qTx_oXDls2xEipNYxFwZh0ugn/view)
- ❖ **Guidance/School Counseling:** The mission of the Lunenburg High School Counseling Department is to empower all students to acquire the knowledge and skills necessary to grow towards their potential in their academic, social/emotional, and career aspirations. We strive to ensure that all students develop empathy towards others, value the importance of self-discipline, become life-long learners and responsible community members. Our major objective is to assist each student in meeting appropriate academic and personal goals, and discovering personal meaning related to learning and development.
  - A. School Counselors service students through a combination of individual meetings, small group and classroom seminars, and school wide or class specific assemblies.
  - B. The LHS School Counseling curriculum is aligned with the Massachusetts Model for Comprehensive School Counseling Programs.
  - C. School counselors are licensed through the DESE. For students requiring mental health services, our school counselors will refer to the appropriate licensed professionals.
  - D. Students, parents, and teachers may make an appointment with a School Counselor at any time. Services and resources are also available to all members of the community. Please contact the school counseling office at (978) 582-4115.
- ❖ **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.

- ❖ **Work Permit:** Students must have a promise of employment/hired before a work permit can be issued. The Commonwealth of Massachusetts requires all employed persons under the age of 18 to have a work permit. These may be obtained in the high main school office during office hours year round. A minimum of one school day is required for processing.
- ❖ **College Visits:** Seniors and second semester juniors are allowed three college visits. Students must complete a “College Visitation Sheet” signed and approved by the school counselor after the visit. After the visit, students must return the “College Visitation Sheet,” signed by a parent and college representative, to the main office. Only when the completed form is received by the main office will the absence be approved. It is the student’s responsibility to be aware of his or her attendance issues, prior to going on a college visit.

### **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 is 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.

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

**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 a 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.

■ 5706 Communicable Diseases APPROVED 4-7-21.pdf

**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.

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

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.

## Massachusetts School Immunization Requirements 2021-2022

Grades 7 – 12†

**In ungraded classrooms, Grade 7 requirements apply to all students ≥12 years.**

<b>Tdap</b>	<b>1 dose; and history of DTaP primary series or age appropriate catch-up vaccination. Tdap given at ≥7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td or Tdap should be given if it has been ≥10 years since last Tdap</b>
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<b>Polio</b>	<b>4 doses; fourth dose must be given on or after the 4<sup>th</sup> 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<sup>th</sup> birthday and ≥6 months after the previous dose</b>
<b>Hepatitis B</b>	<b>3 doses; laboratory evidence of immunity acceptable. 2 doses of Heplisav-B given on or after 18 years of age are acceptable</b>
<b>MMR</b>	<b>2 doses; first dose must be given on or after the 1<sup>st</sup> birthday and second dose must be given ≥28 days after first dose; laboratory evidence of immunity acceptable</b>
<b>Varicella</b>	<b>2 doses; first dose must be given on or after the 1<sup>st</sup> birthday and second dose must be given ≥28 days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable</b>

#### **Meningococcal Requirements**

<b>Grade 7-8</b>	<b>1 dose; 1 dose MenACWY (formerly MCV4) required. Meningococcal B vaccine is not required and does not meet this requirement.</b>
<b>Grade 11-12<sup>‡</sup></b>	<b>2 doses; second dose MenACWY (formerly MCV4) must be given on or after the 16th birthday and ≥ 8 weeks after the previous dose. 1 dose is acceptable if it was given on or after the 16th birthday. Meningococcal B vaccine is not required and does not meet this requirement.</b>

#### **Meningococcal Vaccine Phase-In Schedule**

	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
<b>1 Dose MenACWY</b>	<b>Grades 7-8</b>	<b>Grades 7-9</b>	<b>Grades 7-10</b>
<b>2 Doses MenACWY</b>	<b>Grades 11-12</b>	<b>Grades 11-12</b>	<b>Grades 11-12</b>

§ Address questions about enforcement with your legal counsel. School requirements are enforced at the local level.

†Medical exemptions (statement from a physician stating that a vaccine is medically contraindicated for a student) must be renewed annually at the start of the school year 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.

‡ Students who are 15 years old in grade 11 are in compliance until they turn 16 years old.

**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.

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

Lunenburg Middle 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 parents or by the school nurse with written parent permission on the IHP. The IHP will include a bus plan if needed. 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 High 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 nurse and parent. An Epi Pen 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 Epi Pen 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:** An "allergen aware classroom" is a classroom where all food brought into the classroom (with the exception of students' own lunches) is free of the specified allergen. This includes snacks, birthday and holiday treats and food used in the classroom curriculum.

1. If requested per the IHCP, A letter from the school nurse will go out to all parents in the classroom at the beginning of the school year indicating what the classroom is safe for (allergy specific) and what the definition and guidelines are for the classroom.
2. No unannounced food should be brought into the classroom.
3. Food brought into school for classroom distribution must have ingredient information provided with it. All food brought in for whole class distribution or used in the classroom curriculum will be reviewed by the classroom teacher/aide for safety.

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 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.

**Medication:** The Lunenburg School Committee maintains a comprehensive Medication Administration policy. Please see Section 5701.01 of the Lunenburg Public Schools District Policies (Students and Instruction: Health and Safety: Life Threatening Allergies) for more information.

### Scheduling & Grading

LHS Bell Schedule 2021-2022				
<b>A 8:00-8:50</b>	<b>C 8:00-9:25</b>	<b>G 8:00-8:50</b>	<b>B 8:00-9:25</b>	<b>D 8:00-8:50</b>
<b>B 8:54-9:44</b>		<b>A 8:54-9:44</b>		<b>F 8:54-9:44</b>
<b>ADVISORY 9:48-9:55</b>	<b>ADVISORY 9:29-9:55</b>	<b>ADVISORY 9:48-9:55</b>	<b>ADVISORY 9:29-9:55</b>	<b>ADVISORY 9:48-9:55</b>
<b>C 9:59-10:49</b>  L1 10:53-11:17 L2 11:21-11:45 L3 11:49-12:13 L4 12:18-12:42	<b>G 9:59-10:49</b>  L1 10:53-11:17 L2 11:21-11:45 L3 11:49-12:13 L4 12:18-12:42	<b>E 9:59-10:49</b>  L1 10:53-11:17 L2 11:21-11:45 L3 11:49-12:13 L4 12:18-12:42	<b>D 9:59-10:49</b>  L1 10:53-11:17 L2 11:21-11:45 L3 11:49-12:13 L4 12:18-12:42	<b>A 9:59-10:49</b>  L1 10:53-11:17 L2 11:21-11:45 L3 11:49-12:13 L4 12:18-12:42

<b>E 12:46-1:36</b>	<b>D 12:46-1:36</b>	<b>B 12:46-1:36</b>	<b>F 12:46-1:36</b>	<b>C 12:46-1:36</b>
<b>F 1:40-2:30</b>	<b>E 1:40-2:30</b>	<b>C 1:40-2:30</b>	<b>G 1:40-2:30</b>	<b>B 1:40-2:30</b>

- ❖ **Academic Requirements** -Students must meet all LHS academic, state, and attendance requirements in order to receive a Lunenburg High School diploma and to participate in the graduation ceremony.
- ❖ **Transfer Students-** All students who transfer into Lunenburg High School are expected to meet all Lunenburg High School graduation requirements. Not all courses from other high schools will transfer for Lunenburg High School credit. It is the decision of the School Counseling Department and the administration to award credit for transfer courses. The following grading scale will be used for students transferring in with letter grades.

A+ 98-100	C 73-76
A 93-97	C- 70-72
A- 90-92	D+ 67-69
B+ 87-89	D 63-66
B 83-86	D- 60-62
B- 80-82	F 0-59
C+ 77-79	

\*Please note that students transferring to Lunenburg High School with a Just Beginning (JB) for a bench mark on their transcript will not be awarded credit for that course. Any student presenting JB will need to repeat the course at Lunenburg High School to receive credit.

- ❖ **Add/Drop** - Students will only be allowed to add or drop courses for the first ten days of school for full year courses or the first ten school days of a semester for semester courses. Add/Drops after this time are extremely rare and require administrative, parent, and department head approval, and the permission of the teachers in the added and dropped courses, which will be granted only under unique circumstances.

- ❖ **Course Withdrawal** - No credit shall be granted to a student withdrawing from a course before completion. Students withdrawing from a course beyond the add/drop period require administrative approval, and will receive a WP (withdraw passing), WF (withdraw failing), or ME (medical exemption) notation on the student transcript. Students must carry a course load of 6 full credits distinguished between # of credits and # of courses to remain enrolled as a full time student.

### **Lunenburg High School Requirements**

<b>Credits to Graduate</b>	<b>24</b>
English	4
Science	3
Math of HS	3 - incl. math during final year
Social Studies	3
(Including World History & US History)	
Health	.5
Unified Arts	2
Foreign Language	2 - consecutive language
Physical Education	1.5
Electives	5
<b>MCAS test must be passed for students to graduate.</b>	

1. All students (starting with the class of 2023) must complete a civics project as a graduation requirement. This requirement can be fulfilled by taking either Civics & Community Engagement, AP US Gov. & Politics, or English Community Service Learning.
2. It is the expectation that all students meet all of the LHS requirements. However, in extreme cases, a request can be submitted to the building Principal, providing the appropriate documentation, to waive a graduation requirement.

- ❖ **Other Course Options-** A minimum of six (6) full credit courses or their equivalent must be taken each year. There is a limit of two credits per year from outside programs excluding summer school. Courses currently offered in the LHS curriculum may not be supplanted by courses taken outside of LHS. In order to receive full credit for courses taken elsewhere or as a result of failing a regular Lunenburg High School Course, the student must have satisfied the following criteria.

**A. Summer School Makeup**

1. The student must have achieved an overall final grade of at least 50 in the failed course, or loss of credit due to the attendance policy.
2. Summer school programs outside of Lunenburg must be pre-approved by the administration before credit will be accepted. It is the student's responsibility to seek this approval.
3. Summer School grades are factored into GPA as a 1 credit course. These grades do not replace the failed course grade.
4. An official summer school grade report must be sent and/or reported to the registrar in the School Counseling Office prior to the first day of school.

**B. Correspondence Courses**

1. All correspondence courses must be approved in advance by the school counseling department, the appropriate department head, and the administration.
2. Correspondence course costs are the responsibility of the student.
3. Approval must be obtained in writing before coursework begins.
4. Correspondence courses may not be taken simultaneously with the same course at LHS.
5. Correspondence courses cannot be taken instead of courses offered in the LHS curriculum or LHS summer school.
6. No more than two credits toward graduation may be earned through correspondence courses.

**C. Off-Campus Learning Experiences**

1. Students may choose to take courses at evening high school programs. All courses must be pre-approved in writing by the school counseling department, the department heads and the administration before academic credit will be approved.
2. Courses may be transferred to Lunenburg High School. Credit will be determined upon course completion.

**D. Dual Enrollment Student Expectations**

1. Students involved with Dual Enrollment are required to meet with a school counselor to review and sign their Dual Enrollment Contract prior to enrolling in courses.
2. Dual Enrollment students must enroll in a minimum of 12 credits per semester.
3. All courses must be pre-approved by the LHS School Counseling Office before each

semester begins. If a student enrolls in courses without approval of the LHS School Counseling Office, we cannot guarantee that a student is on track for graduation.

4. Eligibility for Lunenburg High School athletics and extracurricular activities will be determined when a student's grades are reported to the registrar.
  5. To maintain eligibility at Lunenburg High School for athletics and extracurricular activities, students must stay enrolled in a minimum of 12 credits each semester and pass all four courses with a 2.0 or higher.
  6. Once accepted as a Dual Enrollment student, there is no guarantee that the college can provide the courses that a student needs to meet LHS graduation requirements. Should this situation arise, it will be necessary for a student to return to LHS to complete one or more courses.
  7. Courses taken through the Dual Enrollment program are included on the LHS transcript, yet not included in the calculation of GPA.
  8. Dual Enrollment students need to request that their official college transcript be sent to the LHS registrar and any colleges or universities that they have applied to, at the conclusion of each semester.
  9. The cost for Dual Enrollment courses are the responsibility of the student/family. In addition to the cost per course, students are also responsible for the cost of transportation, textbooks, and any other instructional materials or course fees as required by the instructor.
  10. At any time a Dual Enrollment student withdraws from a Dual Enrollment course and/or program they must notify their school counselor prior to withdrawal.
  11. Dual Enrollment students withdrawing from a Dual Enrollment program during a semester must provide their school registrar with an official grade report from the college. This grade report must reflect their grade/average at the time of withdrawal. *Failure to do so will impact credits needed to meet graduation requirements and may potentially impact students date of graduation.*
- E. Virtual High School(VHS) and Senior Transition Experience Program(STEP)
1. Information is available in the Program of Studies.

❖ **Grading and Reporting Policy-** It is the policy 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. Grades will be reported by term based on the following scale:

A+ 98-100      C 73-76

A 93-97      C- 70-72

A- 90-92      D+ 67-69

B+ 87-89      D 63-66

B 83-86      D- 60-62

B- 80-82      F 0-59

C+ 77-79

\*Unweighted GPA will be reported on a 100 point scale

Letter Grade	College Prep	Honors	AP	Percent Range
A+	4.0	4.5	5.0	98-100
A	3.7	4.2	4.7	93-97
A-	3.5	4.0	4.5	90-92
B+	3.3	3.8	4.3	87-89
B	3.0	3.5	4.0	83-86
B-	2.7	3.2	3.7	80-82
C+	2.4	2.9	3.4	77-79
C	2.0	2.5	3.0	73-76
C-	1.7	2.2	2.7	70-72
D+	1.4	1.9	2.4	67-69
D	1.0	1.5	2.0	63-66

D-	0.7	1.2	1.7	60-62
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Please see Section 5202 of the Lunenburg Public Schools District Policies (Students and Instruction: Instructional Program: Grading) for more information.

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

- ❖ **Report Cards** - Course grades are available online through Powerschool during the academic year. Students are expected to discuss their grades with their parents/guardians. Students and parents are encouraged to check grades regularly. Students are expected to discuss their online report cards with their parents. Listed on each report card are the student's marks, any teacher comments and the number of days the student has been absent or tardy.
- ❖ **Incompletes** - An incomplete, indicated by the letter "I" on the report card means that a student did not complete mandatory course requirement(s). When an incomplete is filed and accepted by the main office, the student has a maximum of 10 school days from the close of the term to make up the work. Failure to complete work missed within the ten school days will result in a failing grade for the work missed. \*It is the student's responsibility to arrange with teachers for the makeup of missing academic work. Exceptions to this policy will be determined only by the administration.
- ❖ **Medically Excused (ME)** - A medically excused grade will be determined on a case-by-case basis when there is a medically documented need due to a long term condition. Staff and administration will meet to develop an appropriate plan of action.
- ❖ **Homework** - Lunenburg High School believes that homework is a necessary and beneficial component of the educational process for all students. Please refer to teacher syllabi for individual class homework policies. There will be specific school breaks which will be designated as "homework free" with significant advanced notice.
- ❖ **Physical Education Excusals** - A student may be excused from physical education classes only if a note from a doctor to the school nurse certifies that participation would be detrimental to the student's health. Students who are medically excused from classes are expected to complete alternate assignments provided by the physical education teachers. Refer to the graduation requirements page and course selection booklet for physical education requirements.
- ❖ **Honor Roll** - Students achieving academic distinction are recognized by honor roll listing. Grades include all courses without exception. A student must carry a minimum of 6 courses. Only students enrolled in six full credit courses are eligible for academic honors. Honor roll will be calculated two weeks after the date report cards are issued to allow students to make up any incompletes.

1. Special Honor: All A's required without exception.
2. High Honor: A's and B's are required. A student must have an A in at least one major subject. A major subject is one that earns .5 credits per semester or 1 credit per year.
3. Honor: A's and B's. One C allowed.

❖ **Final Exams/Assessments** - A final assessment provides the opportunity for students to analyze and synthesize content, to demonstrate mastery of the course-specific academic expectations, and to transfer knowledge to new contexts. All students are required to participate in the final assessment for each of their individual courses. There are no exemptions from final exams.

❖ **AP Courses** - All students who enroll in AP courses at LHS are expected to take the AP exam at the end of the course. Students who choose not to take the AP exam will have the AP designation removed from their transcript. All post-secondary schools that they have applied to will be notified of this change in their transcript by the School Counseling Office.

❖ **Withdrawal From School** - Any student wishing to withdraw from school must obtain a withdrawal form from the school counseling office on the student's last day of school. This form must be signed by all subject teachers, the health office, a school counselor, the media specialist and administration. Chromebooks and all school books must be returned, and all other student obligations must be met before the form will be signed. The signed form must be submitted to the school counseling office.

❖ **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.

## **Food Service/Cafeteria**

❖ The cost of a hot lunch is \$3.00 per day. *Lunches 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 deposited in cash boxes located in the front lobby when students arrive at school. 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>



- The school cafeteria serves a hot lunch, as well as a la carte items. Students are expected to use their lockers before they arrive in the cafeteria and are expected to remain in the cafeteria for the entire lunch period. Only the bathrooms immediately outside of the lunchroom may be used while students are at lunch. All food and beverages must be consumed in the cafeteria or outdoor picnic area. When weather permits, students may go outside to eat in designated lunch areas. Eating outside is a privilege and may be restricted for lack of cleanliness or misbehavior. All students are expected to clean up after themselves and conduct themselves in a mature manner during lunchtime. Students should use the pre-pay method and punch their ID # to expedite the lunch line.

A monthly menu is posted at the beginning of each month except July and August to the school website: [www.lunenburgschools.net](http://www.lunenburgschools.net).

## **Extracurricular Travel**

- ❖ **Field Trips/Conferences:** Appropriate behavior is mandatory on all school field trips. All school rules apply on field trips. Permission slips are required for each trip. *The faculty and administration may, as a disciplinary measure, notify parents and students in advance that individual students are not permitted to attend a particular field trip due to inappropriate behavior in school or on previous field trips.* 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>

## **Technology**

- ❖ **Internet Access:** The use of technology is integral to preparing students for their futures in the 21<sup>st</sup> 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 Middle High 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.

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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.

Acceptable Technology Use Policy for Students - 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 the Lunenburg Public Schools is solely for the enhancement of learning. This policy extends to all technology applications including but not limited to electronic mail, blogs, and Google classroom chat. All students and parents are expected to read this Acceptable Use Policy. Students and their parents are also required to sign an Acceptable Use Policy Agreement Form. Adherence to this policy is a condition for a student's use of technology.

Email Accounts for Grades 9-12 - No student will be assigned an email account without parental or guardian approval. The email naming convention will be yearofgraduation.firstname.initialoflastname@lunenburgschools.net (such as the following for Jane Jones in the class of 2022: 2022janej@lunenburgschools.net). In addition, the official name that has been entered for the student in the student information system will follow a similar naming convention; no last names will be used or appear in the "from" area of any sent email.

Acceptable Uses including but not limited to:

Students must...

1. Identify themselves in Internet communications
2. Post/send only useful and appropriate information
3. Only access their own account and keep their passwords private
4. Only alter their own work, unless they have permission from the owner
5. Only use the e-mail account provided by the Lunenburg Schools while on the school network

(Lunenburg e-mail accounts may also be accessed at any time from outside the school network.)

\_\_\_\_\_Students should...

1. Check e-mail frequently and delete old mail
2. Take care in using humor, avoid sarcasm, and don't unreasonable, criticize, or "flame" others
3. Credit the original author when quoting someone else's work
4. Remove their old files when they are no longer needed

Students must not...

1. Engage in harassment, libel, or slander of any kind
2. Use the Internet for illegal activities including, but not limited to, copyright violations and

illegal distribution of software

3. Give out their own or another individual's personal information such as address or phone number
4. Post audio, video or any material of or created by another student or faculty member without that individual's permission
5. Use the Internet to access sexually explicit or pornographic materials
6. Engage in spamming (sending massive, inappropriate and unsolicited information) or flooding (transferring data without intent of meaningful communication)
7. Use equipment without permission
8. Alter the configuration of school technology, except as educationally appropriate
9. Download or install software of any kind
10. Illegally copy software
11. Use the Internet for commercial or political purposes

Sanctions - Network access is a privilege, not a right. The Lunenburg Public Schools will review alleged violations of this Acceptable Use Policy. Violations could result in the following:

1. Loss of access privileges
2. Additional disciplinary action at the building level in accordance with the discipline code in the student handbooks
3. Referral to appropriate law enforcement agencies

Disclaimer of Liability - The Lunenburg Public School system denies responsibility for the accuracy or quality of information obtained from the Internet. The Lunenburg Public School system cannot guarantee that access will always be available and is not responsible for any damage a user suffers or for the loss of data obtained via the Internet.

Privacy - Users should not have an expectation of privacy or confidentiality in the context of electronic communications or of other files sent, received and/or stored on the district's network. The Lunenburg Public School System also reserves the right to examine all data sent, received and/or stored on the district's network. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver. Electronic communications may be archived for a period of up to three years.

- ❖ **Library Use Policy** - The mission of the library media center is to provide students and faculty an atmosphere conducive to learning. Students and teachers are encouraged to visit the library for research assistance, for technology support, to find a great book, to access the cloud printer or copier, or to find a relaxing place to work. Please see the Using Library Resources page of the library website for information about circulation of materials and other library policies.

Students hoping to use the library during study must obtain a pass from the librarian.

High School students taking online courses may use the library during their designated block and/or study. All students coming into the library need to sign in on the attendance sheet.

The library maintains a classroom environment and students who are not responsibly working will be asked to return to class or study. Students are expected to sign in and remain in the library for the entire study period. Failure to comply with library rules and regulations, or inappropriate use of library materials and equipment, will result in loss of library privileges.

## **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 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.

- ❖ **Violations** - The following are major categories of violations of Lunenburg High School behavioral expectations: The rules herein apply to all students regardless of special education needs unless alternative approaches or consequences are specified in a student's Individual Education Plan. Violations of the following school rules could result in

assignment of disciplinary consequences including, but not limited to, community service, social probation, loss of privileges, and detentions or suspension from school. Repeated violations will result in increasingly severe disciplinary consequences.

1. Failure to comply with reasonable requests and/or rightful instructions of a teacher or staff member
2. Unauthorized absence from class, study hall, lunchroom or Advisory
3. Chronic tardiness
4. Leaving the school grounds without proper dismissal
5. Unauthorized use of passes
6. Gambling, card playing, or other games
7. Vulgar, obscene, profane or violent communications, references to illegal activities
8. Creation, possession or distribution of lewd/obscene/pornographic materials
9. Theft
10. Possession of stolen property
11. Students will be permitted to use cell phones in the hallways between classes and in the cafeteria during lunch. Cell phones are not permitted to be used in the classroom. Cell phones should not be used in the hallways during class time. If cell phones are observed out during restricted times, the teacher will confiscate the phone and log in to the office during their next free period. A parent may be required to pick up the confiscated cell phone by 3:30 p.m. or by appointment. To set up an appointment with an administrator, call 978-582-4115.
12. The use of personal stereos/iPods and headphones are at teacher's discretion. See individual classroom rules.
13. Leaving the school building without a pass from the main office
14. Activities that create a disturbance or threat of injury to others (pushing, shoving, running in the halls, throwing objects, internet posts, etc.)
15. Unsportsmanlike conduct by participants or spectators at school competitions or any school sponsored event
16. Inappropriate public displays of affection
17. Food and drink (excluding water) may not be consumed during class time. Food items and drinks are prohibited in the library, gymnasium, auditorium, science labs and computer labs.

18. Disrespect, dishonesty, vulgarity, insolence, or insubordination toward or in response to teachers, school staff or other students.
19. Threatening behavior toward another student. Every student involved in a fight is subject to suspension.
20. Violation of harassment policy
21. Fraud, falsification, forgery, or giving a false name
22. Violation of the cheating and plagiarism policy
23. Opening or accessing the locker of another student without permission or opening or accessing a teacher's desk or closet
24. Unauthorized entry into unsupervised areas
25. Vandalism, destruction of school, staff or student property
26. Violation of parking policy
27. Violation of alcohol, tobacco and/or drug policy
28. Violation of the dress code
29. Violation of the computer acceptable use policy
30. Possession of a laser pointer or use of a laser pointer
31. Violation of the conduct outside of school policy
32. Videotaping students or teachers without permission

Chronic violations will require parental conference with administration.

❖ **Suspension is MANDATORY for the following:**

1. Violation of alcohol and drug policy or smoking on school property or at school activities
2. Possession of drugs and/or drug paraphernalia
3. Failure to report to a teacher or administrator knowledge of a violation of rules that endangers the safety of another student or threatens the safety and security of the school.
4. Assault and fighting: All students involved in a fight are subject to suspension. Students who assault another student/staff will have additional suspensions and may be subject to an exclusion hearing.

5. Possession of dangerous or destructive materials or weapons; police will be notified immediately of such offenses.
6. Verbal threats or posturing a threat toward any staff member.
7. Hazing (as defined by Mass. General Law Chap. 269 Sec. 17-19) means 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. Violations of this law may also be subject to criminal prosecution.
8. Failure to submit to an administrative search; this also includes failure to submit to an alcohol test if requested by an administrator.

In addition to suspension as required by paragraphs above, Massachusetts General Law may require expulsion under the following circumstances:

1. Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including but not limited to a gun or a knife; or a controlled substance as defined in chapter 94c, including but not limited to marijuana, cocaine and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school related events, including athletic games may be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

❖ **Due Process** - In *Goss v. Lopez*, the United States Supreme Court held that before a student receives a disciplinary penalty, they have the constitutional right to receive:

1. Oral or written notice of the charges against them;
2. An explanation of the evidence against them and
3. The opportunity to present their side of the story.

\*In the case of a violation requiring suspension from school, notice of the suspension and the hearing must occur before the student may be asked to leave school, except when students present an immediate threat to school officials, other students, or themselves, or clearly endanger the school environment. In this case, the hearing may be delayed, but must be held within a reasonable period of time. Copies of reports of any disciplinary action(s) taken are maintained until student graduation.

- ❖ **Conduct Outside of School** - Students are reminded that they are responsible for and shall be held accountable for conduct outside of school that impacts Lunenburg Middle-High School in the following ways:

1. The conduct presents a direct and immediate threat to the well-being and order of the school
2. The conduct places Lunenburg High School students and/or staff at risk of being injured, is unsafe, dangerous, or irresponsible
3. The conduct causes conflict and disputes among students and/or staff that negatively impact the educational climate of the school (i.e. social media posts or text messages)

\*Students in violation of the conduct outside of school policy shall be subject to disciplinary consequences and are subject sanctions imposed by both school administration and any extracurricular organization in which they have membership. Consequences may include, but are not limited to: loss of privileges (attendance at dances, proms, and other school activities), detentions, and/or exclusion from athletic teams or other school organizations, community service and/or suspension.

- ❖ **Discipline and Students with Special Needs** - All students are expected to meet the requirements for conduct and 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:

1. 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.
2. 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 11<sup>th</sup> cumulative day of removal; the student will be afforded services as mandated by FAPE.
3. Each school must report annually to the Department of Elementary and



Secondary Education the number of children with disabilities suspended out of school for drug, weapon, or other offenses, by both disability and race.

4. School Administrators will consult with the Special Education Department (978-582-4100 X305) prior to the imposition of any disciplinary exclusion of a student when handling discipline of students with special needs.

**Detention** - Students are to report to detention on the day that it is assigned. If the student is absent or dismissed from school, it is their responsibility to report to detention the following day. If there is a conflict, it is the student's responsibility to make arrangements with the detention monitor.

**Saturday Detention** - Students may be assigned to Saturday Detention for repeated violations of school rules, missed office detention or offenses that are non-violent in nature. Students assigned to Saturday Detention will spend up to four hours of detention at school on a Saturday morning. Failure to attend Saturday Detention or violate detention rules will result in-school suspension. The following guidelines are in effect:

1. Students will report to the Saturday Detention room at 8:00 AM with all books and study materials.
2. Students are responsible for bringing academic assignments or outside reading books to detention.
3. Any student who fails to abide by detention rules will be suspended In-School the following school day.
4. The Saturday Detention supervisor will decide if detention credit is granted at the conclusion of detention, based on behavior and work completion.

**Suspensions and Expulsions:** The Lunenburg School Committee maintains a comprehensive policy on suspensions and expulsions. Please see Section 5409 of the Lunenburg Public Schools District Policies (Students and Instruction: Student Conduct: Student Suspension, Exclusion, Expulsion, and Reporting) for more information.

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

**In-School Suspension** - Students will be assigned to in-school suspension for repeated violations of school rules or offenses that are non-violent in nature. Students assigned to in-school suspension will spend the entire day in detention and are expected to complete academic assignments during this time. Failure to use this time productively or violate detention rules will result in out-of-school suspension. The following guidelines are in effect:

1. Students will report to the in-school suspension room at 8:00 a.m. with all books and study materials. Locker trips will not be permitted after the start of the school day.
2. Students are responsible for bringing academic assignments to in-school suspension.

3. Any student who is unprepared for in-school suspension or fails to abide by in-school suspension rules could be suspended out-of-school for the day of in-school suspension and the following day.
4. Lunch will be eaten in the in-school suspension room.
5. Assignments due on the day of in-school suspension must be turned in to the in-school suspension supervisor before 2:30 p.m.
6. The in-school suspension supervisor will decide if detention credit is granted at 2:30 p.m. based on behavior and work completion.
7. In-school suspensions will be issued at the discretion of the administration.

**Out of School Suspension Policy** - Suspension is a serious disciplinary action imposed by school officials to prohibit a student from attending school and to exclude that student from participating in or attending all school activities and events for the entire period of suspension. **Suspended students must remain off school grounds for each day of the suspension. During the period of suspension a student may not participate in any co-curricular, extra-curricular activities or events nor engage in any school related athletic practice or game nor attend any school related event on or off campus.** Students are responsible for contacting their teachers via email to get assignments, and are expected to make up all required work.

Suspension days are determined to be days when school is actually in session. Weekends and vacation days or days when school is not in session are not counted in the suspension process.

A parent conference is required before students may return to school following suspension.

Students participating in the STEP program are responsible for notifying their sponsors and advisors if they are suspended from school, and will not be allowed on their site during suspension.

**Exclusion** - The principal may initiate exclusion proceedings which shall be defined as excluding a student from regular classroom instruction and related school activities for a period exceeding ten (10) but not to exceed ninety (90) school days, when the student has acted in such a manner that his/her removal is necessary to protect the physical/emotional safety of others or in order to prevent substantial interference with the right of others to pursue an education. Educational services will be provided to students during the period of exclusion.

**Expulsion** - Expulsion is the permanent removal of a student from the school and the school system. Educational services will be provided to students during the period of expulsion. Except as otherwise provided for in M.G.L. Chapter 71, section 37H or 37H1/2, no student shall be expelled from school except by majority vote of the School Committee

upon the recommendation of the superintendent and after a formal hearing pursuant to M.G.L. Chapter 71 section 17. Said hearing shall conform to these guidelines:

1. The student shall have the right to be present during the presentation of evidence. If witnesses against the student testify at the hearing, the student, his/her attorney, or his/her parent(s) or guardian(s) shall be allowed to question such witnesses. The student, his/her own defense including presentation of witnesses, and/or documentary evidence. No evidence not presented at the hearing will be considered, unless the student consents to such consideration during the course of the hearing.
2. The hearing shall be private.
3. A tape recording shall be made, and a written summary record shall be completed.

#### ❖ **School Committee Policies**

1. **Tobacco Policy** - Since September 1989, it has been unlawful for students enrolled in Massachusetts public schools to use tobacco products, including all forms of electronic cigarettes or E-cigarettes, of any type on school grounds or at school functions. It is also illegal in our state to sell tobacco products to minors. This means that both the use and the possession of tobacco products by pupils in school are not permissible. It also means that teachers and administrators have the right to confiscate tobacco from any student who brings it to school. Students who violate this policy will be subject to office detentions and to suspension for first and subsequent offenses. Possession of tobacco paraphernalia (e.g. lighters, matches, etc.) is also prohibited by this policy. All prohibited items will be confiscated. Furthermore, Lunenburg Public Schools, in compliance with state law (MGL Chap.71, Sec. 37H), expressly prohibits the use of any tobacco products within school buildings, school facilities, on school buses or on school grounds by any individual, student or adult, at all times, including school events off campus.

<https://drive.google.com/file/d/1mYwut1x9JbKKUXZDDzEcbkZCHqPGCdu8/view>

2. **Alcohol and Drug Policy** - Lunenburg High School is sensitive to the need for rehabilitative approach to drug and alcohol abuse. Appropriate education, counseling, referral, and human understanding are the keys to such an approach. However, in cases of violations of existing laws, school authorities are required to contact the police department. Such contact is also necessary when the welfare of other students is at stake.

The use, possession, sale or transfer of drugs, drug paraphernalia, and alcoholic beverages is prohibited on school property at all times and all school activities at any location. The use or possession of any pharmaceutical substance including over-the-counter medication by a student must be according to medical information previously filed with the school nurse. No student is to provide any pharmaceutical substance to another student at any time.

Parents will be called to remove students. The student will be suspended for a

minimum of three (3) days for the first offense (mandatory) and may be expelled in accordance of this Handbook and the Massachusetts General Laws. In the event of suspension, on every subsequent offense, or on the first offense when a pattern of previous violations exists, enrollment in a drug and/or alcohol intervention program approved by the school will be recommended to the parents prior to readmission to school. Subsequent violations of this policy may result in increased disciplinary penalties.

Violation of the Alcohol and Drug Policy will also result in ineligibility for extra-curricular activities and organizations as well as athletic participation. Lunenburg High School is a member of the Massachusetts Interscholastic Athletic Association and is subject to and endorses their "Rules of Eligibility" which can be found at on the MIAA website. Lunenburg High School's standards of academic eligibility supersede the MIAA's minimum standards.

Please note that, for offenses that occur in the summer or between seasons, the penalty will be assessed during the next season or semester.

In the event of suspension the student will not be readmitted to school until it is determined he/she is no longer a threat to himself or others. Students under the influence of or showing signs of having used alcohol or other drugs will be dealt with in the same manner.

Parents will be expected to meet their obligations for care and protection of children under Massachusetts law, and the school will act under those laws if its repeated recommendations are ignored by parents.

Lunenburg High School, compelled by an obligation to protect the student body, will act immediately in any violation of this policy.

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).

[https://drive.google.com/file/d/1HYQ8uM\\_WBVR-NaXp-dwCa3XbowPUmVD/view](https://drive.google.com/file/d/1HYQ8uM_WBVR-NaXp-dwCa3XbowPUmVD/view)

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.

- 3. Cheating and Plagiarism Policy** - Lunenburg High School dedicates itself to instilling academic and moral values within our students. The concept of academic

integrity embodies the standards we value. Academic integrity means that each student works as an individual on projects, homework, assignments, term papers, labs, quizzes and tests. A teacher must explicitly permit collaboration among students or group participation on assignments. Unless part of a group project assigned by the teacher, all work submitted by students must be their own. All of the words, concepts and structure of an assignment must be the student's own, unless the student properly acknowledges the sources of quotations or paraphrased ideas.

Plagiarism is presenting as one's own creation the words or ideas of another without citing the original source. According the MLS Handbook for Writers of Research Papers, plagiarism is derived from the Latin word *plagiarius*, meaning "kidnapper," and is considered to be "intellectual theft." Students need to conduct careful research, distinguishing between notes taken from other sources and ideas of their own (MLA Handbook, 5th edition, 30). Even if a student paraphrases an idea by using their own words rather than directly quoting another author, the student still needs to cite the original source of the idea because it is not their own invention.

Episodes of cheating and plagiarism undermine the academic integrity of this school. Students who cheat or plagiarize are dishonest and destroy the code by which all students must abide to ensure that their education means something. For this reason, cheating and plagiarism will not be tolerated at Lunenburg High School.

**Examples of cheating include, but are not limited to:**

- A. Copying the work, such as homework assignments or labs, of another student
- B. Allowing another student to copy your work
- C. Providing answers on tests, quizzes or homework through talking, signs, gestures, or copying
- D. Using cheat sheets
- E. Unauthorized collaboration or group participation on assignments
- F. Using materials not authorized by the teacher, including calculators, notes, etc.
- G. Using any type of electronics or forms of electronic communication
- H. Reusing old papers and essays

**Examples of plagiarism include, but are not limited to:**

- A. Using another's words, ideas or opinions as your own without using quotation marks and properly citing the source. This includes books, magazine or newspaper articles, and electronic sources.
- B. Cutting and pasting information from online sources Internet websites, online database articles or CD-ROM's without proper citation.
- C. Buying or copying sections of an essay or term paper from a commercial

- D. Internet website.
- E. Paraphrasing another's thoughts or ideas but not citing them.
- F. Passing in another student's work (past or present) as your own.

If a student is found to have cheated or plagiarized, the following steps will be taken:

- A. The teacher will notify parents by email or telephone call.
- B. The student will receive a grade of zero for the assignment.
- C. A written report detailing the incident will be submitted to the administration.
- D. Repeated violations may result in increasingly severe disciplinary consequences.

**4. Student Harassment** - It is the policy of the Lunenburg Public Schools (the "District") that all of its students have an education/work setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate harassment or bullying of any type. Conduct that constitutes harassment and bullying, as defined herein, is prohibited. This policy applies to student behavior, but all students, staff members, guests and contractors are protected.

### **(1) Definitions**

A. **Aggressor** is a student or a member of a school staff who engages in bullying, cyber-bullying or retaliation towards a student.

**B. Harassment:** "Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct which is derogatory to a person and designed to demean, intimidate, or have the effect of substantially interfering with an individual's school/work performance. Such action may occur on the basis of race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender, gender identity or expression, physical appearance, or sensory, disability or by association with a person who has or is perceived to have one or more of these characteristics or for any other reason.

**C. Sexual Harassment:** "Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronically transmitted, or physical conduct of a sexual nature, including but not limited to unwelcome comments, touching, written notes, pictures/cartoons or other inappropriate conduct, such as leering, whistling, brushing up against the body, and/or commenting on sexual activity or body parts. Harassment has the effect of creating an intimidating, hostile, or offensive work or learning environment that takes place under any of the following circumstances:

1. When submission to such conduct is made, explicitly or implicitly, a term

or condition of employment, instruction, or participation in school activities or programs;

2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
3. When such conduct has the effect of unreasonably interfering with the individual's work, attendance at school or participation in academic or curricular activities, or
4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

**D. Bullying:** "Bullying" is defined as the repeated use by one or more students or member of a school staff, of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim 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 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 direct behaviors like taunting, stealing, threatening, and unwanted physical contact. Bullying also includes indirect behaviors like deliberate exclusion, lying about someone and spreading rumors. **Bullying is a form of harassment.**

**E. Cyber-bullying:** "Cyber-bullying" is defined as the use 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 e-mail 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 online 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 target(s); 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. **Cyber-bullying is a form of bullying.**

**F. 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. Such conduct shall include, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or person, or which subjects any student or person to extreme mental stress, including extended deprivation of basic necessities(i.e. sleep, food) or extended isolation.

**G. Hostile environment,** as defined in M.G.L. c. 71,§ 370, 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 a student’s education.

**H. 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.

**I. 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.

**J. Target** is a student against whom harassment, sexual harassment, bullying, cyber bullying, or retaliation has been perpetrated.

## **2. Expectations**

Every District 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.

Certain students may be more vulnerable to become targets of bullying, harassment, or



teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender, gender identity or expression, physical appearance, or sensory, disability or by association with a person who has or is perceived to have one or more of these characteristics. Each school in the District will create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge and strategies to prevent or respond to bullying, harassment or teasing.

District employees and guests are similarly entitled to a safe and secure environment, where they are treated with civility and respect.

Under Massachusetts Law, harassment or bullying of any student or employee is prohibited:

- (i) on school grounds and property immediately adjacent to school grounds,
- (ii) at a school-sponsored or school-related activities, functions or programs whether on or off school grounds,
- (iii) at a bus stop, or on a school bus or other vehicle owned, leased or used by the District,
- (iv) through the use of technology or an electronic device owned, leased or used by the District,
- (v) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by The District, if the harassment or 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.

**3. Consequences** - Every complaint of harassment will result in an investigation of the circumstances and an interview of the offending person. Harassing behavior will be stopped. If a complaint is found to be deliberately false, there will be disciplinary consequences. If there is a pattern of deliberately false complaints levied against the same individual, it may be deemed an act of bullying or harassment.

Consequences and appropriate interventions for students who commit an act of bullying or harassment 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.

Consequences and appropriate interventions for an employee found to have committed an act of bullying or harassment will be instituted in accordance with District policies,

procedures and agreements.

Consequences and appropriate intervention for a visitor or volunteer found to have committed an act of bullying or harassment shall be determined by the Superintendent after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

#### **4. Reporting an act of Bullying or Harassment**

A. The building principal is responsible for receiving oral and/or written complaints alleging violations of this policy. If a reported bullying incident involves the principal or assistant principal as the alleged aggressor, the Superintendent or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged target. If the Superintendent is the alleged aggressor, the School Committee Chair shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged target.

B. All employees are required and must report, in writing, any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or school official identified as responsible for receiving such reports or both. Failure to report will result in action(s) or discipline, up to and including termination of employment.

C. Any other member of the school community with credible information that an act of bullying or harassment has taken place is encouraged to file a report, whether a target or a witness.

D. Any student (or parent/guardian on the student's behalf) who believes he/she is a target of bullying or harassment is strongly encouraged to report and/or discuss the incident with an adult (teacher, counselor, nurse, administrator).

E. Complaints may be filed anonymously, however no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

F. Complaints should be filed as soon as possible after the alleged incident(s). Failure to report incidents of harassment in a timely manner may have an adverse impact on the school's ability to conduct a meaningful investigation.

**5. Investigation and Resolution** - Every complaint of harassment will result in an investigation of the circumstances and an interview of the offending person(s).

A. In situations involving students, parents will be informed of the situation and invited to participate in resolution discussions.

B. Failure to participate in an investigation and/or resolution meeting will result in appropriate discipline

- C. The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or harassment is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities.
- D. Referral to law enforcement will be considered based on the circumstances.
- E. 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
- F. 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](mailto:compliance@doe.mass.edu) or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office

All attempts will be made to resolve the situation as confidentially and quickly as the circumstances permit. Harassing behavior will be stopped.

**6. Retaliation** - Retaliation in any form against any person who has made or filed a complaint relating to harassment is forbidden. Individuals accused of harassment, or involved in an investigation, will be warned that there can be no discussion of the incident and no retaliation against a student or employee who makes a complaint. If retaliation occurs, it could be considered grounds for dismissal of personnel and/or removal from the educational setting for a student. A referral to law enforcement may be made.

**7. Confidentiality** - To the extent possible, all reports of harassment will be kept confidential, consistent with necessary investigation procedures, and with the goal of protecting the target and stopping the behavior.

For further information about these guidelines or help with sexual harassment problems or any other form of harassment, contact the Office of the Superintendent.

If the principal or the assistant principal is the alleged aggressor, the report is made to the Superintendent who is responsible for the investigation. If the alleged aggressor is the Superintendent, the report is made to the Chair of the School Committee who will investigate.

1. 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
2. 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.

#### ❖ **C.A.R.E.S. Pledge**

**Cooperation-Assertion-Responsibility-Empathy-Self-Control** - We the students

of Lunenburg High School agree to join together to create a school that is caring and respectful. We believe that everybody should enjoy school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, sexuality, religion and nationality.

We the students agree to:

1. Value student differences and treat others with respect.
2. Cooperate, use self-control and be responsible for our actions.
3. Assert (stand-up) for myself and others.
4. Show empathy and understanding of others.

In addition it is understood that bullying can be pushing, shoving, hitting, as well as name calling, picking on, making fun of, laughing at and excluding someone. Bullying can be done in person or through the use of the internet and other technologies. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids”, “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

5. Not become involved in bullying incidents or be a bully.
6. Be aware of the school’s policy and the legal issues with regard to bullying.
7. Report honestly and immediately all incidents of bullying to a faculty member.
8. Be alert to bullying in places around school with less adult supervision.
9. Support students who have been or are subjected to bullying.
10. Talk to teachers and parents about concerns and issues regarding bullying.
11. Work with other students and faculty, to help the school deal with bullying effectively.
12. Provide a good role model for younger students and support them if bullying occurs.

I acknowledge that whether I am being a bully or see someone being bullied, if I don’t report or stop the bullying, I am just as guilty.

I acknowledge that I want to become a responsible community member and to do so I need to be caring, assertive, responsible, show empathy and use self- control.

We the teachers, administrators and staff of the Lunenburg Public Schools agree to join together to create a school that is caring and respectful. We believe that everybody should enjoy school equally, and feel safe, secure and accepted regardless of color, race,

gender, popularity, athletic ability, intelligence, religion and nationality.

**By signing this pledge, we the staff agree to:**

- Serve as a role model for respectful behavior and how to solve problems.
- Will take seriously and investigate reports of bullying and provide logical and appropriate consequences for unacceptable conduct.
- Work with the parents and students as a team if problems need to be resolved.
- Will communicate in a timely manner if problems occur.

We the parents/guardians of Lunenburg High School agree to join together to create a school that is caring and respectful. We believe that everybody should enjoy school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

**By signing this pledge, we the parents agree to:**

1. Serve as a role model for respectful behavior and how to solve problems.
2. Work with the school as a team if problems need to be resolved.
3. Will communicate in a timely manner if problems occur.

What Parents Can Do About Childhood Bullying by Marlene Snyder, Ph.D.

Full document-<http://www.greatschools.net/cgi-bin/showarticle/2697>

Excerpts-

**If your child is a victim:**

- Educate your child about bullying and bullies. Help him put the problem in perspective and not take it too personally.
- Listen carefully to your child, sympathize and take any problems seriously. Be careful not to overreact or underreact.
- Remember that physical behavior is not a choice in school and shouldn't be encouraged. Practice with your child safety strategies (using I message, walking away, and reporting behavior to an adult).

**If your child is the bully:**

- Take the problem seriously. Avoid denial thinking "Bullying is just a natural part of growing up."

- Listen carefully to the facts and work with the school as a team to resolve the bullying behavior.
- Explore the reasons for your child's negative behavior and hold your child responsible for unacceptable behaviors.

Lunenburg Public Schools shall not discriminate on the basis of 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. (in compliance with Titles I, VI, VII, IX and Section 504, Rehabilitation Act of 1973, McKinney-Vento Act).

Inquiries or complaints should be sent in writing addressed to the Section 504/TitleII/McKinney-Vento Coordinator:

Julianna Hanscom, Director of Special Services

1025 Massachusetts Avenue, Lunenburg, MA 01462 [jhanscom@lunenburgonline.com](mailto:jhanscom@lunenburgonline.com)

978-582-4100 X305

## FEES

- ❖ **Returned Check Policy:** Parents will receive a letter notifying them if their check written to the Town of Lunenburg was returned for insufficient funds. The letter will request that the amount of the check and the handling fees, in cash or cashier's check, be sent to the office within 10 days of the date of the letter. We will not accept any more checks from these parties until the original amount and handling fee has been paid. The returned check will be charged a \$25.00 handling fee.
- ❖ **Reimbursement/Refund Process:** In order to receive a reimbursement, please check with the school secretary for guidelines. Documentation that is required in order to be reimbursed: a canceled check front and back, and a completed reimbursement form reviewed and signed by the principal and Superintendent.  
<https://docs.google.com/document/d/1V4-nP25a8m6PpsrnsE9OzDuhJJltqTAd3Myv2ku9ncw/edit>
- ❖ **School Insurance:** School insurance is available to parents. Cost is approximately \$12.00 - \$60.00 per student per year during school hours including travel time. If you are interested in purchasing this, more information can be found at this link:  
<http://www.bollingerschools.com/myschool/insurance-Products.aspx?id=&schoolname=lunenburg>
- ❖ **Student Activity Fee:** Student activity fees support all extracurricular activities as well as field trips, assemblies, and funding for special events. We rely on these funds to maintain a wide variety of options that enrich our school community. Payment of the student activity fee is required of all students who wish to participate in clubs, organizations, and any school activity. Students who fail to pay this fee will not be allowed to participate in extracurricular activities. **The activity fee must be paid during the first week of school.** As per our policy – these fees will be waived for

students who qualify for free or reduced lunch. Families experiencing extraordinary financial hardships may also request a fee waiver through the school administration.

- ❖ **Class Dues:** Class dues are collected to support and supplement class sponsored activities such as homecoming, class trips, dances, etc. Each fall the class officers, together with the class advisor, shall propose an amount as dues, to be paid by each student by the end of the first marking term. All such financial obligations must be cleared to participate in class events and graduation. In cases of genuine financial hardship, alternative arrangements can be made by administration.

## **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/11Dp36DfWPvpZbzDfBbVGxgOKKEoZiMTQ/view>

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

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).

[https://drive.google.com/file/d/1HYQ8uM\\_WBVR-NaXp-dwCa3XbowPUmVD/view](https://drive.google.com/file/d/1HYQ8uM_WBVR-NaXp-dwCa3XbowPUmVD/view)

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.

❖ **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](http://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 LMS 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 for both students and staff. Please see Section 5413 of the Lunenburg Public Schools District Policies (Students and Instruction: Student Conduct: Dress Code) for more information.

❖ **STANDARDS FOR STUDENT DRESS**

Students are expected to exercise responsibility and good judgment in all behavioral matters including their style of dress.

Students should dress in a manner consistent with the academic nature of our school as well as reflecting sensitivity to and respect for the rights of others. Articles of clothing which are distracting or disruptive to the educational process, which violate common standards of decency and modesty, which display words, slogans, pictures, etc. which are obscene, disruptive, and/or advocate or are symbolic of illegal behaviors, such as direct references to drugs, gangs, alcohol etc. are not acceptable. Brief or sheer garments are not appropriate for school attire. Bare midriffs are not allowed and undergarments must not be visible at any time. Strapless shirts are not permitted. Hoods may not be worn over a student's head at any time. Chains, spikes, oversized metal buckles, handcuffs, and other objects hanging off clothing may not be worn. Although hats may be worn in the building, teachers have the authority to require students to remove their hats or hoods from their heads while in class. **Any staff member who feels that a student's dress is in violation of this policy may send that student to the office where the principal or assistant principal will make the final determination.** Students who fail to comply with the LHS dress code may face disciplinary consequences, be asked to change, or be sent home. Parents will be contacted.

<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 LMS School Advisory Council will be charged with successfully creating School Improvement Plans that enhance and improve the total school environment.

# LUNENBURG PUBLIC SCHOOLS

2021-2022 SCHOOL CALENDAR

APPROVED 3/17/21, REVISED 6/21/21

AUGUST/ SEPTEMBER					8/30 All Faculty and Staff Report- PD	FEBRUARY				
M	T	W	TH	F	8/31-9/2 First Days of School for Students Grades 1-12	M	T	W	TH	F
30	31	1	2	3	9/5 & 9/6-Labor Day Break-Schools Closed		1	2	3	4
6	7	8	9	10	9/7 First Day of Pre-K & Kindergarten	7	8	9	10	11
13	14	15	16	17	9/8 THES Open House Grades 3-5	14	15	16	17	18
20	21	22	23	24	9/14 Primary Open House Grades PreK-2	21	22	23	24	25
27	28	29	30		9/16 LMS Open House Grades 6-8	28				
21 days					9/28 Early Release Day	15 days				
					9/30 LHS Open House Grades 9-12					
OCTOBER						MARCH				
M	T	W	TH	F		M	T	W	TH	F
				1			1	2	3	4
4	5	6	7	8	10/4-10/8 Nature's Classroom(typically)	7	8	9	10	11
11	12	13	14	15	10/11 Columbus Day-Schools Closed	14	15	16	17	18
18	19	20	21	22	10/19 Early Release LMHS PT Conferences Grades 6-12	21	22	23	24	25
25	26	27	28	29	10/26 LMHS PT Evening Conferences Grades 6-12	28	29	30	31	
20 days						22 days				
					11/2 Election Day-Full PD Day-Schools Closed					
NOVEMBER					11/8 THES PT Evening Conferences Grades 3-5	APRIL				
M	T	W	TH	F	11/9 Early Release THES PT Conferences Grades 3-5	M	T	W	TH	F
1	2	3	4	5	11/10 Primary PT Evening Conferences Grades PreK-2					1
8	9	10	11	12	11/11 Veteran's Day-Schools Closed	4	5	6	7	8
15	16	17	18	19	11/12 Early Release Primary PT Conferences Grades K-2	11	12	13	14	15
22	23	24	25	26	11/24-Early Release-Thanksgiving Recess	18	19	20	21	22
29	30				11/25-11/26-Thanksgiving Recess-Schools Closed	25	26	27	28	29
18 days						16 days				
DECEMBER					12/24-1/2 Winter Break-Schools Closed	MAY				
M	T	W	TH	F	Classes Resume 1/3	M	T	W	TH	F
		1	2	3	1/14-Early Release PD	2	3	4	5	6
6	7	8	9	10	1/17-MLK Jr.'s Birthday-Schools Closed	9	10	11	12	13
13	14	15	16	17		16	17	18	19	20
20	21	22	23	24		23	24	25	26	27
27	28	29	30	31		30	31			
17 days						21 days				
JANUARY					2/21-2/25-February Break-Schools Closed	JUNE				
M	T	W	TH	F	3/11-Full PD Day-Schools Closed	M	T	W	TH	F
3	4	5	6	7	4/18-4/22-April Break-Schools Closed			1	2	3
10	11	12	13	14		6	7	8	9	10
17	18	19	20	21	5/30- Memorial Day-Schools Closed	13	14	15	16	17
24	25	26	27	28	5/25-5/27-Washington D.C. Trip	20	21	22	23	24
31					6/4 Graduation(tentative)	27	28	29	30	
20 days					6/14-180th day of school-Early Release	10 days=180th day				
CODE:					6/21-185th day of school (assuming 5 weather/emergency days, however any canceled days in excess of 5 would also be required to be made up)					
No School / Holiday										
Early Release										
Early Release Times by Building:										
					1st term ends 11/5/2021					
K- 2 12:20 p.m.					2nd term ends 1/21/2022					
3-5 12:10 p.m.					3rd term ends 4/1/2022					
6-12 11:30 a.m.										
Extended School Year:										
7/12-7/15/2021					7/11-7/14/2022					
7/19-7/22/2021					7/18-7/21/2022					
8/2-8/5/2021					8/1-8/4/2022					
8/9-8/12/2021					8/8-8/11/2022					

## APPENDIX B

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

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

Student Signature \_\_\_\_\_ Homeroom \_\_\_\_\_

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/11Dp36DfWPvpZbzDfBbVGxgoKKEoZiMTQ/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. 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 \_\_\_\_\_