

Turkey Hill Elementary School



Parent Handbook

129 Northfield Road
Lunenburg, MA 01462
978-582-4110 FAX 978-582-4109

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

Wendy Bertrand-Chair

Carol Archambault-Vice-Chair

Laura Kelly-Secretary

Brian Lehtinen-Member

Sophie Shapiro-Member

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

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**Translation
Available**

If you need translation of any 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

Turkey Hill Elementary School Administration

**Heidi Champagne
Principal**
(978)582-4110 ext. 500

Assistant Principal
(978)582-4110 ext.501

**Laurie Cooney
Administrative
Secretary**
(978)582-4110 ext.503

School Advisory Council Members

Rhonda Connery, Gail Okerman, Jessica Frank, Jared Perrine, Brian Lehtinen, Heidi Champagne

Administration Directory

Central Office

**Superintendent of
Schools**
Dr. Kate Burnham
(978) 582-4100 ext. 211
kburnham@lunenburgonline.com
Title IX Coordinator

**Business Manager/HR
Director**

Michael Cassidy
(978) 582-4100 ext. 201
mcassidy@lunenburgonline.com

**Director of
Special Services**

Julianna Hanscom
(978) 582-4100 ext. 305
jhanscom@lunenburgonline.com

**Director of Facilities
& Grounds**

John Londa
(978)230-2351
jlonda@lunenburgonline.com

**School
Administration**

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

Mr. Robert McGrath, Principal 9-12
Ms. Annica Scott, Assistant Principal 6-12
Mr. Timothy Santry, Principal 6-8

Ms. Tina Cooney
Administrative Secretary

Ms. Deb Aro
Secretary

Ms. Katie Berry
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. Penney Borneman, Guidance
Secretary/Registrar
Ms. Susan Cavaoli
Guidance Counselor 9-12
Mr. Jeffrey Dionne
Guidance Counselor 9-12
Ms. Karma Tousignant
Guidance Counselor 6-8
Ms. Cheryl Nelson
Guidance Counselor 6-8

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

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

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

Mr. Chad Adams, Interim Principal
Mr. Kevin White, Interim Assistant Principal
Ms. Krissy Carbone
Administrative Secretary
Ms. Susan Lasky, Nurse
Ms. Karyn Savell, Guidance
Counselor
Dr. Alison Pigeon, School
Psychologist

❖ **School Hours:**

Turkey Hill Elementary Schools start time is 8:50 a.m. No student should arrive at school before 8:35a.m. or after 8:50 a.m. Regular dismissal time is 3:10 p.m., and early dismissal time is 12:10 p.m. Unless a teacher has requested a student to remain after school or the student is participating in an after-school activity, all students should leave

the building and grounds promptly at dismissal time.

- ❖ **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 8:00 AM to 4:00 PM. The office staff can help with any problem or question concerning school. Please make every effort to avoid calling school to give messages or speak to students unless it is an emergency.

School Support Organizations

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

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

Extracurricular Programming

- ❖ **Extended Day Program-** Parents may choose to enroll their child for the Extended Day Program that runs before school from 7:00 a.m. and after school beginning at 3:10 p.m. until 5:30 p.m., at the T.C. Passios Elementary School Building. In order to register for this program, please contact Tammy Perry, Extended Day Director at tperry@lunenburgonline.com . Registration forms can be found on the website at: <https://sites.google.com/a/lunenburgschools.net/lps/extended-daycare-program>
- ❖ **After School Activities/Clubs-** Turkey Hill Elementary runs two 5 week after school activities sessions, a winter session and spring session. A registration form will be sent home with dates, explanation and staff member running the activity. The cost is \$25.00 per activity. As classes are self-funded, there is a minimum of 8 students. There is a maximum amount of students for each activity, which will be outlined in the registration form. All activities start at 3:15p.m. and end promptly at 4:15p.m. Parents pick up their students in front of the school. Children will come out to the cars.
- ❖ **Social Events:** There is a variety of activities planned during the year. Only students

currently enrolled at THES and for whom the activity is planned may attend. A student may not leave an event unless a parent or guardian enters the building and informs a chaperone of the early departure. No student may attend an activity on a day that they were not present in school. The administration has the right to deny access to a social event for any student who has demonstrated behavior problems. All the usual behavior guidelines and consequences apply to social events. Staff and parents will chaperone all the activities and parents will receive the same respect and courtesy as teachers when chaperoning.

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.

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

Turkey Hill Elementary School attendance procedures are as follows:

- A. Attendance is taken during first (homeroom) period by classroom teachers.
- B. Students are expected to attend school every day. Absences for all or part of a school day may be excused only if they meet certain specific criteria, which include:
 - Observance of religious holidays
 - Educational trips not school sponsored. The request for an educational trip must be approved in advance by the school principal
 - Health care-Absences for a portion of the school day may be excused for medical or dental
 - appointments, which cannot be arranged after school hours
 - Illness- When a student is absent as a result of contracting communicable disease, he/she is required to submit a physician's note upon his/her return
 - School visitations that have been approved in advance by the guidance counselor/principal
 - Court appearance
 - Death in the family, family emergency, special family events (i.e. weddings, graduations, etc.)
- C. Documentation requesting/substantiating an "excused absence" must be submitted within three (3) days of the student's return to school. In the case of five (5) or more consecutive days of absences, students must return with a physician's note documenting illness/reason for absence. This physician's note must be presented at the front office when the student returns to school. Students are considered officially absent if they have not reported to

school prior to 12:00 p.m. If a student is dismissed prior to 11:30 AM and does not return to school, they will be marked as “dismissed absent”.

- D. In the case of extenuating circumstances, parents may request an exemption from this attendance policy. Such requests will be evaluated by the school administration.
- E. Parents must call the school by 9:15 a.m. if their child is going to be absent from or late to school. If a student is absent and the parent does not call the school, the School Messenger system will contact the parent by 10:30 a.m. as a reminder to call out your child. You will not receive telephone calls from the school secretary. This is part of our child safe policy to ensure the safety of all students. Notes regarding reason for tardiness or absence must still be submitted upon the child’s return to school (see item C above).

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

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

❖ **Dismissals/Tardies**

Dismissal before 3:10 p.m. is discouraged unless there is an emergency. Appointments, which are not emergencies, should be scheduled outside the regular school hours. If a dismissal occurs before 11:30 a.m., it will be considered an absence unless the student returns within three hours.

A student must bring a permission note to the office before school on the day of the dismissal. Anyone picking up a student must be identified by the office staff and sign out the student.

Students are expected to be in school on time. Students who arrive after 8:50 a.m. must report to the office before reporting to homeroom or class. A pass from the office is required for the student to enter a classroom after school has begun. If your child is tardy due to a medical appointment, please provide a note from the health care provider in order to excuse that tardy.

Any student who has three (3) or more unexcused tardies in a marking period will receive a detention for each set of tardies.

After school plans:

If your child's after school plans change from normal routine or in the event your child's plan changes once your child arrives at school please email lcooney@lunenburgonline.com explaining the change. All changes must be received by noon and a confirmation email will be sent by 1:00pm. (If you do not receive a confirmation email please call the office at 978-582-4110)

❖ **Enrollment/Registration**

Students who enter THES from the Primary School 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 elementary 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.

❖ **Withdrawal/Transfer**

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

School Communication

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

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

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

- ❖ **School Cancellations/Delays**

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

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

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

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

<https://drive.google.com/file/d/0B9UcBKxgqY3PTW54aVkzTWN4dUE/view>

❖ **General Information**

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

- **Telephones:**

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

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

❖ **Newsletters**

- A monthly newsletter will be available online at the beginning of each month except July and August on the school website: <https://sites.google.com/a/lunenburgschools.net/thms/welcome> and emailed via School Messenger. If you have any questions, please contact the school secretary at lcooney@lunenburgonline.com or at (978) 582-4110, extension 503.

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

- **Parent/Teacher Conference:** The school strongly urges parents to become involved in their child's education. Issues and concerns as well as the sharing of ideas are encouraged. We are always interested in parental concerns and suggestions. *If there is a specific problem or issue that pertains to your child's classroom experience, we urge you to speak directly with that teacher. If it is unresolved, feel free to make an appointment with the principal.* We will be pleased to work with you and the teacher in reaching a mutually acceptable solution.

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

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

https://drive.google.com/file/d/1PnlQ67sWTfuJHlliNUV7y0JMJR1eH_Xc/view

or the appendices section at the end of this handbook.

❖ **School Calendar**

- **Professional Development days:** Periodically during the school year, students will be dismissed at 12:10 PM 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.
- **School Breaks:** school breaks are taken three times a year in December, February, and April.
- **Term Dates:** The school year is divided into three terms for grading/marking purposes. At the end of each term, students receive their report card.
Please see Appendix A at the end of this handbook for the full School Calendar.

Building Safety & Security

❖ **Visitors/Volunteers**

- **Visitors:** We welcome visitors to our school. Visitors are required to report to the office, sign in and obtain a visitor's badge. We also request that parents make contact with teachers they plan to visit prior to the visitation as a matter of courtesy. For safety reasons, no adult is allowed in the building without a badge. After 8:50 AM all doors at the THES are locked for safety purposes. Visitors are requested to ring the bell outside the right side of the main entrance, and they will be electronically buzzed into the building. When a student requests a parent to bring them an item from home, it needs to be left in the office and the student will need to take the responsibility to retrieve it from there. Classrooms are not disturbed to call a student down for this purpose.
- **Volunteers:** We welcome volunteers to our school. Visitors are required to report to the office, sign in and obtain a visitor's badge. We also request that parents make contact with teachers they plan to visit prior to the visitation as a matter of courtesy. For safety reasons, no adult is allowed in the building without a badge. After 8:50 AM all doors at the THES are locked for safety purposes. Visitors are requested to ring the bell outside the right side of the main entrance, and they will be electronically buzzed into the building. When a student requests a parent to bring them an item from home, it needs to be left in the office and the student will need to take the responsibility to retrieve it from there. Classrooms are not disturbed to call a student down for this purpose.

- ❖ **Security Cameras:** A surveillance camera system has been installed to enhance the safety and security of students, staff and community members who visit the school, while diminishing the potential for personal and district loss or destruction of property. The cameras are installed in public areas only, including hallways, entrances and exits to the building and the cafeteria. The camera system will be in operation throughout the year. Please be advised that recorded information will be made available to and used as necessary by school officials and/or law enforcement in accordance with District Policy 3503.01: https://drive.google.com/file/d/1eLftnpgXVL5-We9JRRbZTZZs2hB23_aE/view
- ❖ **Emergency Procedures/Safety Crisis Teams:** Turkey Hill Elementary School has an updated Emergency Operation Plan that is used in emergency situations. The plan has a clear set of guidelines for a myriad of emergency situations specific to the school to ensure the safety of the students and staff.

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

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

All district staff members are encouraged to develop personal and family emergency plans and maintain a personal level of preparedness. Each family should anticipate that a staff member may be required to remain at school following a catastrophic event. Knowing that the family is prepared and can handle the situation will enable school staff to do their jobs more effectively.

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

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

Principal

Assistant Principal

Guidance

School Secretary

School Nurse
Custodian

Counselor

Teacher Rep

For further information contact the Principal at 978-582-4110

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

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

- ❖ **Transportation:**

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

- **Dismissal Procedure:**

- Bus Riders:**

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

- Walkers:**

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

provided the student's parent (or caretaker) is visible from the school.

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

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

Car pick-up/Drop-off

Parents should drop off or pick up students at the entrance of the school driveway on the school side of the street only instead of in the front of the building because of congestion, buses and the potential danger to students. No student should be dropped off before 8:35 A.M.

Vehicle Traffic: All motorized vehicles should enter the school parking lot on Oak Avenue and exit onto Northfield Road. No "U" turns are allowed. State Law does not allow motorists to pass a bus while loading or discharging passengers even in the school parking lot. A speed limit of 10 mph must be adhered to while driving in our parking areas.

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

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

notify building maintenance personnel immediately. Further information regarding asbestos locations and the Operations and Maintenance Planning can be obtained in the school office or the Office of the Superintendent.

School Student Services

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

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

Special Education Identification Process Overview:

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

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

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

9. Special education and related services delivered as per IEP

10. Annual review of IEP and progress

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

- ❖ **Student Records:** State regulations have been adopted regarding the retention and destruction of student records, including special education records. It is the policy of the Lunenburg Public Schools to comply with all state and federal statutes and regulations regarding student records. Special education records are considered by state regulation to be part of a student's temporary record. The temporary record contains the majority of the information maintained by the school about the student. The information may include such things as standardized test results, class rank, Individualized Educational Programs (IEP's), student progress reports, assessment/evaluation reports, extracurricular activities, and comments by teachers, counselors and other school staff. By state regulation, the temporary record must be kept by the school district for a period not exceeding seven (7) years after the student graduates, transfers or withdraws from the district. Before the records are destroyed, the parent and student will be notified and have an opportunity to receive a copy of any information before its destruction. Please see Section 5213 of the Lunenburg Public Schools District Policies (Students and Instruction: Instructional Program: Student Records) for more information.

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- ❖ **Guidance/School Counseling:** The guidance department at THES works to help the students learn how to become self-reliant, responsible individuals with the self-esteem and confidence to succeed in school and in the process of growing into adolescence. The counselors help students assess their abilities, interests and needs by meeting with them in groups and individually. Students can depend upon the guidance department for any academic or social assistance.

Counselors are available to meet with students on a drop-in or appointment basis to discuss all elements of personal and school life. Though students are encouraged to make appointments, they should never hesitate to ask any staff member, teacher, counselor or administrator for help at any time.

- ❖ **Student Support Teams:** Federal, state, and local procedures encourage the utilization of the student support team process for all students experiencing difficulty in school. For additional information, parents should talk to their child's teacher(s), guidance counselor, or building administrator.
- ❖ **Sheltered English Instruction:** Turkey Hill Elementary School offers a Sheltered English Instruction (SEI) model which complies with state and federal requirements. All English Learners (ELs) are placed in SEI classrooms. Classroom teachers develop both language and content goals and differentiate instruction based on the child's English language development levels in listening, speaking, reading, and writing. Instructional

approaches, strategies, and methodology make the content comprehensible and promote academic English language development.

Health Services

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

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

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

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

Those reasons include but not limited to the following:

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

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

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

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

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

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

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

Procedure:

- Any student suspected of having head lice should be sent to the health office for inspection by the school nurse
- If the student has evidence of head lice the following steps will be taken:
 1. Siblings will be called to health office for head check
 2. Parents/guardians will be contacted to take child/ren home for treatment

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

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

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

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

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

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

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

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Immunizations: As required by state regulations (102 CMR 7.07 and 105 CMR 220.00), the Department of Public Health has established the following requirements for children to attend day care, kindergarten, school and college. These requirements are the minimally acceptable number of immunizations for attendance at day care centers and schools. Students not in

compliance will be excluded from school as per Massachusetts General Laws, Chapter 76, Section 15. Please see Section 5703 and 5708 of the Lunenburg Public Schools District Policies (Students and Instruction: Health and Safety: Immunization Requirements for Students; Tuberculin Screening & Immunization for New and Transfer Students from Outside the United States) for more information.

<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.

Grades Kindergarten – 6th

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

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

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

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

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

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

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

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Turkey Hill Elementary School's specific procedures for LTA procedures are as follows:

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

position, all staff (including substitutes) will be informed of the location of Epi-Pens. Students are allowed and encouraged to carry their Epi-Pens on their person as allowed in the medication policy and is outlined under “self-administration of medications.” Epi Pens will accompany students with LTA on field trips and special events which occur during the school day, as pre-planned by 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. All classrooms will be peanut/tree nut free. This means all items brought into the classroom for snack shall be free of these allergens. This includes all products that have labeling with “may contain” and “manufactured in a facility”. If a snack is not peanut/tree nut free it will not be allowed in the classroom. It is the teacher’s responsibility to monitor this.

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

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

Medication: All medication dispensed at school must be in the original pharmacy container and must be accompanied by the medication permission form, completed by both the

physician and the parent/guardian. All medication must be delivered to the school by the parent or responsible adult in the pharmacy container. All medication orders must be renewed at the beginning of each school year and as needed for any deviation from the original order. Any over the counter medication will require a doctor's order and written parent/guardian permission to be on file prior to being administered.

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

Scheduling & Grading

❖ **Report Cards:** THES students receive a standards-based report card in November, January, April and June, approximately. Parents may contact the school at any time to discuss their child's evaluation. Students must return the report card envelope signed by a parent/guardian. Standards are assessed as follows:

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

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

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

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

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

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

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❖ **Homework: Grade Level Expectations:** Generally, homework will be assigned Monday through Thursday. Exceptions may be made to giving and completing homework assignments (i.e. testing periods, school events, and special family situations). Additional

time is required for long-term projects/assignments.

Grade 3: Thirty minutes at least four times per week

Grade 4: Thirty to forty minutes at least four times per week

Grade 5: Forty to fifty minutes at least four times per week

Teacher Responsibilities:

- Provide written team/teacher homework policy at the beginning of the school year.
- Coordinate homework assignments with other team teachers.
- Be sure the students understand and know how to complete assignments successfully.
- Be flexible when made aware of student homework overload.
- Avoid routine assignments over scheduled holidays and school vacation time.
- Provide specific written explanations, expectations, and timelines for long-term assignments and group projects.
- Understand that homework is essential to accomplishing academic goals and objectives, and it should be assigned accordingly.
- Assess (feedback, check in, grading, etc.) homework in light of lesson objectives to be accomplished because homework is considered part of the total learning process.

Student Responsibilities:

- Listen carefully and ask questions about the directions concerning the homework assignments.
- Record assignments clearly and accurately in the agenda books on a daily basis.
- Organize assignments in such a way as to prevent taking home unneeded books.
- Take home and return to school all necessary materials. Keep binders organized.
- Commit to a consistent time and place to complete homework.
- Complete homework neatly and carefully, on time, and according to teacher guidelines.
- Complete homework independently. Do not copy or plagiarize homework assignments. If difficulties develop, seek guidance from a teacher or parent.
- Plan out long-term assignments.
- Be responsible for making up missed assignments due to an excused absence.
- Practice good study habits, and produce high quality work.

Parent Responsibilities:

- Support and cooperate with the school's homework policy.
- Provide the student with a quiet, well-lit place to study along with the necessary supplies and resources.
- Schedule student and family activities to allow for homework time.
- Encourage independent work so that teachers may accurately assess the student's understanding. Guide or assist in homework when unusual difficulties arise.
- Emphasize the importance of responsibility and the need for systematic study in completing assignments.

- Encourage your child to do his/her best – not simply the minimum.
- Coordinate homework efforts with the teacher if a student frequently has trouble managing homework.
- Maintain a high level of awareness regarding your child's academic progress.

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

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- ❖ **Promotion & Retention:** Students are promoted to the next grade upon satisfactory completion of schoolwork. The administration and teachers may determine that retention at a certain grade is in the best interest of the student. As a general rule, the school will recommend retention only if a student has a failing average for the entire year in three of the major subject areas. In any situation where retention is being considered, parents will be consulted. In cases where students are having serious difficulty, the teachers, guidance counselor and principal will meet with parents frequently to discuss a course of action for the student.
- ❖ **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>

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

- When entering the cafeteria students are expected to immediately select a seat. Students are expected to remain in their seats throughout the lunch period except to get their lunch, clean the table and floor area, empty trash and return their trays.
- Students will be dismissed by table by the principal or designee. Students are expected to leave the table and floor area in a clean and orderly manner. Pushing, shoving and

hitting other students is not acceptable behavior at any time in the school.

- Disciplinary action will be administered to students for inappropriate behavior such as refusal to comply with requests from the principal or assistant principal, making loud sounds or noises, throwing food or other objects, stealing or touching food items not being purchased. Assigned seating may be the consequence for inappropriate behavior.

A monthly menu is posted at the beginning of each month except July and August to the school website: www.lunenburgschools.net If you have any questions, please contact the school secretary at lcooney@lunenburgonline.com or at (978) 582-4110, extension 503.

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>
- ❖ **Overnight Travel:** As a 5th grade THES student, there is the opportunity for overnight travel through Nature's Classroom. Turkey Hill Elementary 5th Grade students go to Nature's Classroom the first week of October. This is a residential environment educational program. The trip is 5 days and 4 nights. Fifth grade teachers and parent volunteers chaperone the trip. An informational meeting for parents is held in March when the students are in 4th grade. In that meeting all details will be provided. If your child cannot attend the residential environment education program, we host Nature's Classroom East where the students experience a similar outdoor learning experience at Turkey Hill Elementary and take part in local field trips.

Technology

- ❖ **Internet Access:** The use of technology is integral to preparing students for their futures in the 21st century. Students are encouraged to use technology to enhance their learning through tools, which help them to communicate, collaborate, and create. Computer equipment, technology services, and Internet access are provided for educational purposes only. Student use of technology in Turkey Hill Elementary 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.

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

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

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

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

Discipline

❖ Code of Conduct

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

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

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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.

Anti-Bullying and Harassment: Students and staff of THES 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 AntiBullying 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/16bSHbNyIOHJwEwZsRpIRxJL7Qp8CJJ95/view>

Conduct Outside of School: Students are reminded that they are responsible for and shall be held accountable for conduct outside of school that impacts Turkey Hill Elementary School. Examples of such inappropriate conduct includes that which:

- presents a direct and immediate threat to the wellbeing and order of the school
- places other students and/or staff at risk of being injured
- is unsafe, dangerous, or irresponsible
- causes conflict and disputes among students that negatively impact the educational climate of the school.

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 school activities), detentions, or exclusion from after school organizations, community service and/or suspension.

Teachers and staff should report violations of the code to administration via daily attendance, interschool communication, or any other appropriate means. The administration will determine consequences for noncompliance, which may include: verbal warnings, detention, communication with parents/guardians, and/or the provision of clothing to provide appropriate coverage.

- ❖ **Discipline:** Discipline is the dual responsibility of the home and school to correct behaviors that are detrimental to a safe and effective learning environment. Please see Section 5401 and Section 5410 of the Lunenburg Public Schools District Policies (Students and Instruction: Student Conduct: Discipline; Discipline of Student with Disabilities) for more information.

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THES school-specific procedures for discipline are as follows:

Level 1 Offense	Level 1 Consequences
<p>Level 1 offenses are minor violations that may include, but are not limited to:</p> <ul style="list-style-type: none"> • running • disruptive classroom transitions • out of assigned area • failure to do homework • classroom disruptions • uncooperative behavior • put downs • use of electronic equipment in school • gum chewing 	<p>Students who engage in Level 1 offenses will receive a mild consequence to discourage the inappropriate behavior from recurring in the future. Level 1 consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> • verbal correction • timeout • loss of recess • peer mediation <p>* The electronic equipment will remain in the office until retrieved by parent.</p>
Level 2 Offense	Level 2 Consequences
<p>Level 2 offenses are more serious in nature that may include, but are not limited to:</p> <ul style="list-style-type: none"> • chronic level 1 offenses • disrespectful to staff • possession of inappropriate material • cheating • throwing rocks/food/etc. • refusal to go to class • inappropriate gestures • inappropriate drawings 	<p>Students who engage in Level 2 offenses will receive a Discipline Report that will be signed by a parent and kept on file by the teacher. Level 2 consequences may include but are not limited to:</p> <ul style="list-style-type: none"> • verbal correction and loss of recess(es) • peer mediation • behavior contract • detention(s)
Level 3 Offense	Level 3 Consequences
<p>Level 3 offenses are serious that may include, but are not limited to:</p> <ul style="list-style-type: none"> • chronic level 2 offenses • stealing • spitting • physical aggression • threats or intimidation • bullying/harassment • verbal abuse/profanity • possession of or under the influence of alcohol • possession of or use of tobacco products/materials • vandalism 	<p>Students who engage in Level 3 offenses will be referred to the administrator/designee for immediate corrective action, and will receive a Discipline Report that will be signed by a parent and kept on file by the Principal. Consequences for Level 3 offenses may include but are not limited to:</p> <ul style="list-style-type: none"> • behavior contract • parent meeting with teacher and/or administration • restitution • detention(s) • suspension (in or out of school) <p>Parent must pick up student upon suspension.</p>
Level 4 Offense	Level 4 Consequences
<p>Level 4 offenses are very serious that may include, but are not limited to:</p> <ul style="list-style-type: none"> • chronic level 3 offenses • physical aggression towards adults • possession of a weapon • possession of or under the influence of an illegal substance 	<p>Students who engage in Level 4 offenses are automatically levied an out-of-school suspension up to five days, and will receive a Discipline Report that will be signed by a parent and kept on file by the Principal. Police could be notified depending upon the nature of offense.</p>

❖ **Illegal Articles:**

- **Articles Not Allowed in School:** Certain articles have been deemed unnecessary, dangerous, and/or distracting to the educational environment and therefore are not allowed on school property. These include, but are not limited to, open containers of soft drinks, pets/animals, aerosols, incendiary devices, glue, white-out, iPods and other similar electronic devices, games, water pistols, and toys.
- **Illegal Articles:** Possession of a firearm on school grounds is a crime in Massachusetts (Chapter 150 of Acts of 1987 to M.G.L. Ch. 269 § 10). Additionally, knives, sharp instruments, any weapon, tobacco products, matches, lighters, pipes, alcohol, and drugs not prescribed by a physician are all illegal to have on school property. In compliance with state law (MGL Chap. 71, Section 37H) expressly prohibits the use of tobacco products, including all forms of electronic cigarettes or E-cigarettes, within school buildings, school facilities, on school buses or on school grounds by any individual, student or adult, at all times.
Please see Sections 5403-5405 of the Lunenburg Public Schools District Policies (Students and Instruction: Student Conduct: Smoking/Use of Smokeless Tobacco; Alcohol Use by Students; Drug Abuse Policy) for more information.
<https://drive.google.com/file/d/11Dp36DfWPvpZbzDfBbVGxg0KKEoZiMTQ/view>

❖ **Detentions/Suspension/Expulsion**

- **Classroom Detentions:** Students will be notified by a staff member of the offense which has been committed, and the time and date of the detention. Written notice to parents is provided 24 hours prior to the date of the detention. Detention notices must be returned to school with the signature of a parent.
- **Central Detentions:** Students are notified in writing by an administrator of the infraction, and the time and date of the detention(s). This notice to parents is provided 24 hours prior to the date of the detention. Notices must be returned to school with the signature of a parent. Central detention is held from 3:10-4:00 p.m. on Wednesdays. Students are encouraged to bring work to do. Students who do not report to assigned detentions will receive additional consequences. Parent conferences may be required.
Due to the nature of detentions, students must make arrangements for transportation home or parents may write a note giving permission for the student to walk after detention.
- **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>

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-nP25a8m6PpsrnsE9OzDuhJlItqTAd3Myv2ku9ncw/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>

POLICIES

- ❖ **Non-Discrimination/Equal Education(Title IX):**
This will serve as notification that Lunenburg Public Schools complies with all regulations and procedures of Chapter 622. of the General Laws of Massachusetts, Title VI, Title IX, and Section 504. These laws provide:

“No person shall be excluded from or discriminated against in admission to a public school of any town, and that all programs, activities, and employment opportunities are offered without regard to race, color, religion, national origin, sex, gender identity, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language or pregnancy or pregnancy related conditions.”

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

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

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

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

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

This Handbook addresses Turkey Hill Elementary School's (THES) 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

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

Anti-bullying and Harassment) for more information.

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

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

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

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

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

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

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

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

Public Complaints

❖ **Public Complaints:**

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

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

1. Teacher
2. School Building Administrators

3. Director of Instruction
4. Superintendent
5. School Committee

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

School Support Organizations

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

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

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

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

Lunenburg Parent-Teacher Organization:

<http://www.lunenburgpto.org>

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

PTO Board meetings will be held on the second Monday of each month at the Lunenburg

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

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

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APPENDIX A

LUNENBURG PUBLIC SCHOOLS									
2020-2021 SCHOOL CALENDAR									
REVISED 8/13/20									
AUGUST/ SEPTEMBER					8/31-9/5- All Faculty and Staff Report- PD 9/4 & 9/7-Labor Day Break-Schools Closed				
M	T	W	TH	F	FEBRUARY				
31	1	2	3	4	M	T	W	TH	F
7	8	9	10	11	1	2	3	4	5
14	15	16	17	18	8	9	10	11	12
21	22	23	24	25	15	16	17	18	19
28	29	30			22	23	24	25	26
11 days									
OCTOBER					15 days				
M	T	W	TH	F	MARCH				
				1	M	T	W	TH	F
5	6	7	8	9	1	2	3	4	5
12	13	14	15	16	8	9	10	11	12
19	20	21	22	23	15	16	17	18	19
26	27	28	29	30	22	23	24	25	26
21 days					29	30	31		
NOVEMBER					22 days				
M	T	W	TH	F	APRIL				
2	3	4	5	6	M	T	W	TH	F
9	10	11	12	13				1	2
16	17	18	19	20	5	6	7	8	9
23	24	25	26	27	12	13	14	15	16
30					19	20	21	22	23
17 days					26	27	28	29	30
DECEMBER					17 days				
M	T	W	TH	F	MAY				
	1	2	3	4	M	T	W	TH	F
7	8	9	10	11	3	4	5	6	7
14	15	16	17	18	10	11	12	13	14
21	22	23	24	25	17	18	19	20	21
28	29	30	31		24	25	26	27	28
17 days					31				
JANUARY					20 days				
M	T	W	TH	F	JUNE				
4	5	6	7	8		1	2	3	4
11	12	13	14	15	7	8	9	10	11
18	19	20	21	22	14	15	16	17	18
25	26	27	28	29	21	22	23	24	25
					28	29	30		
19 days					12 days=180th day				
CODE:									
No School / Holiday					6/23-185th day of school (assuming 5 weather/emergency days, however any canceled days in excess of 5 would also be required to be made up)				
Early Release									
Early Release Times by Building:									
					1st term ends 11/6/2020				
K- 2 12:20 p.m.					2nd term ends 1/22/2021				
3-5 12:10 p.m.					3rd term ends 4/2/2021				
6-12 11:30 a.m.									
Extended School Year:									
7/6-7/9/2020					7/12-7/15/2021				
7/13-7/16/2020					7/19-7/22/2021				
7/27-7/30/2020					8/2-8/5/2021				
8/3-8/6/2020					8/9-8/12/2021				

APPENDIX B

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

WE HAVE READ THE ENTIRE TURKEY HILL ELEMENTARY SCHOOL PARENT HANDBOOK FOR 2020-2021.

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/11Dp36DfWPvpZbzDfBbVGxg0KKEoZiMTQ/view>

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

Student Name _____

Student Signature _____

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

Parent or Guardian's Name _____

Signature _____ Date _____