

# Lunenburg Primary School



## Parent Handbook

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

### **Lunenburg Public Schools**

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

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

### **Core Values**

- Quality education cultivates creative problem solving, independent thinking, and multiple points of view.
- Effective education addresses the whole child, involves authentic engagement, and provides multiple pathways to success.
- Students must be provided with an academically and personally safe environment that promotes effective learning.
- Students should be provided with opportunities to develop initiative and responsibility which will help them become active and supportive community members.

- Focused, sustained professional development and reflective practice are fundamental to excellence in teaching.
- Strong collaboration and open communication among school staff, students, families, and the community develop mutual respect and trust, and enhance students' ability to succeed.
- Resourcing decisions should be responsible, address critical needs and put students first.

### **Beliefs about Learning**

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



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

<https://sites.google.com/a/lunenburgschools.net/primary/>

Dear Parents and Guardians,

Welcome to Lunenburg Primary School!

We are delighted to have you and your child join our school community, and we look forward to an exciting and enriching academic year ahead. As your child embarks on their educational journey with us, we are committed to providing them with a nurturing and stimulating environment that fosters growth, curiosity, and a love for learning.

At Lunenburg Primary School, we believe in the power of education to transform lives. Our dedicated team of experienced educators is passionate about inspiring young minds and preparing students for future success. We strive to create a safe and inclusive space where every child feels valued, respected, and empowered to reach their full potential.

This handbook serves as a valuable resource to familiarize you with the policies, procedures, and practices that govern our school community. It outlines our academic programs, extracurricular activities, student support services, and important information regarding school routines and expectations. We encourage you to review this handbook thoroughly and keep it handy for future reference.

We believe that education is a partnership between the school, parents, and students. Your involvement and support play a crucial role in your child's educational journey. We encourage you to actively participate in school activities, attend parent-teacher meetings, and engage in open and regular communication with your child's teachers. Together, we can create a strong support system that nurtures the holistic development of each child.

At Lunenburg Primary School, we emphasize the importance of collaboration and teamwork. We encourage our students to develop critical thinking, creativity, and problem-solving skills. Our curriculum is designed to provide a well-rounded education that promotes intellectual, social, emotional, and physical growth. We are dedicated to fostering a love for learning and cultivating a lifelong passion for knowledge in our students.

Please do not hesitate to reach out to us if you have any questions, concerns, or suggestions. Our dedicated administrative staff is always available to assist you and ensure a smooth and rewarding experience for you and your child.

Once again, we extend a warm welcome to you and your family to Lunenburg Primary School. We are thrilled to have you as part of our school community and look forward to a successful and memorable academic year.

Warm regards,  
Carla Squier  
Principal  
Lunenburg Primary School

### **School Committee Members**

*Brian Lehtinen - Chair   Anthony Sculimbrene -Vice Chair*

*Carol Archambault- Secretary   Laura Brzozoski - Member*

*Peter Beardmore- Member*

Regular meetings are held on the first Wednesday of each month beginning at 6:30 PM at the Town Hall, 17 Main Street, and the third Wednesday at the LMS Collaborative Room #D132. Special meetings or changes to meetings will be posted in accordance with public meeting law.

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### Translation Available

If you need translation of any document in your native language, please contact Julianna Hanscom at (978) 582-4100 X 5213

Si vous nécessitez une traduction de ce document dans votre langue maternelle, veuillez contacter bâtiment Julianna Hanscom au (978) 582-4100 X 5213

Si se necesita este documento traducido al español, favor de llamar al edificio Julianna Hanscom, al número 978-582-4100 X5213

## **Lunenburg Primary School Administration**

**Carla Squier**  
**Principal**

(978)582-4122 ext. 3171

**Michael Smith**  
**Vice Principal**

(978)582-4122 ext. 3100

**Kristina Carbone**  
**Administrative**  
**Secretary**

(978)582-4122 ext.3101

### **School Advisory Council Members**

□ Laura Kelly, Gretchen Moscon, Brian Lehtinen, TBD, TBD, Kirsten Snape, Kara Slattery, Jill Lundstrom, Nicole Bienvenu

## **Administration Directory**

### **Central Office**

#### **Superintendent of Schools**

Dr. Kate Burnham

(978)582-4100 X5211

#### **Director of Administration & Finance**

Susan Gilson

(978) 582-4100

#### **Director of Special Services**

Julianna Hanscom

(978) 582-4100 X5213

**Director of Facilities & Grounds**

Eric Hevy

**(978)582-4100 X5231**

**Director of Teaching & Learning**

Dr. Deborah Bookis

(978)582-4100 x5216

**Food Service Director**

Nadine Lorenzen

(978)582-4100 X5226

**Director of Community/School Programs**

Patricia McCarthy-Guillette

(978)582-4100 X5220

**School Administration**

**Lunenburg High School**

**1079 Massachusetts Avenue,**

**Lunenburg, MA 01462**

**(978)582-4115 LHS**

**(978)582-4710 LMS**

Mr. Timothy Santry, Principal 9-12

Karma Tousignant, Assistant Principal 9-12

Yanina Burns, Assistant Principal 9-12

Ms. Tina Cooney, Administrative Secretary

Ms. Sandra Sheehy, Secretary LHS

Ms. Lisa Lavery Nursing Coordinator

LHS Nurse

Stacey Canfield, Social Worker

Ms. Lori Shea, School Psychologist

Ms. Madison Rowley, Guidance, Secretary/Registrar

Mr. Jeff Dionne, Guidance Counselor 9-12

Ms. Gail Okerman, Guidance Counselor 9-12

Mr. Jon Ciullo, Guidance Counselor 9-12

### **Lunenburg Middle School**

Mr. Timothy Santry, Principal 6-8  
Mr. Robert McGrath, Assistant Principal 6-8  
Ms. Mona Bowen, Secretary LMS  
Ms. Elizabeth Schiata, School Nurse  
Ms. Sydney Gray, Guidance Counselor  
Katherine Antaya, Guidance Counselor  
Ms. Meaghan Thomann, Social Worker

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

Norman Yvon, Principal  
Dr. Bethann Cormier, Assistant  
Principal  
Ms. Alicia McAllister  
Administrative Secretary  
Ms. Heather Bianchi, Nurse  
Ms. Ennis Ward, Guidance Counselor  
Ms. Kathleen Lantiegne,  
Social Worker/Adjustment Counselor

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

Ms. Carla Squier, Principal  
Mr. Mike Smith, Assistant Principal  
Mrs. Krissy Carbone  
Administrative Secretary  
Chelsea Drake, Nurse  
Ms. Vi-Ann Brown,  
Social Worker/Adjustment Counselor  
Ms. Eileen Ahern, Psychologist

### **❖ School Hours:**

Lunenburg Primary School's start time is 9:00 am. Doors open at 8:50 am. Regular dismissal time is 3:20 pm, and early dismissal time is 12:20 pm. Unless a teacher has requested a student to remain after school or the student is participating in an



after-school activity, all students should leave the building and grounds promptly at dismissal time. Preschool Morning session is 8:30-11 am, Preschool Afternoon session is 12:10-2:40

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

### School Support Organizations

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

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

### Extracurricular Programming

- ❖ **Extended Day Program-** Parents may choose to enroll their child for the Before and After School Program. The link below provides access to the program's handbook. Information regarding fees, registrations and more details about the program may be found there. To register, or if you have any questions regarding this program, please contact Patty McCarthy-Guillette, at p[mccarthy-guillette@lunenburgschools.net](mailto:mccarthy-guillette@lunenburgschools.net) or (978)582-4100 X5220  
  
[Before and After Program Handbook](#)

### 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 5101.01 of the Lunenburg Public Schools District Policies (Student Absences & Excuses) for more information.

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

Lunenburg Primary School attendance procedures are as follows:

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

- F. Children must be in their classroom when the start of school bell rings at 9:00 am. Students who arrive after 9:00 am are tardy. In this case the children must report to the school office with an adult to sign them in.
- G. 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. This is part of our child safe policy to ensure the safety of all students. Notes regarding reason for tardiness or absence must still be submitted upon the child's return to school (see item C above).

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

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

❖ **Dismissals/Tardies**

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

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

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

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

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

**Lunenburg Public Schools' Attendance Policy can be found in the Lunenburg School Committee Policy Manual found on the district website. In addition to the policy, it is our practice to encourage parents to make certain their child is in attendance for instruction. Absences, tardiness and dismissals are recorded. Excessive absences or any pattern of absences will be addressed by the administration as follows:**

**After 10 days of unexcused absences/tardiness in one term a letter may be sent home; unexcused tardiness will be monitored. Administration will contact parents in the event of excessive and consistent tardiness.**

**After school plans:**

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

**❖ Enrollment/Registration**

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

**Link to Online Registration:** [Lunenburg Public Schools - Registration](#)

- **Preschool Program:** Lunenburg offers an integrated tuition-based preschool program. Lottery for the program is held in January. Please call the school office January 1st regarding specific information on registration, or check the school website. 3 year old children attend two mornings per week (Mon, Wed); 4 year old children attend either a two day morning session (Tues, Th) or a four day afternoon session (Tues-Fri). Tuition for the program is determined annually by the School Committee.
- **Kindergarten Entrance Requirements:** A child must be five years of age before **September 1<sup>st</sup>** to enter our kindergarten program. School Committee policy 5102

 [5102 Updated & Approved Enrollment Policy 1-8-20.pdf](#)


outlines this age requirement. Registration and a parent/guardian orientation program are conducted in the spring preceding the child's entrance into the program. At the registration interview, the parent/guardian must bring a birth certificate, a record of immunizations, completed registration forms, and three documents of proof of residency in Lunenburg. The school should be informed of any handicaps / disabilities or other concerns at that time. Each child will undergo screenings for vision and hearing, gross and fine motor development, speech and language development and general concept development. All testing results will be reported to the parent/guardian.

## ❖ **Withdrawal/Transfer**

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

## **School Communication**

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

 [PowerSchool Registration Family Access.pdf](#)

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 communications, please notify the front office immediately.

Please see Section 1103 & 1104 of the Lunenburg Public Schools District Policies (Community Relations: Communications with the Public: Emergency Closings/Delayed Openings/Early Dismissals) for more information.

 [1000 - Community Relations Updated and Approved 5-3-17.pdf](#)

## ❖ **General Information**

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

- **Telephones:**

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

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

◆ **Newsletters**

- The Primary School makes every effort to communicate with parents on a regular basis. On the rare occasion a paper copy of a notice will need to be sent home we will send this on a Thursday. Please check your child's backpack each Thursday. Most communications will be sent through School Messenger via email. Please update your PowerSchool Information so we have accurate contact information. If you have any questions, please contact the school secretary at [kcarbhone@lunenburgschools.net](mailto:kcarbhone@lunenburgschools.net) or at (978) 582-4122.
- **Birthday Invitations :** The school recognizes that generally parents cannot invite every member of their child's class to a party. It is the school's intent to NOT hurt the feelings of children who are not invited. Unless every child in the class is invited, invitations to outside of school events will need to be mailed. Early in the school year classroom teachers will seek permission from parents to publish THEIR class's names, addresses, and telephone numbers of the students in the class. This listing will be for the sole purpose of arranging playdates and party invitations and cannot be used for any other purpose.
- **Parent Volunteer:** There are several ongoing volunteer programs in the school. We encourage all parents to become active participants in their child's education. Children enjoy seeing the involvement of parents in their day to day school life, and these programs provide a vehicle for home and school cooperation.
  - Other volunteer programs involve parents in helping the children in the cafeteria at lunch, supervising at recess, helping to display the artwork of our students throughout the school, helping with clerical tasks in the library, working in the classrooms, Volunteers may sign up in the school office at any time.
  - Mandatory training is provided on an as needed basis for all classroom volunteers. All parents who volunteer in the school must complete a CORI form.
  - We recognize that all parents cannot physically volunteer during the school day due to the demands of their work schedule. Supporting your child at home by ensuring that his/her homework is done well and consistently, he/she arrives at school on time and well rested in order to learn, all contribute to your child's education and support your child's teacher. Education is a life-long process that

does not start/stop at the school doors.

### ❖ **Animals in School Policy 5716**

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

 5716 & 5716.01 Animals & Service Animals in School.pdf

#### **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).  
[Policy 5406 Interrogations Search and Seizure Approved 3-20-19.pdf](#)
- This service and its results are confidential. The Police Department along with the School Principal will determine when and the number of times this service is to be performed. There is no people-to-canine contact when this service is being performed and the canines remain under the direction and control of the Police Department at all times. In the event that drugs, weapons or other unlawful or unauthorized items are found, parents will be notified. All decisions concerning school discipline and police referral will be made by the Principal, or designated administrator, using existing school procedures.

## ❖ Parent/Teacher Conferences & Open Houses

- **Parent/Teacher Conference:** The school strongly urges parents to become involved in their child's education. Issues and concerns as well as the sharing of ideas are encouraged. We are always interested in parental concerns and suggestions. *If there is a specific problem or issue that pertains to your child's classroom experience, we urge you to speak directly with that teacher. If it is unresolved, feel free to make an appointment with the principal.* We will be pleased to work with you and the teacher in reaching a mutually acceptable solution.
- **Parental Concerns**  
If you should have a concern regarding a classroom, first notify the teacher involved and arrange for a conference. Arrangements for appointments for such conferences may be made by calling the teacher or team. If further discussion should be necessary, please



call the principal's office to make an appointment.

- **Open House:** Scheduled parent conference nights, open houses, programs and activities will be held throughout the year. Each parent will receive advance notice and are listed on the all-schools calendar found on the website:

[2024-2025 FINAL APPROVED CALENDAR\(5\).pdf](#)

or the appendices section at the end of this handbook.

**The Primary School will be piloting holding Parent Teacher Conferences at the end of the second term for the 2024-2025 school year.**

### ❖ School Calendar

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

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

## Building Safety & Security

### ❖ Visitors/Volunteers

- **SaferWatch:** All families and staff have access to the Safer Watch app. SaferWatch is an innovative way for our school to ensure the safety of all staff and students. SaferWatch provides comprehensive services including a panic button tied directly to law enforcement, medical reporting, anonymous tip reporting, and schoolwide communication. This will allow us to have quick, reliable information sent and received in real-time so we can take prompt action if ever needed.
- **Visitors:** We welcome visitors to our school. Visitors are required to report to the office, sign in and obtain a visitor's badge. We also request that parents make contact with teachers they plan to visit prior to the visitation as a matter of courtesy. For safety reasons, no adult is allowed in the building without a badge. After 9:00 a.m. all doors at the LPS are locked for safety purposes. Visitors are requested to ring the bell outside the right side of the main entrance, and they will be electronically buzzed into the building. When a student requests a parent to bring them an item from home, it needs to be left in the office and the student will need to take the responsibility to retrieve it from there. Classrooms are not disturbed to call a student down for this purpose.

- **Volunteers:** We welcome volunteers to our school. Visitors are required to report to the office, sign in and obtain a visitor's badge. We also request that parents make contact with teachers they plan to visit prior to the visitation as a matter of courtesy. For safety reasons, no adult is allowed in the building without a badge and must be CORI checked. After 9:00a.m. all doors at the LPS are locked for safety purposes. Visitors are requested to ring the bell outside the right side of the main entrance, and they will be electronically buzzed into the building.
- **Security Cameras:** A surveillance camera system has been installed to enhance the safety and security of students, staff and community members who visit the school, while diminishing the potential for personal and district loss or destruction of property. The cameras are installed in public areas only, including hallways, entrances and exits to the building and the cafeteria. The camera system will be in operation throughout the year. Please be advised that recorded information will be made available to and used as necessary by school officials and/or law enforcement in accordance with District Policy 3503.01:  
[https://drive.google.com/file/d/1eLftnpgXVL5-We9JRRbZTZZs2hB23\\_aE/view](https://drive.google.com/file/d/1eLftnpgXVL5-We9JRRbZTZZs2hB23_aE/view)

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

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

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

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

to do their jobs more effectively.

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

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

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

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

#### ❖ **Lockers & Administration Access**

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

[SC Policy 5406 Approved 3-20-19.pdf](#)

#### ❖ **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; a 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 at the same time as the bus students. Parents who pick up students should park in designated parking spaces and avoid areas that conflict with normal bus traffic in front of the school.
- **Cameras on the Bus-** A surveillance camera system has been installed to enhance the safety and security of students while riding the bus and to diminish the potential for destruction of property. The camera system will be in operation throughout the year. Please be advised that recorded information will be made available to and used as necessary by school officials and/or law enforcement in accordance with District Policy 3503.01(Security Cameras).

### **Walkers:**

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

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

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

### **Car pick-up/Drop-off**

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

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

### **PLEASE DO NOT BLOCK THE HANDICAP PARKING SPACES**

- Cars should pull up as far as possible. The first car pulls up as far as the stop

sign.

- All cars parked along the sidewalk by the front entrance where the yellow lines begin to the stop sign should disembark. Cars drive off and the line moves up.
- Children must disembark independently and on the curbside.
- Important: If you feel you need to assist your child in unloading, you must park in a parking space in the lot and walk your child across to the sidewalk. The drop off line is clearly for 'drop offs'.

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

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

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

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

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

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

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

retrieve your child.

- Once children exit the building, engines need to be kept running.

- Children must load on the sidewalk side of the car.

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

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

**Dropped Off Items:** Please be aware that when parents drop off an item to the office, the student must be responsible to pick up the item at the office. The office staff cannot call students out of class to pick up anything in the office nor will parents be allowed to bring items to the rooms while classes are in session. Every effort will be made to ensure that the items are distributed.

- ❖ **Lost & Found:** A lost and found area is located by the Lunch Room. Accumulated articles in the lost and found area will be donated to a charitable organization prior to each school vacation period.
- ❖ **AHERA Warning:** As required by the U.S. Environmental Protection Agency's Asbestos Containing Building Materials in Schools rule as amended (referred to as AHERA – Asbestos Hazard Emergency Response Act), you are advised that all Lunenburg Public School buildings contain asbestos. The presence of asbestos in a building does not mean that the health of building occupants is endangered. Asbestos abatement and periodic surveillance will be scheduled during non-school sessions throughout the year. Custodial and maintenance workers have been trained to recognize asbestos. Individuals should avoid disturbing Asbestos Contained Building Materials (ACBM). Anyone observing any uncontrolled or unintentional disturbance of ACBM resulting in visible emissions should notify building maintenance personnel immediately. Further information regarding asbestos locations and the Operations and Maintenance Planning can be obtained in the school office or the Office of the Superintendent.

## School Student Services

- ❖ **Special Education Services:** Special education and related services are available to

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

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

**Special Education Identification Process Overview:**

- Referral to Student Support Team or Behavioral Health Support 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. The procedure is as follows:

❖ [504 Guidelines and Procedures - 2024 2025](#)

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@lunenburgschools.net](mailto:jhanscom@lunenburgschools.net)

❖ **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.

[5213 Student Records Updated & Approved 12-16-20.pdf](#)

- ❖ **Guidance/School Counseling:** The guidance department at LPS works to help the students learn how to become self-reliant, responsible individuals with the self-esteem and confidence to succeed in school and in the process of growing into adolescence. The counselors help students assess their abilities, interests and needs by meeting with them in groups and individually. Students can depend upon the guidance department for any academic or social assistance. Counselors are available to meet with students on a drop-in or appointment basis to discuss all elements of personal and school life. Though students are encouraged to make appointments, they should never hesitate to ask any staff member, teacher, counselor or administrator for help at any time.
- ❖ **Student Support Teams:** Federal, state, and local procedures encourage the utilization of the student support team process for all students experiencing difficulty in school. For additional information, parents should talk to their child's teacher(s), guidance counselor, or building administrator.
- ❖ **Sheltered English Instruction:** Lunenburg Primary School offers a Sheltered English Instruction (SEI) model which complies with state and federal requirements. All English Learners (ELs) are placed in SEI classrooms. Classroom teachers develop both language and content goals and differentiate instruction based on the child's English language development levels in listening, speaking, reading, and writing. Instructional approaches, strategies, and methodology make the content comprehensible and promote academic English language development.

## **Health Services**

Federal statute defines School Health Services as those services provided by a nurse or other qualified person. Only treatments that must be completed during school hours are the responsibility of the school system. A physician's note and parent permission 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 (Gr. 5-9), BMI (Gr. 1, 4, 7 and 10) and SBIRT (Screening Brief Intervention Referral for Treatment) (Gr. 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.

 5000 - Students and Instruction Sections Updated and Approved 12-6-22.pdf

**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.

**Dental Services:** Dental exams will be available for Grade K. Cleaning, checkup and fluoride will be available for Grades 2 and 4. On hold due to COVID-19.

**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, via professional assessment, those students who should be dismissed from school due to illness or injury.

Those reasons may include, but are not limited to, the following:

- Temperature over 100 (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.

General Guidelines for School Attendance

**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 five school days, the physician must put this order IN WRITING. The physician's 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 five 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 physician regarding any necessary accommodations to the student's educational program. This information must come in writing from the doctor to the nurse prior to returning 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.

### **Pediculosis Protocol**

Any student found to have evidence of head lice infestation will be monitored by the school nurse. The school nurse advocates for evidence-based head lice management strategies that eliminate exclusionary practices and promote positive student outcomes, including reduced absenteeism. Evidence-based prevention measures that include assisting parents with identification of lice/nits and teaching students, parents, staff and community effective prevention measures. Both the American Academy of Pediatrics (AAP) and the CDC advocate for the following practices to be discontinued:

- whole classroom screening
- exclusion for nits or live lice
- notification to others except for parents/guardians of students with head lice infestations

Classroom screenings are often inaccurate, not cost-effective, and notification to others may be a breach of confidentiality. Schools should not exclude students for active infestation or when nits remain after appropriate lice treatment.

### **Pediculosis 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 parent/guardian will be notified.
- Consultation with your health care provider is recommended to determine the best treatment option. Both AAP and CDC assert that treatment should only be initiated when at least one live louse has been identified.

- Health care providers and their staff should collaborate with school nurses and families to provide safe, affordable, evidence-based treatment recommendations that ensure effective management of head lice infestations and promotion of regular school attendance

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

- American Academy of Pediatrics
  - Head Lice: What Parents Need to Know
  - Head Lice Symptom Checker
- National Association of School Nurses
  - Head Lice Management in Schools

**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 - one week from appearance of eruption or until crusted over
- Shingles - same as chicken pox unless rash can be completely covered
- German Measles - seven days after the onset of rash
- Pertussis (whooping cough) - three weeks after onset of cough or completion of five days of antibiotic therapy
- Measles - four days from appearance of rash
- Mumps - nine days or until swelling subsides
- Streptococcal Infections (including scarlet fever, strep throat) - one 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.

Medical exemptions (statements 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.

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 are created under the authority of 105 CMR 220.000: Immunization of Students Before Admission to School

### **Massachusetts School Immunization Requirements 2024–2025**

**Requirements apply to all students, including individuals from other countries attending or visiting classes or educational programs as part of an academic visitation or exchange program. Requirements apply to all students in every grade, even if they are over 18 years of age.**

Grades Kindergarten–6

In ungraded classrooms, Kindergarten requirements apply to all students  $\geq 5$  years.

DTaP/Tdap	5 doses; 4 doses are acceptable if the fourth dose is given on or after the 4 <sup>th</sup> 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 <sup>th</sup> birthday and $\geq 6$ 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 $\geq 6$ 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 <sup>st</sup> birthday, and second dose must be given $\geq 28$ days after first dose; laboratory evidence of immunity acceptable

Varicella	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
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### **Medication Procedure**

- The administration of medication during school hours is discouraged. Whenever possible, medication should be given before and after school hours.
- All medication 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/guardian or responsible adult in the original pharmacy container.
- Please ask your pharmacist to provide separate bottles for school and home.
- No more than a thirty day supply of medication should be delivered to the school.
- 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.
- Students are not permitted to carry prescription, non-emergency medications.
- The school nurse will determine the necessity of assigning nurses to field trips as is medically indicated for the health and safety of students. If a nurse is not required on a field trip, DPH registration for delegation of medication applies.

### **Lunenburg Public Schools Wellness Policy**

It is the policy of the school district that all foods and beverages made available for students on campus during the school day and during school-sponsored programs are consistent with National School Lunch Program nutrition guidelines.

#### **[Wellness Policy](#)**

### **Lunenburg Public Schools Life-Threatening Allergy Policy**

It is the policy of the LPS to establish age appropriate procedures and guidelines for students and schools within the Lunenburg Public School that minimize the risk for students with life threatening allergies. The procedures and guidelines on LTAs are presented at both the district and school building based levels. It is the LPS's expectation that both the district and building-based procedures and guidelines will take into account the health needs and well-being of all students without discrimination or isolation of any student. It is also the policy of the LPS that the procedures and guidelines shift as the student advances from preschool to elementary grades and through the secondary grades.

#### **Life Threatening Allergy Policy**

## **Life Threatening Allergy Procedure**

- 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. 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 parent(s)/guardian(s), primary care provider/allergist. 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 by the parent(s)/guardian(s).
- School bus drivers will be notified of students who have life threatening allergies, by the student's parent(s)/guardian(s). Parent(s)/guardian(s), 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.
- Food service employees will use latex free gloves and latex free products in food preparation. Food service employees are Servsafe 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.
- Peanut/tree nut free tables will be assigned in the cafeteria in all schools as necessary and determined by the Individual Health Care Plan. 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. 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.
- EpiPens 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 EpiPens. Students may carry their EpiPens on their person as allowed in the medication policy and is outlined under "self-administration of medications." The student's EpiPen will accompany them on field trips and special events which occur during the school day, as pre-planned by nurse and parent. An EpiPen trained staff member or parent/guardian will accompany students on field trips. Safety plans for after-school activities and sports need to be pre-planned with parent and responsible parties as indicated on the IHCP. It is recommended that responsible parties are EpiPen trained for the safety of their students.

- 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 Aware 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.

In order to comply with food safety and nutrition standards:

- No unannounced food may be brought into the classroom.
- Food brought into school for classroom distribution must have a clear USDA nutrition ingredient label.
- There is a maximum of one food celebration allowed per month.
- Classroom celebrations should focus on activities rather than food.

## **Scheduling & Grading**

❖ **Report Cards:** It is the philosophy of the school system that students, teachers, and parents/guardians working together can help all students achieve. The purpose of grading is to improve student performance through timely and specific feedback on performance compared to a standard. Grading and reporting practices will be fair and meaningful and support rigorous performance and achievement standards for all students. Grades will have consistent meaning throughout the school system and be based on grade level and course expectations as outlined in the curriculum.

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

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

**3 = Meets the Standard:** The student demonstrates thorough understanding

of concepts and skills. Performance is characterized by the ability to apply the skills with consistent accuracy, independence and levels of quality.

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

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

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

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

### ❖ Homework:

Homework is not assigned on a daily basis at the Lunenburg Primary School.

We will continue to encourage free reading and math fact practice. Teachers may still require very deliberate opportunities for homework, preparing for assessments such as spelling tests and completing projects.

Teachers and specialists (OT, PT, Speech, Title I) will send home information and materials as part of a child's educational program or when requested by families for students to practice skills at home.

In addition all families have access to the HMH math and reading materials for use at home if they choose.

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

 [5000 - Students and Instruction Sections Updated and Approved 12-6-22.pdf](#)

- **Books and Equipment:** The school system provides most textbooks and equipment needed by students. These are on loan. Students who lose or damage any school property must reimburse the Town of Lunenburg for the loss or damage. Book values are prorated based on the age of the book. Books are to be kept covered at all times. Any items not returned in good condition will be subject to report card withholding until the matter has been taken care of to the satisfaction of the administration.
- **Recess:** All children present in school are expected to participate in all school activities



including outdoor recess. Outdoor recess is not scheduled during unusually cold (below 20 degrees) or inclement weather. In this case students return to their classroom for recess. Please be sure that children are properly dressed for outdoor recess.

- **Unified Arts Subject Areas:** Grades K – 2 take part in a regular program of special subjects. These are as follows:
  - Art
  - Music
  - Library
  - Physical education
  - STEM(Science, Technology, Engineering,Math)
  - SEL(Social/Emotional Learning)

### **Food Service/Cafeteria**

For the 2024-2025 school year, meals are free. Meals are available at no cost as all students are provided a full reimbursable meal. The cost of a an additional hot lunch is \$3.50 per day. Milk is available at .50 per carton. Lunch cannot be paid for in the lunch line.

Checks should be made out to “Town of Lunenburg”, along with student name, ID # and Grade

listed or cash (envelopes available in the front office) should be given to the child’s teacher during homeroom. These payments are picked up on a daily basis.

[3701.02 MEAL CHARGING POLICY ADOPTED 3-1-23.pdf](#)


- **We are excited to announce our new partnership with LINQ and to bring you LINQ Connect, the new online payment system for food service only. **Revtrak will no longer be available to pay for any food service purchases.** LINQ Connect will be available for families on August 30, 2024.**
- LINQ Connect is a platform that simplifies payments for school meals. Make payments anytime, anywhere, on any device. Below are instructions to access Linq Connect as of August 30, 2024:
- Pay online using the [Linqconnect.com](#)
- When making a payment, K12 Payment Center charges a convenience fee based on the amount of your payment. You may add multiple students in your household to a single transaction to avoid paying multiple fees.
- K12 Payment Center’s fee schedule:
- For standard payments up to \$65.83, a fee of \$2.60 will apply
- For large payments, a fee of 3.95% will apply to card payments
- For ACH payments directly from your bank account, a fee of \$1.60 will apply
- Lunenburg food service does not receive any portion of the convenience fee.

**LINQ CONNECT - ONLINE PAYMENT INSTRUCTIONS:**

- The URL for the Lunenburg Web Store is [Linqconnect.com](http://Linqconnect.com)
- How do I get started?
- 1. DOWNLOAD- Download the LINQ Connect app from the App Store or Google Play.
- 2. REGISTER- Create an account by selecting Register.
- 3. CONFIRM EMAIL- Confirm your account by clicking the verification link sent to your email.
- 4. LOG IN- Log into the LINQ Connect app using your email and password.

### Free or Reduced Price Lunch Program

Reduced price and free meals are available to those students whose families qualify. A letter is sent home at the beginning of each school year announcing the program. It is important for ALL families to complete a meal benefit application as it allows us to establish eligibility for P-EBT, waive or reduce school related fees associated with athletics, field trips, activities, AP exams and others for those families who qualify.

Families may access an application form which is available in the school office, website and below. Should a family's circumstances change at any point in the year, they are encouraged to seek a Free/Reduced Lunch form below or from the school office (or posted at the schools website)  [2024-2025 Free and Reduced Price School Meals.pdf](#)

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

### Expected Behavior in the Cafeteria:

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

A monthly menu is posted at the beginning of each month except July and August to the school website:

[www.lunenburgschools.net](http://www.lunenburgschools.net) and via principal's communication to families. If you have any questions, please contact the school secretary at [kcarbone@lunenburgschools.net](mailto:kcarbone@lunenburgschools.net) or at (978) 582-4122.

## Extracurricular

- ❖ **Field Trips/Conferences:** Field trips are designed to augment and enrich the school curriculum. It is our goal that each class participates in at least one field trip per year. All trips are an extension of the curriculum and as such help address the state

curriculum frameworks. Written parental permission is required for field trips. Parents of children who exhibit inappropriate behavior may be asked to accompany their children on such trips, in order for their children to be allowed to participate.

Please see Section 5212 of the Lunenburg Public Schools District Policies (Students and Instruction: Instructional Program: Field Trips and Student Travel) for more information.


[5000 - Students and Instruction](#) (Sections Updated 12-6-22)

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

## Technology

- ❖ **Internet Access:** The use of technology is integral to preparing students for their futures in the 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 Primary School is solely for the enhancement of learning, which extends to all technology applications including but not limited to electronic mail, blogs, and Google classroom chat.

The Lunenburg School Committee maintains a comprehensive Acceptable Use Policy pertaining to the use of technology, internet access, and network etiquette. Please see Section 5501 of the Lunenburg Public Schools District Policies (Students and Instruction: Acceptable Use for Students) for more information.

 Acceptable Use Policy Students Approved 04-04-2012.pdf

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

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

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

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

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

## Discipline

### ❖ Code of Conduct

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

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

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

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

We teach our children to develop Habits of Mind and their emotional well-being through Responsive Classroom, PBIS strategies and the Social Emotional Curriculum Trails to Wellness.

### **General Discipline Policy**

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

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

### **Expected Behavior in the Hallways:**

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

### **Expected Behavior in the Cafeteria:**

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

### **Expected Behavior for the Playground:**

- Use kind words
- Use equipment appropriately to ensure safety.
- Seek an adult when there is a problem.
- Respect boundaries of playground
- Use good sportsmanship behavior, all that want to play have a right to.
- Take turns

- Respect school equipment; do not leave equipment out on the fields/driveway. Return all equipment to bins at end of recess
- Respond immediately to whistle (3 blows – line up immediately).
- Once in line – no talking.

### **Expected Behavior during Performances:**

- Sit appropriately so everyone can see.
- Stay in one spot.
- Keep your hands quiet.
- Listen politely.
- Eyes on the performance.
- Wait patiently and quietly during changes in scenery, etc.
- Show appropriate appreciation by clapping (no other sounds).

### **Responding to Misbehavior**

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

### **School Bus Rules**

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

Students will:

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

School Administration and/or School Committee, parents or guardians will be responsible for restitution for any property damages.

### 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, **games, water pistols, "look alike" toy weapons**, open containers of soft drinks, pets/animals **not deemed as service animals**, aerosols, incendiary devices, glue, white-out, iPods and other similar electronic devices.
- **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.


 5403 Alcohol, Tobacco and Drug Use by Students Prohibited Updated & Approved 12-16-20.pdf

### Suspension

A suspension occurs when a student is excluded from school and school related activities for not more than ten school days. During the suspension, a student may be required to complete a risk assessment. This evaluation is used to determine the student's well-being and/or the well-being of others. The parents and principal meet to confer before the student returns to school. Educational Services will continue during the suspension period. (MGL 37H ¾)

The following actions may result in suspension:

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

**Anti-Bullying and Harassment:** Students and staff of the Primary School have the right to a learning and working environment that is safe, secure, and free from harassment and bullying of any kind. Bullying and harassment is strictly prohibited. The Lunenburg School Committee maintains a comprehensive 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.  SC Policy 5402 Approved 3-20-19.pdf

Additional information regarding bullying prevention & intervention can be found on our website at:

[Lunenburg Public Schools - Bullying Prevention & Intervention](#)

Procedural requirements applied to students not yet determined to be eligible for special education

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

- a. The parent had expressed concern in writing; or
- b. The parent had requested an evaluation; or
- c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.

3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

**PROCEDURES FOR DISCIPLINING STUDENTS WITH DISABILITIES**

**In general, all students are expected to meet the requirements for behavior as set forth in the student handbook and the school's code of conduct. In accordance with Chapter 71B of the Massachusetts General Laws and with federal law IDEA 2004: Section 615 (k), and with Section 504 of the Rehabilitation Act of 1973: 29 U.S.C. Section 794 (A), the school may suspend or remove your child from his or her current placement for no more than 10 school days. Special provisions are outlined below for students with a documented disability who have an Individualized Education Program (IEP) or a Section 504 Plan.**

**Suspension of Students with Disabilities Procedures for suspension(s) not exceeding 10 school days:**



- Any student with a disability may be suspended for up to ten (10) days during a school year. Disciplinary decisions are the same as for students without disabilities.

- Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement. Procedures for suspension of students with a disability when suspension exceeds 10 school days.

- If your child is suspended for more than 10 school days in a school year, this removal is considered a “change of placement”. A change of placement invokes certain procedural protections under federal special education law and Section 504.

- Prior to any removal that constitutes a change of placement, the school will convene a Team meeting to develop a plan for conducting a functional behavioral assessment (FBA) that will be used as the basis for developing specific strategies to address your child’s problematic behavior.

- Prior to any removal that constitutes a change in placement, the school must inform you that the law requires the school district consider whether or not the behavior that forms the basis of the disciplinary action is related to your child’s disability. This consideration is called a “manifestation determination”. Parents have a right to participate in this process. All relevant information will be considered including the IEP or Section 504 Plan, teacher observations, and evaluations reports.

- At a manifestation determination meeting, the Team will consider:

- Did the student’s disability cause or have a direct and substantial relationship to the conduct in question?

- Was the conduct a direct result of the district’s failure to implement the IEP?

- If the manifestation determination decision is that the disciplinary action was related to the disability, then your child may not be removed from the current educational placement (unless under the special circumstances). The Team will review the IEP or Section 504 Plan and any behavioral intervention plans.

- If the manifestation determination decision is that the disciplinary action was not related to the disability, then the school may suspend or otherwise discipline your child according the school’s code of conduct. For students with IEPs, during the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension. Special circumstances for exclusion

- Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10 th school day of suspension.

School personnel will provide Parent’s Notice of Procedural Safeguards (Special Education) or

**Notice of Parent and Student Rights Under Section 504 for students with disabilities prior to any suspension exceeding 10 school days in one school year. These notices will provide an explanation of the process should there be disagreement regarding the manifestation determination or any placement decision. Parent, guardian and/or student may petition Bureau of Special Education Appeals for a hearing or the Office of Civil Rights (Section 504). Until issues are resolved, the student remains in his or her current placement.**

### **Physical Restraint of Students:**

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

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


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

The following guiding principles should govern student conduct and behavior:

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

## **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 or a credit card statement, a copy of the credit card with only the last four digits visible, and a completed reimbursement form reviewed and signed by the Principal and Superintendent.

 [Reimbursement Form for Lunenburg Public School](#)

- **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:

[Myschool :: Insurance Products](#)

## 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.**


Lunenburg Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, housing status, migrant status, language spoken, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

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:

[Lunenburg Public Schools - 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:

 5000 - Students and Instruction Sections Updated and Approved 12-6-22.pdf

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

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

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

 3701.01 FOOD SERVICE INSUFFICIENT FUNDS APPROVED 3-1-23.pdf

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

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

 SC Policy 5402 Approved 3-20-19.pdf

### ❖ **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\(excerpt below\)](#)**

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

## **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):** [Lunenburg Public Schools - PACSAL](#)

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

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

### **Lunenburg Parent-Teacher Organization:**

<http://www.lunenburgpto.org>

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

be either an active or a non-active participant in the organization and to receive a newsletter four to five times during the school year.

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

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

# APPENDIX A

LUNENBURG PUBLIC SCHOOLS											
2024-2025 SCHOOL CALENDAR											
APPROVED SCHOOL CALENDAR 6/5/24											
AUGUST/ SEPTEMBER					8/21-NEW STAFF ORIENTATION DAY						
M	T	W	TH	F	8/26 All Faculty and Staff Report- PD Day						
26	27	28	29	30	8/27 First Day of School for Students Grades 1-12						
2	3	4	5	6	8/30 & 9/2-Labor Day Break-Schools Closed						
9	10	11	12	13	9/3 First Day of Pre-K & Kindergarten						
16	17	18	19	20	9/5 LMS Open House Grades 6-8						
23	24	25	26	27	9/12 LHS Open House Grades 9-12						
30					9/18 THES Open House Grades 3-5						
23 days					9/19 Primary Open House Grades PreK-2						
					9/27 1/2 Day PD Districtwide-Early Release						
OCTOBER					Nature's Classroom(tentative) 10/8/24-10/11/24						
M	T	W	TH	F	10/14 Columbus/Indigenous Peoples Day-Schools Closed						
7	8	9	10	11	10/22 12-3pm LMHS PT Conferences Grades 6-12-Early Release						
14	15	16	17	18	10/24 5-8pm LMHS PT Evening Conferences Grades 6-12						
21	22	23	24	25							
28	29	30	31								
22 days											
NOVEMBER					11/5 Full PD Day-Schools Closed						
				1	11/11 Veteran's Day Observed-Schools Closed						
4	5	6	7	8	11/27- 1/2 Day Districtwide- Early Release						
11	12	13	14	15	11/28-11/29-Thanksgiving Recess-Schools Closed						
18	19	20	21	22	12/23-1/1 Winter Break-Schools Closed						
25	26	27	28	29	Classes Resume 1/2						
17 days					1/10- 1/2 Day PD Districtwide-Early Release						
DECEMBER					1/20-MLK Jr.'s Birthday-Schools Closed						
M	T	W	TH	F	1/30 1-7pm Primary/THES PT Conferences Grades PK-5 Early Release						
2	3	4	5	6	2/17-2/21-February Break-Schools Closed						
9	10	11	12	13	3/14 Full PD Day-Schools Closed						
16	17	18	19	20	3/28 1/2 Day PD Districtwide-Early Release						
23	24	25	26	27	4/11 1/2 Day PD Districtwide-Early Release						
30	31				4/21-4/25-April Break-Schools Closed						
15 days					5/20-5/23-Washington D.C. Trip(tentative)						
JANUARY					5/26- Memorial Day-Schools Closed						
M	T	W	TH	F	6/4 *Last Day of school for Seniors cannot exceed 12 days for the last day of school for the district						
6	7	8	9	10	6/ 7 Graduation(tentative)						
13	14	15	16	17	6/14 Graduation if 5 or more snow days						
20	21	22	23	24	6/12-180th day of school-Early Release						
27	28	29	30	31	6/19 Juneteenth-Schools Closed						
21 days					6/20-185th day of school (assuming 5 weather/emergency days, however any canceled days in excess of 5 would also be required to be made up)						
CODE:											
No School / Holiday											
Early Release											
Early Release Times by											
building:					Terms: Extended Day/ELC Closures:						
K- 2 12:20 p.m.					1st term ends 11/1/2024 **Please see the handbook for all closure dates						
3-5 12:10 p.m.					2nd term ends 1/17/2025						
6-12 11:30 a.m.					3rd term ends 3/28/2025						
					Extended School Year:						
					7/8-7/11/24 7/7-7/10/25						
					7/15-7/18/24 7/14-7/17/25						
					7/29-8/1/24 7/28-7/31/25						
					8/5-8/8/24 8/4-8/7/25						

## APPENDIX B

Please sign and return this page to your student's homeroom teacher by September 29th

WE HAVE READ THE ENTIRE LUNENBURG PRIMARY SCHOOL PARENT HANDBOOK FOR 2023-2024.

Student Signature \_\_\_\_\_ Teacher \_\_\_\_\_


Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### INTERNET USE POLICY

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

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

Device Agreement Form:

 LPS 1-1 Device Agreement.pdf

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

Student Name \_\_\_\_\_

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

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

Parent or Guardian's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **APPENDIX C**

### **Chain of Communication**

**Classroom Issues Involving an Individual Child** (*classroom procedures, behavior, grades, schedule, teaching strategies*)

STEP 1a– Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved...

STEP 1b – If appropriate – School Guidance Counselor, Psychologist, Social Worker; if not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – Superintendent of Schools

**Curriculum and Instruction Questions** (*textbooks, materials used, assessments*)

STEP 1 – Math Specialist, Literacy Specialist/Title I Coordinators; if not resolved...

STEP 2 – Director of Teaching & Learning; if not resolved...

STEP 3 – Superintendent of Schools

### **504 Plans**

STEP 1 – Classroom Teacher

STEP 2 – Assistant Principal/Building-based 504 Coordinator

STEP 3 – Principal

STEP 4 – District 504 Coordinator

STEP 5 – Superintendent of Schools

### **Special Education**

STEP 1 – Teacher, Special Education Teacher, Related Service Provider; if not resolved... STEP 2 – Team Chairperson/School Psychologist; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – Director of Special Services; if not resolved...

STEP 5 – Superintendent of Schools

### **Medical Concerns**

STEP 1 – School Nurse; if not resolved...

STEP 2 – Nurse Leader; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – Superintendent of Schools

### **Behavioral Health/Guidance Department**

STEP 1 – Guidance Counselor, Social Worker; if not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – Director of Special Services; if not resolved...

STEP 4 – Superintendent of Schools

### **General & Special Education Transportation** *(school bus incidents only)*

STEP 1 – Building Administrator; if not resolved...

STEP 2 – Director of Special Services (special ed transportation) or Superintendent's Office (general education transportation)

### **General Education Transportation** *(inquiries other than bus incidents)*

STEP 1 – Superintendent's Office

### **Special Education Transportation** *(inquiries other than bus incidents)*

STEP 1 - Special Services Office; if not resolved...

STEP 2 - Special Services Director

### **Athletics** *(Grades 6-12)*

STEP 1 – Coach; if not resolved...

STEP 2 – Athletic Director; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – Superintendent of Schools

### **Extended Day or Early Learning Center**

STEP 1 – Senior Aide, or Associate Director; if not resolved...

STEP 2 – Director of Community School Programs; if not resolved...

STEP 3 – Superintendent of Schools

## **Food Service**

STEP 1 – Cafe Manager at School; if not resolved...

STEP 2 – Director of Food Services; if not resolved...

STEP 3 – Superintendent of Schools

## APPENDIX D

### Lunenburg Public Schools Communication Plan

**These are the types of routine communications you will receive via email:**

- Principal's Weekly Emails each Friday afternoon (*from your child(ren)'s school*)
- Community News on Friday Afternoon (*from the district office*)
- Superintendent's Highlights & Spotlights at the beginning of each month
- Superintendent informational/update letters (*COVID-19 and other topics*)
- Informational presentations on district work
- School Committee meeting agendas on Monday late afternoon/evening for Wednesday night meetings held the 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each month September-June (*If additional meetings are scheduled, the agenda will be sent the day it is posted at Town Hall*)

**We ask that you open and read all emails for information and updates in a timely manner.**

**These are the types of communications you will receive via email, robocall and text:**

- Emergency or urgent/time sensitive information (*info regarding late buses, lockdowns, etc.*)
- School cancellations/delayed openings
- Any matter requiring timely parent/guardian action (*completing forms/surveys – such as the transportation form or back to school forms*)
- Email subject line will indicate - Community News, Update, Information, Urgent, Action Needed
- Reminders for meetings, surveys, or events may be provided via text only.

**We ask that when you see that you missed a call from the Central Office or school phone number, please listen to your voicemail message and check your email for the same message before contacting the school or Central Office to ask what the call was regarding.**

**Additional information regarding text communications:**

- Texts will be identified on your phone as **L Public S** with a short message after. If you receive a text that is not identified this way, it is **NOT** from our district or school and should be deleted.
- There is a 148 character limit for texts, so you may receive a short text from us asking you to open your email for more detailed information.
- Due to the character limit, there may be restrictions regarding attaching a PDF or embedding a link (if this occurs, the PDF or link will be provided via email)
- If you decide to opt out of the text message feature, this means you are opting out of ALL text messages from the District & School, even urgent or emergency messages.

**This is the type of information available on our website:**

- School/district calendars with important dates – school vacations, no school holidays, first/last day of school (including 5 additional days)
- Transportation Information (*includes the policy, procedure, forms, etc.*)
- Special Services Information & Resources
- School lunch menus
- School Committee meeting documents
- Athletic Schedules
- Community events and activities of local organizations (*including scouts and youth sports registrations*)
- New student registration
- Student and family resources

- Staff directory

### **Chain of Communication**

We have posted a written *Chain of Communication* on the website. It is also included in the back of the school handbooks. This document guides you in the proper protocol to share concerns or ask questions on different topics. Please move through the proper steps and only progress to the next step if your concern is not resolved.

We are hopeful that having outlined what type of communications you can expect from us and what we are asking of you regarding those communications will help improve communication for all. We always welcome feedback and use that feedback to make improvements whenever possible.