

# Lunenburg Middle School



## Parent Handbook

1079 Massachusetts Avenue  
Lunenburg, MA 01462  
978-582-4710 FAX 978-582-4153

### Lunenburg Public Schools

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

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

#### □ Core Values

- Quality education cultivates creative problem solving, independent thinking, and multiple points of view.
- Effective education addresses the whole child, involves authentic engagement, and provides multiple pathways to success.
- Students must be provided with an academically and personally safe environment that promotes effective learning.

- Students should be provided with opportunities to develop initiative and responsibility which will help them become active and supportive community members.
- Focused, sustained professional development and reflective practice are fundamental to excellence in teaching.
- Strong collaboration and open communication among school staff, students, families, and the community develop mutual respect and trust, and enhance students' ability to succeed.
- Resourcing decisions should be responsible, address critical needs and put students first.

### **Beliefs about Learning**

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

TIMOTHY SANTRY

ROBERT McGRATH

LMHS Principal

LMS Assistant Principal

Dear Students and Parents /Guardians of Lunenburg Middle School:

Welcome to the 2023-2024 school year!

It is a wonderful time of year when students and families are returning from vacation and looking forward to the beginning of another school year. At Lunenburg Middle School we strive to provide a challenging and meaningful curriculum that can be accessed by all students with the guidance and instruction of our talented faculty.

One of the foundations of a great middle school is the philosophy of interdisciplinary teaming. Teaming allows teachers to work with a smaller cohort of students which in turn, allows teachers to become more aware of students' learning styles and learning needs. Teaming also allows for consistency in grading, homework assignments and assessment alignment. It has been a proven successful strategy for decades at Lunenburg Middle School.

While grades 6 and 7 function as two separate teams, our eighth grade teachers function as one

team. The purpose of this is to allow students to become accustomed to high school schedules and expectations. We have adopted this one team philosophy for several years now.

One of our goals at LMS is to ensure students have a safe and nurturing school environment where students can learn and grow. In order to achieve this goal, we have created the Lunenburg Middle School Student/Parent Handbook. The Handbook encompasses the core values and beliefs of our school community and contains rules, expectations, procedures, and policies that govern Lunenburg High School. Please review the Handbook so you are familiar with its content.

As members of our school community, we expect students to adhere to the expectations set forth in the handbook. We also expect students to be active members of a safe community and feel comfortable reporting incidents to any adult in the building so that it can be quickly and fairly addressed. The adage *if you see something say something* helps in building a healthy environment.

We are proud to be a part of Lunenburg Middle School and are looking forward to an outstanding school year that strives to make all students feel safe and secure in our school building as well as on our playing fields, buses, and bus stops. Please take a moment to sign the acknowledgement form that informs us you have read the handbook.

Sincerely,

Timothy Santry, LMHS Principal

Robert McGrath, LMS Assistant Principal

### **School Committee Members**

*Carol Archambault- Chair   Brian Lehtinen -Vice Chair  
Anthony Sculimbrenne-Secretary   Laura Brzozoski-Member  
Peter Beardmore-Member*

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

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## **□ Translation**

### **Available**

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

## **Lunenburg Middle School Administration**

**Timothy Santry**

**Principal**

(978)582-4115

**Robert McGrath**

**Assistant Principal**

(978)582-4710

**Tina Cooney**

**Administrative**

**Secretary**

(978)582-4115 ext. 2100

**Mona Bowen**

**MS Secretary**

(978)582-4710 ext. 2102

## **□ School Advisory Council Members**

Mr. Timothy Santry, Mr. Robert McGrath, Mrs. Beth Arsenault, Mrs. Marijah Comesana, Mr. Tim Sheasgreen, Mrs. Jessica Frank, Mr. Anthony Sculimbrene

## **Administration Directory**

### **Central Office**

#### **Superintendent of Schools**

Dr. Kate Burnham  
(978) 582-4100 X 5211  
Title IX Coordinator

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

Michael Cassidy  
(978) 582-4100

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

Julianna Hanscom  
(978) 582-4100 X5213

#### **Director of Facilities & Grounds**

TBD  
(978)582-4100

#### **Director of Teaching & Learning**

Annica Scott  
(978)582-4100 X5216

#### **Food Service Director**

Nadine Lorenzen  
(978)582-4100 X5226

#### **Director of Community/ School Programs**

Patricia McCarthy-Guille...  
(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  
TBD, Assistant Principal 9-12

Ms. Tina Cooney, Administrative Secretary  
Ms. Sandra Sheehy, Secretary LHS

Ms. Lisa Lavery, Nursing Coordinator  
, LHS Nurse

Ms. Stacy Canfield, Social Worker  
Ms. Lori Shea, School Psychologist  
Ms. Mary Young, BCBA

Patricia Foster, Guidance, Secretary/Registrar  
Mr. Jeff Dionne, Guidance Counselor 9-12  
Ms. Gail Okerman, Guidance Counselor 9-12  
Mr. John Ciullo, School Adjustment Counselor 9-12

## **Lunenburg Middle School**

Mr. Timothy Santry, Principal 6-12  
Mr. Robert McGrath, Assistant Principal 6-8  
Ms. Mona Bowen, Secretary LMS  
Ms. Elizabeth Schatia, School Nurse  
Ms. Jenn Fletcher, Guidance Counselor  
Ms. Katherine Antaya, Guidance Counselor  
Ms. Meaghan Thomann, Social Worker

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

Ms. Heidi Champagne, Principal  
Mr. John Palumbo Assistant Principal  
Alicia McAllister, Administrative Secretary  
Ms. Meghan Marrone, Nurse  
, Guidance Counselor

Ms. Kathleen Lantiegne,  
Social Worker/Adjustment Counselor

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

Mr. Chad Adams, Principal  
Ms. Gina Kutarnia, Assistant Principal  
Ms. Krissy Carbone, Administrative Secretary  
TBD, Nurse  
Ms. Stephanie Miller, Social Worker  
Ms. Kaitlyn Mahoney, Psychologist

❖ **School Hours:**

Lunenburg Middle School start time is 8:00 a.m. No student should arrive at school before 7:45 a.m. or after 8:00 a.m. Regular dismissal time is 2:30 p.m., and early dismissal time is 11:30 a.m. Unless a teacher has requested a student to remain after school or the student is participating in an after-school activity, all students should leave the building and grounds promptly at dismissal time.

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

- ❖ **Office Hours:** An automated answering system will be in effect to serve your needs. A complete list of voicemail box and extension numbers is provided on the website. Office hours are 7:45 AM to 2:45 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**

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

## **Enrollment & Attendance**

❖ **Attendance & Make-Up Work**

Regular attendance is essential to sequential learning. Students improve academic performance with improved attendance. It is important that students are punctual and attend school except when absence is unavoidable due to illness or emergency. Please see Section 5101.01 of the Lunenburg Public Schools District Policies (Student Absences & Excuses) for more information.

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

Lunenburg Middle 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 a communicable disease, he/she is required to submit a physician's note upon his/her return
- School visitations that have been approved in advance by the guidance counselor/principal
- Court appearance
- Death in the family, family emergency, special family events (i.e. weddings, graduations, etc.)

- C. Documentation requesting/substantiating an "excused absence" must be submitted within three (3) days of the student's return to school. In the case of five (5) or more consecutive days of absences, students must return with a physician's note documenting illness/reason for absence. This physician's note must be presented at the front office when the student returns to school. Students are considered officially absent if they have not reported to school prior to 11:30 a.m. If a student is dismissed prior to 11:30 AM and does not return to school, they will be marked as "dismissed absent".
- D. In the case of extenuating circumstances, parents may request an exemption from this attendance policy. Such requests will be evaluated by the school administration.
- E. Parents must call the school by 8:20 a.m. if their child is going to be absent from or late to school. If a student is absent and the parent does not call the school, the School Messenger system will contact the parent by 9:30 a.m. as a reminder to call out your child. You will not receive telephone calls from the school secretary. This is part of our child safe policy to ensure the safety of all students. Notes regarding reason for tardiness or absence must still be submitted upon the 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 9:00 a.m. for packets to be available for pick-up at the end of the school day.

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

### ❖ **Dismissals/Tardies**

**Tardiness to School:** Students are expected to be in school on time. Students who arrive after 8:00 a.m. must report to the office before reporting to homeroom or class. A pass from the office is required for the student to enter a classroom after school has begun. If your child is tardy due to a medical appointment, please provide a note from the health care provider in order to excuse that tardy.

When a student arrives late to school, a note from the parent must be presented to the office, however; this does not excuse the tardy.

**Dismissals:** Dismissal before 2:30 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 11:30a.m., it will be considered an absence unless the student returns within three hours.

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

### ❖ Enrollment/Registration

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

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


 5102 Updated & Approved Enrollment Policy 1-8-20.pdf

### ❖ 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 phone alerts, 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


- A monthly newsletter will be available online at the beginning of each month except July and August to the district website: [www.lunenburgschools.net](http://www.lunenburgschools.net) at the Lunenburg Public Schools, Lunenburg Middle School website. If you have any questions, please contact Mona Carpenter-Bowen the school secretary at [mbowen@lunenburgschools.net](mailto:mbowen@lunenburgschools.net)

## ❖ Parent/Teacher Conferences & Open Houses

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

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

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

 School Calendar 2023-2024 (updated 5/24/23)

or the appendices section at the end of this handbook.

## ❖ School Calendar

- **Professional Development Days:** Periodically during the school year, students will be dismissed at 11:30 AM in order that the staff may use these afternoons for professional development programs. These programs include meeting to update curriculum and workshops to keep the staff informed of the latest trends in teaching and child development.
- **Animals in School Policy 5716**

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

 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.

## Building Safety & Security

### ❖ Visitors/Volunteers

- **Visitors:** We welcome visitors to our school. Visitors are required to report to the office, sign in and obtain a visitor's badge. We also request that parents make contact with teachers they plan to visit prior to the visitation as a matter of courtesy. For safety reasons, no adult is allowed in the building without a badge. After 8:00 AM all doors at the LMS are locked for safety purposes. Visitors are requested to ring the bell outside the right side of the main entrance, and they will be electronically buzzed into the building. Valid ID may be required. When a student requests a parent to bring them an item from home, it needs to be left in the office and the student will need to take the responsibility to retrieve it from there. Classrooms are not disturbed to call a student down for this purpose.
- **Volunteers:** For safety reasons, no adult is allowed in the building without a badge. Volunteers perform a variety of important and significant tasks in the school. These jobs enrich academic programs, and they extend the school's ability to meet the needs of all our children. Volunteers serve in a variety of areas from library aides to leading after school activities. Please consider volunteering for one of these useful positions by contacting the office. All volunteers must have an approved CORI form PRIOR to coming into any classroom or chaperoning any field trip. CORI forms are available in the front office.

- ❖ **Security Cameras:** A surveillance camera system has been installed to enhance the safety and security of students, staff and community members who visit the school, while diminishing the potential for personal and district loss or destruction of property. The cameras are installed in public areas only, including hallways, entrances and exits to the building and the cafeteria. The camera system will be in operation throughout the year. Please be advised that recorded information will be made available to and used as

necessary by school officials and/or law enforcement in accordance with District Policy 3503.01: [https://drive.google.com/file/d/1eLftnpgXVL5-We9JRRbZTZZs2hB23\\_aE/view](https://drive.google.com/file/d/1eLftnpgXVL5-We9JRRbZTZZs2hB23_aE/view)

- ❖ **Emergency Procedures/Safety Crisis Teams:** Teams at all schools have established procedures and guidelines that will be followed in the event of a school related death or tragedy/crisis. The framework of our plan of action includes the following four stages of grieving: understanding, grieving, commemorating and moving on. The Safety and Crisis Teams include the following personnel: Principal, Guidance Counselor, School Secretary, Teacher Representative, School Nurse, and Custodian (when needed).
- ❖ **Lockers & Administration Access:** Students will be assigned a locker in which to keep hats, coats, book bags and materials related to school life. Items that are not necessary or are illegal are not allowed in school. Lockers will be searched by the principal or assistant principal if there is reasonable suspicion that there is something illegal, dangerous, or disruptive to the operation of the school stored in a locker. Please see Section 5406 of the Lunenburg Public Schools District Policies (Students and Instruction: Student Conduct: Interrogations and Locker Searches for more information:

 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.

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

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

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



Students being picked up by parents or guardians after school will be dismissed after the buses have departed. Parents who pick up students should park in designated parking spaces and avoid areas that conflict with normal bus traffic in front of the school.

- ❖ **Dropped Off Items:** Please be aware that when parents drop off an item to the office, the student must be responsible to pick up the item at the office. The office staff cannot call students out of class to pick up anything in the office nor will parents be allowed to bring items to the rooms while classes are in session. Every effort will be made to ensure that the items are distributed.
- ❖ **Lost & Found:** In case of loss of personal or school articles, a lost and found is located in the office. Items not collected by year-end will be donated to a charitable organization.

### **School Student Services**

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

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

#### Special Education Identification Process Overview:

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

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

(Section 504) programming.

❖ [504 Guidelines and Procedures March 2021.pdf](#)

1. Referral to Child Study Committee
2. Classroom interventions/adjustments
3. Referral to Special Education Evaluation Team
4. Parent notification and consent for evaluation
5. Multidisciplinary assessment
6. Team Meeting eligibility determination
7. Development of Individualized Education Plan (IEP)
8. Parent consent for placement/plan implementation
9. Special education and related services delivered as per IEP
10. Annual review of IEP and progress

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

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

- ❖ **Guidance/School Counseling:** The guidance department at LMS 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/ Child Study Process:** 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.

## **Health Services**

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

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

The Lunenburg Public Schools presently provide nursing services in each school building. A Registered Nurse is available to assess students who are ill or injured, provide first aid, administer medications, review immunizations, and perform screening for hearing, vision (Gr. Pre-K – 5, 7 and 10), postural screening (Gr. 5-9), and BMI (Gr. 1, 4, 7 and 10) and Substance Abuse SBIRT (Screening Brief Intervention Referral for Treatment (Gr. 8, 11).

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 6-20-18.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.

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

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

Those reasons include but are not limited to the following:

- Temperature over 100.5 (oral)
- Disruptive cough or cough with fever
- Suspected infection of eyes, ears, nose, throat, skin, scalp
- Severe abdominal pain or headache
- Suspected communicable disease
- Suspected pediculosis (head lice; see “Pediculosis” section below)
- Suspected fractures or any severe or disabling injury
- Questionable need for sutures
- Vomiting or diarrhea
- Head injury

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

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

**Students Returning to School After Hospitalization or Prolonged Illness:** If a student requires hospitalization or has a prolonged illness or absence for any reason during the school year the school nurse or school counselor should be notified as soon as possible. Prior to the student’s return to school we will hold a re-entry meeting which may include the student, parent/guardian, school counselor, school nurse, and other appropriate school staff to determine what accommodations may need to be implemented in order to plan a safe and successful return to school.

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

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

**Procedure:**

- Any student suspected of having head lice should be sent to the health office for

inspection by the school nurse

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

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

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

- American Academy of Pediatrics at <http://www.aap.org/en-us/about-the-aap/aap-pressroom/pages/AAP-Offers-Updated-Guidance-on-Treating-Head-Lice.aspx>
- National Association of School Nurses at [Lice Lessons - National Association of School Nurses](#)

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


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

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

[5706 Communicable Diseases APPROVED 4-7-21.pdf](#)

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

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

 5000 - Students and Instruction Sections Updated and Approved 6-20-18.pdf

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

Per Massachusetts Law 105 CMR 220.000 and M.G.L. c.76, ss. 15, 15C and 15D a religious exemption for immunizations is allowed if a parent or guardian **submits a written statement that immunizations conflict with their sincere religious beliefs**. The law states that medical exemptions must be presented at the beginning of each school year. MDPH additionally requires annual renewal of religious exemptions in writing at the beginning of each school year. **Please, provide written documentation for religious exemption prior to the start of the school year.**

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

## Massachusetts School Immunization Requirements for School Year 2023-2024

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

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

Grades 7 – 12†

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

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

### **Meningococcal Requirements**

<b>Grade 7-10</b>	<b>1 dose; 1 dose MenACWY (formerly MCV4) required. Meningococcal B vaccine is not required and does not meet this requirement</b>
<b>Grade 11-12<sup>‡</sup></b>	<b>2 doses; second dose MenACWY (formerly MCV4) must be given on or after the 16th birthday and ≥ 8 weeks after the previous dose. 1 dose is acceptable if it was given on or after the 16th birthday. Meningococcal B vaccine is not required and does not meet this requirement</b>

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

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

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

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

## **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

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

### **Life Threatening Allergy**

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

1. At all levels, the school nurse, in conjunction with the student's parent(s)/guardian(s) and the primary care provider/allergist, will prepare an Individual Health Plan (IHP) for any student with a life-threatening allergy. This IHP will be updated annually and reviewed by the school nurse, the student's parent(s) and primary care provider and/or the student's allergist. The IHP will include the student's name, the allergen(s), the warning signs and symptoms, what to do in case of an emergency, phone numbers of parents, doctors and/or allergists. The IHP will then be shared with those staff members with a need to know in order to implement the safety plan. Photographs of students with LTA may be attached to the IHP with permission of the parents.
2. School bus drivers will be notified of students who have life threatening allergies, by the student's parents or by the school nurse with written parent permission on the IHP. The IHP will include a bus plan if needed. Parents, teachers and bus drivers will work together reinforcing the safety rules of no eating on the bus and no sharing of food or eating utensils with other students. Medical Alert bracelets are encouraged for all who have life threatening allergies.
3. Food service employees will use latex free gloves and latex free products in food preparation. Food service employees are Serve Safe Trained and have received training on Food Allergy Awareness. At the Primary, Elementary and Middle High Schools, the kitchen is a Nut safe environment, meaning all hot lunch items will be "nut safe", being monitored by the kitchen staff. There are peanut/tree nut free tables available in the cafeteria. Students with life threatening allergies sitting at these tables are allowed to choose a friend to join them. This friend MUST have a hot lunch to ensure a peanut/tree nut free lunch. Cafeteria Tables will be wiped down between each lunch period. Cleaning supplies for life threatening allergy tables should be kept separate from other table cleaning supplies to avoid cross-contamination.
4. Epi-Pens will be available in the nurse's office and in other clearly designated locations as specified in the IHCP. At the beginning of each school year or upon assuming a staff position, all staff (including substitutes) will be informed of the location of Epi-Pens. Students are allowed and encouraged to carry their Epi-Pens on their person as allowed in the medication policy and is outlined under "self-administration of medications." Epi Pens will accompany students with LTA on field trips and special events which occur during the school day, as pre-planned by nurse and parent. An EpiPen trained provider or parent/designee needs to accompany students with LTA who are on a field trip. Safety plans for after-school activities and sports need to be pre-planned with parent



and responsible parties as indicated on the IHCP. It is recommended that responsible parties are EpiPen trained for the safety of their students.

5. LTA aware tables will be assigned in the cafeteria in all schools as necessary and determined by the Individual Health Care Plan. It will be the responsibility of the principal or designee to ensure these areas are not contaminated. Students with LTA should not be table washers in the cafeteria. Cafeteria Tables will be wiped down between each lunch period. Cleaning supplies for life threatening allergy tables should be kept separate from other table cleaning supplies to avoid cross-contamination.
6. Public school buildings are sites for after-hours activities for the community. When food is brought in to after-hours activities, it then poses a risk for students with LTA who use the same space during school hours. To mitigate that risk, signs will be posted in community-used locations to inform users that food containing common allergens, if prepared or consumed at that location, requires thorough cleaning of surfaces after use. This would include hand washing to prevent allergen transmission to common surfaces (doorknobs, railings) as well as thorough cleaning of the surfaces used (tables, desks, etc.).

**Allergen Safe Classrooms:** An “allergen aware classroom” is a classroom where all food brought into the classroom (with the exception of students’ own lunches) is free of the specified allergen. This includes snacks, birthday and holiday treats and food used in the classroom curriculum.

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

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

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

### **Grading and Report Cards**

Progress reports will be available to parents online in October, December, March, May and

whenever necessary. These reports will reflect either a present status or will indicate classroom problems or difficulties. If a student receives a report indicating problems, parents should contact the teacher and make an appointment for a conference.

Students receive report cards in November, January, April and June, approximately. Parents may contact the school at any time to discuss their child’s evaluation. Grades six, seven, and eight receive a grading system based on the following criteria:

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
F	0-59	INC	Incomplete				


**Honor Roll:** Academic achievement is one of our major goals. Lunenburg Middle School is committed to providing the best possible academic opportunities for all students. An honor roll provides the school with the occasion to acknowledge student effort and achievement. Achieving honor roll status is open to students in grades seven and eight in all quarters and in grade six for second, third, and fourth quarters. It is hoped that many students will be motivated to attain the necessary grades for honor roll status. Academic **and** Special Area grades for students are used to determine honor roll status.

**Honor Roll Criteria**

**Special Honors:** All A’s are required without exception.  
**Honors:** All A’s and B’s are required. A student must have **two A’s, which must be in a core subject**. A core subject is one that meets daily (English, mathematics, science, social studies, and 8th grade foreign language).

**Honor Roll Breakfasts:** Honor Roll Breakfasts are held at 7:00 AM three times a year approximately two weeks after grades close. Honor Roll students will receive invitations notifying of the date for the breakfast after each quarter end.

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

 5000 - Students and Instruction Sections Updated and Approved 6-20-18.pdf

**Homework**

- Usually by the time a student gets to middle school age, he/she should expect generally between one and two hours of homework a night. Understand that what takes 1/2 hour for some might take more or less time for others. If a homework assignment takes more than this guideline, parents should feel comfortable providing a note to the classroom teacher. Parent feedback will assist teachers in monitoring and evaluating the amount of homework assigned.
- Students are encouraged to pursue non-assigned, independent, leisure reading.
- Sometimes students are given major projects, which could include research reports, major writing assignments, book reports, and other assignments. Actual time to complete these kinds

of assignments will vary with each student's study habits, planning and time management. Work on these projects may occasionally exceed the maximum minutes per night.

- Homework will not be given over vacation or holiday weekends unless time is needed to catch up on incomplete work or to work on long term assignments. The due date for these types of assignments should not be the day after the vacation or holiday weekend.

### **Teacher Responsibilities:**

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

### **Student Responsibilities:**

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

### **Parent Responsibilities:**

- Support and cooperate with the school's homework policy.
- Provide the student with a quiet, well-lit place to study along with the necessary supplies and resources.
- Schedule student and family activities to allow for homework time.
- Encourage independent work so that teachers may accurately assess the student's understanding. Guide or assist in homework when unusual difficulties arise.
- Emphasize the importance of responsibility and the need for systematic study in completing assignments.
- Encourage your child to do his/her best – not simply the minimum.
- Coordinate homework efforts with the teacher if a student frequently has trouble managing

homework.

- Maintain a high level of awareness regarding your child's academic progress including regularly checking Powerschool.

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

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

- ❖ **Promotion & Retention:** Students are promoted to the next grade upon satisfactory completion of schoolwork. The administration and teachers may determine that retention at a certain grade is in the best interest of the student. As a general rule, the school will recommend retention only if a student has a failing average for the entire year in three of the major subject areas. In any situation where retention is being considered, parents will be consulted. In cases where students are having serious difficulty, the teachers, guidance counselor and principal will meet with parents frequently to discuss a course of action for the student.
- ❖ **Books and Equipment:** The school system provides most textbooks and equipment needed by students. These are on loan. Students who lose or damage any school property must reimburse the Town of Lunenburg for the loss or damage. Book values are prorated based on the age of the book. Books are to be kept covered at all times. Any items not returned in good condition will be subject to report card withholding until the matter has been taken care of to the satisfaction of the administration.

### **Food Service/Cafeteria**

- ❖ For the 2023-2024 school year, lunches are free, but ala carte items are charged. The cost of a hot lunch is now \$3.50 per day. *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 deposited in cash boxes located in the front lobby when students arrive at school. These payments are picked up on a daily basis. Payment can also be made online through RevTrak. A RevTrak tutorial can be found at the following link:

[Revtrak tutorial.mp4](#)

 3701.02 MEAL CHARGING POLICY ADOPTED 3-1-23.pdf

- ❖ **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

## Free & Reduced Application:

**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.

[FY23 Household Application.docx](#)

[FY23 Application Directions.docx](#)


Lunches are scheduled for 23 minutes. The cafeteria can be a fun place for students to socialize with their classmates. Students are expected to adhere to the following basic procedures and rules to ensure a safe, orderly and positive mealtime for all:

- When entering the cafeteria students are expected to immediately select a seat. Students are expected to remain in their seats throughout the lunch period except to get their lunch, clean the table and floor area, empty trash and return their trays.
- Students will be dismissed by table by the principal or designee. Students are expected to leave the table and floor area in a clean and orderly manner. Pushing, shoving and hitting other students is not acceptable behavior at any time in the school.
- Disciplinary action will be administered to students for inappropriate behavior such as refusal to comply with requests from the principal or assistant principal, making loud sounds or noises, throwing food or other objects, stealing or touching food items not being purchased. Assigned seating may be the consequence for inappropriate behavior.

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

## Extracurricular Travel

- ❖ **Field Trips/Conferences:** Appropriate behavior is mandatory on all school field trips. All school rules apply on field trips. Permission slips are required for each trip. *The faculty and administration may, as a disciplinary measure, notify parents and students in advance that individual students are not permitted to attend a particular field trip due to inappropriate behavior in school or on previous field trips.* Please see Section 5212 of the Lunenburg Public Schools District Policies (Students and Instruction: Instructional Program: Field Trips and Student Travel) for more information.

 5000 - Students and Instruction Sections Updated and Approved 6-20-18.pdf

## Technology

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

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

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

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

- ❖ **Electronic Accounts for Grades 6-8:** No student will be assigned an email account without parental or guardian approval. The email naming convention will be (year of graduation) (first name) \_ (initial of last name@lunenburgschools.net. For example, Jane Jones from the class of 2020: 2020JaneJ@lunenburgschools.net. In addition, the “real” name that has been entered for the student in the system will follow a similar naming convention; no last names will be used or appear in the “from” area of any sent email.

- ❖ **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”, “PG”, and “PG 13” films are acceptable for use at the middle 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 requires a permission slip. Even if the rating is acceptable, parents should be made aware of any scene in a movie that might be objectionable. All permission slips have to be returned signed for students to view the film.

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



## Discipline

### ❖ Code of Conduct

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

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

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

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

The following guiding principles should govern student conduct and behavior:

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

**Anti-Bullying and Harassment:** Students and staff of LMS have the right to a learning and working environment that is safe, secure, and free from harassment and bullying of any kind. Bullying and harassment is strictly prohibited. The Lunenburg School Committee maintains a comprehensive 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](#)

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

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

Students in violation of the conduct outside of school policy shall be subject to disciplinary consequences and are subject to sanctions imposed by both school administration and any extracurricular organization in which they have membership. Consequences may include, but are not limited to: loss of privileges (attendance at dances and other school activities), detentions, or exclusion from athletic teams or other school organizations, community service and/or suspension. If you or your child read something online that indicates someone may be in danger, always report that incident to the police.

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

[5000 - Students and Instruction Sections Updated and Approved 6-20-18.pdf](#)

LMS school-specific procedures for discipline are as follows:

Lunenburg Middle School believes that in order for students to fulfill their academic potential, a safe, positive and orderly environment is essential. The faculty and administration developed the following code in order to provide the necessary guidelines to ensure the safety of the students and to foster the proper environment.

The consequences for the following list of inappropriate behaviors:

**CHEATING**  
**CLASS OR CORRIDOR DISTURBANCE**  
**CONTACT**  
**CUTTING CLASS**  
**DISRESPECT TO TEACHER**  
**REFUSAL TO FOLLOW TEACHER REQUEST**  
**INAPPROPRIATE DRESS**

**FAILURE TO DO HOMEWORK**  
**INAPPROPRIATE PHYSICAL**

**RUDENESS**  
**TARDINESS TO CLASS**  
**GUM CHEWING**

Will be one or more of the following:

- 1. TEACHER REDIRECTION**
- 2. WARNING**
- 3. TEACHER/PUPIL CONVERSATION**

- 6. TEACHER DETENTION**
- 7. CENTRAL DETENTION**
- 8. SUSPENSION**



**4. PARENT CONTACT**  
**5. LUNCH DETENTION**

**9. COMMUNITY SERVICE**  
**10. SOCIAL PROBATION**

The consequence for **CUTTING A TEACHER DETENTION** will be:

**TWO Teacher Detentions**

Further violations will be handled at a mandatory parent conference.

The consequence for **CUTTING A CENTRAL DETENTION** will be:

**TWO Central Detentions (An additional violation will result in suspension)**

The consequence for **FORGERY OR TRUANCY** will be a:

**Central Detention(s)**

The consequence for **TARDINESS TO SCHOOL** will be as follows:

Students are allowed to be tardy three times per term. These need to be accompanied by a parental note and a phone call. **Each additional tardy will result in a Central Detention.**

The consequence for **UNACCEPTABLE OR OBSCENE LANGUAGE OR GESTURES** will be one of the following:

**Warning, Teacher/Pupil Conversation, Central Detention, Community Service or Suspension**

The consequence for **FIGHTING, SMOKING, STEALING OR VANDALISM** will be a:

**Suspension**

The consequence for **POSSESSION OF DRUGS, WEAPONS OR ILLEGAL ITEMS** will be based upon Massachusetts General Law and will be either a:

**Suspension, Exclusion, or Expulsion (these will be accompanied by police involvement)**

The consequence for **HARASSMENT OR THREATS such as** Verbal threats or posturing a threat toward any staff member, student body, or school building will be based upon:

**Lunenburg Public Schools Harassment Policy**

❖ **Illegal Articles:**

- **Illegal Articles:** Possession of a firearm on school grounds is a crime in Massachusetts (Chapter 150 of Acts of 1987 to M.G.L. Ch. 269 § 10). Additionally, knives, sharp instruments, any weapon, tobacco products, matches, lighters, pipes, alcohol, and drugs not prescribed by a physician are all illegal to have on school property. In compliance with state law (MGL Chap. 71, Section 37H) expressly prohibits the use of tobacco products, including all forms of electronic cigarettes or E-cigarettes, within school buildings, school facilities, on school buses or on school grounds by any individual, student or adult, at all times.

Please see Sections 5403-5405 of the Lunenburg Public Schools District Policies (Students and Instruction: Student Conduct: Smoking/Use of Smokeless Tobacco;

Alcohol Use by Students; Drug Abuse Policy) for more information.  
<https://drive.google.com/file/d/11Dp36DfWPvpZbzDfBbVGxg0KKFoZiMTQ/view>

- **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,

#### ❖ **Detentions/Suspension/Expulsion**

- **Classroom Detentions:** Students will be notified by a staff member of the offense which has been committed, and the time and date of the detention. Written notice to parents is provided 24 hours prior to the date of the detention. Detention notices must be returned to school with the signature of a parent.
- **Central Detentions:** Students are notified in writing by an administrator of the infraction, and the time and date of the detention(s). This notice to parents is provided 24 hours prior to the date of the detention. Notices must be returned to school with the signature of a parent. Central detention is held from 2:40-3:30 p.m. on Mondays and Wednesdays. Students are encouraged to bring work to do. Students who do not report to assigned detentions will receive additional consequences. Parent conferences may be required.  
Due to the nature of detentions, students must make arrangements for transportation home or parents may write a note giving permission for the student to walk after detention.
- **Suspensions and Expulsions:** The Lunenburg School Committee maintains a comprehensive policy on suspensions and expulsions. Please see Section 5401 & 5409 of the Lunenburg Public Schools District Policies (Students and Instruction: Student Conduct: Student Suspension, Exclusion, Expulsion, and Reporting) for more information.  
<https://drive.google.com/file/d/11Dp36DfWPvpZbzDfBbVGxg0KKFoZiMTQ/view>

#### **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 to 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 10th 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.

## FEES

- ❖ **Returned Check Policy:** Parents will receive a letter notifying them if their check written to the Town of Lunenburg was returned for insufficient funds. The letter will request that the amount of the check and the handling fees, in cash or cashier's check, be sent to the office within 10 days of the date of the letter. We will not accept any more checks from these parties until the original amount and handling fee has been paid. The returned check will be charged a \$25.00 handling fee.
- ❖ **Reimbursement/Refund Process:** In order to receive a reimbursement, please check with the school secretary for guidelines. Documentation that is required in order

to be reimbursed: a canceled check front and back, and a completed reimbursement form reviewed and signed by the principal and Superintendent.

 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:

<http://www.bollingerschools.com/myschool/insurance-Products.aspx?id=&schoolname=lunenburg>

## **POLICIES**

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

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

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 6-20-18.pdf

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

- ❖ The Lunenburg Public Schools has partnered with the Lunenburg Police Dept. and law enforcement agencies to perform unannounced canine patrols of school property. (School Committee Policy 5406).

 SC Policy 5406 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.


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

 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.



❖ **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*

**STANDARDS FOR STUDENT DRESS**

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

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

## 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.. 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 \$16 per family that entitles the member



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

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

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

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## APPENDIX A

LUNENBURG PUBLIC SCHOOLS														
2023-2024 SCHOOL CALENDAR														
SCHOOL CALENDAR AMENDED 5-24-23														
AUGUST/ SEPTEMBER					8/23-NEW STAFF ORIENTATION DAY					FEBRUARY				
M	T	W	TH	F	8/28 All Faculty and Staff Report- PD Day					M	T	W	TH	F
28	29	30	31	1	8/29 First Day of School for Students Grades 1-12								1	2
4	5	6	7	8	9/1 & 9/4-Labor Day Break-Schools Closed					5	6	7	8	9
11	12	13	14	15	9/5 First Day of Pre-K & Kindergarten					12	13	14	15	16
18	19	20	21	22	9/7 LHS Open House Grades 9-12					19	20	21	22	23
25	26	27	28	29	9/12 LMS Open House Grades 6-8					26	27	28	29	
22 days					9/13 Primary Open House Grades PreK-2					16 days				
					9/14 THES Open House Grades 3-5									
					Nature's Classroom(tentative)9/26-9/29									
OCTOBER					10/9 Columbus/Indigenous Peoples Day-Schools Closed					MARCH				
M	T	W	TH	F	10/18 Early Release LMHS PT Conferences Grades 6-12					M	T	W	TH	F
2	3	4	5	6	10/19 LMHS PT Evening Conferences Grades 6-12									1
9	10	11	12	13						4	5	6	7	8
16	17	18	19	20						11	12	13	14	15
23	24	25	26	27						18	19	20	21	22
20	31									25	26	27	28	29
21 days										20 days				
NOVEMBER					11/6 Early Release Primary/THES PT Conferences Grades PreK-5					APRIL				
M	T	W	TH	F	11/7 Full PD Day-Schools Closed					M	T	W	TH	F
		1	2	3	11/9 Primary/THES PT Evening Conferences Grades Pre-K-5					1	2	3	4	5
6	7	8	9	10	11/10 Veteran's Day Observed-Schools Closed					8	9	10	11	12
13	14	15	16	17	11/22-Early Release-Thanksgiving Recess					15	6	17	18	19
20	21	22	23	24	11/23-11/24-Thanksgiving Recess-Schools Closed					22	23	24	25	26
27	28	29	30							29	30			
18 days										17 days				
DECEMBER					12/25-1/1 Winter Break-Schools Closed					MAY				
M	T	W	TH	F	Classes Resume 1/2					M	T	W	TH	F
				1	1/12-Early Release Districtwide PD Day							1	2	3
4	5	6	7	8	1/15--MLK Jr.'s Birthday-Schools Closed					6	7	8	9	10
11	12	13	14	15	2/19-2/23-February Break-Schools Closed					13	14	15	16	17
18	19	20	21	22	3/15 Full PD Day-Schools Closed					20	21	22	23	24
25	26	27	28	29	4/12 Early Release Districtwide PD day					27	28	29	30	31
16 days										22 days				
JANUARY					4/15-4/19-April Break-Schools Closed					JUNE				
M	T	W	TH	F	5/20-5/24-Washington D.C. Trip(tentative)					M	T	W	TH	F
1	2	3	4	5	5/27- Memorial Day-Schools Closed									
8	9	10	11	12	*Last Day of school for Seniors cannot exceed 12 days from					3	4	5	6	7
15	16	17	18	19	the last day of school for the district					10	11	12	13	14
22	23	24	25	26	6/ 1 Graduation(tentative)					17	18	19	20	21
29	30	31			6/8 Graduation if 5 or more snow days					24	25	26	27	28
21 days					6/11-180th day of school-Early Release					7 days=180th day				
CODE:					6/18-185th day of school (assuming 5 weather/emergency days, however any									
	No School / Holiday				canceled days in excess of 5 would also be required to be made up)									
	Early Release				6/19 Juneteenth-Schools Closed									
Early Release Times by building:					Terms:					Extended Day/ELC Closures:				
K- 2 12:20 p.m.					1st term ends 11/3/2023					**Please see the handbook for all closure dates				
3-5 12:10 p.m.					2nd term ends 1/19/2024									
6-12 11:30 a.m.					3rd term ends 3/29/2023									
Extended School Year:														
7/10-7/13/2023					7/8-7/11/24									
7/17-7/20/2023					7/15-7/18/24									
7/31-8/3/2023					7/29-8/1/24									
8/7-8/10/2023					8/5-8/8/24									

## APPENDIX B

Please sign and return this page to your student's homeroom teacher by September 10<sup>th</sup>

WE HAVE READ THE ENTIRE LUNENBURG MIDDLE SCHOOL PARENT and STUDENT  
HANDBOOKS FOR 2023-2024

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

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

### INTERNET USE POLICY

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

<https://drive.google.com/file/d/11Dp36DfWPvpZbzDfBbVGxgoKKEoZiMTQ/view>

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

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **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.