

Hanscom School K-8



Quick Guide 2024-2025

SCHOOL HOURS

8:00-2:50 Mon, Tues, Thurs & Fri
8:00-12:35 Wednesday

LUNCH & SNACK

For grades K-5, pack a snack for your child, including a drink. Your child's teacher will let you know if the classroom is nut-free. In this case, snacks must be nut-free but lunch does not. We encourage the use of refillable water bottles!

UNIVERSAL FREE SCHOOL MEALS

Breakfast: Breakfast will be available and is free of charge. Details are provided and available on our website.

School Lunch can be ordered Mondays, Tuesdays, Thursdays, and Fridays. A meal will be provided on Wednesdays.

We encourage eligible families to complete the application for Household Free and Reduced Lunch.

ABSENCE & DISMISSAL CHANGE

Please notify the school as soon as possible if your child is not going to be in school, will be dismissed early, or if there is a change to your child's arrival or dismissal plan.

For K-4, call the school office or email Mrs.Braudis at 781-274-7721 /

braudisl@lincnet.org

For 5-8, call the school office or email Ms.

Lantagne at 781-274-7720/ lantagnej@lincnet.org

SCHOOL SUPPLIES

Your child does not need to bring any school supplies. From time to time teachers may post a wish list or request donations for the classroom.

OUTERWEAR

We go outside as much as possible. Please be sure your child has appropriate clothing for each season. Use of labels is encouraged!

SCHOOL DELAYS & CANCELLATIONS

The district sends an email and automated phone call to notify of changes to the school day.

CONTACT INFORMATION

Please complete the [Information Change](#) google form if there are any changes in your contact or emergency contact information. The LPS database will be updated to ensure you receive communications from the school and district, and that we can contact you in case of an emergency.

PAPERWORK

Please provide copies of any custody agreements, court orders, and/or restraining orders pertaining to your child. Email them to Principal Ledebuhr at ledebuhre@lincnet.org or send/bring a hard copy to the office
ATTN: Principal Ledebuhr



Hanscom School K-8



Quick Guide 2024-2025

SCHOOL OFFICE & ADMINISTRATION

Erich Ledebuhr, K-8 Principal
ledebuhre@lincnet.org / 781-274-7720 x7300

Erin Burke, K-4 Assistant Principal
burkee@lincnet.org / 781-274-7721 x6300

Scott Dixon, 5-8 Assistant Principal
dixsons@lincnet.org / 781-274-7720 x7452

Denise Oldham, Student Services Coordinator
oldhamd@lincnet.org / 781-274-7721 x 6403

Mary Gately, Administrative Assistant
gatelym@lincnet.org / 781-274-7720 x7301

Lauren Braudis, K-4 Administrative Secretary
braudisl@lincnet.org / 781-274-7721 X 6302

Jean Lantagne, 5-8 Administrative Secretary
lantagnej@lincnet.org / 781-274-7720 x 7101

Mary Cartier, Student Services Admin. Secretary
cartierm@lincnet.org / 781-274-7721 x 6401

HEALTH OFFICE

Phone: 781-274-7720 x 6500/ Fax: 781-274-7723

Amanda Jones, School Nurse

Courtney Card, Assistant Nurse

WEBSITES

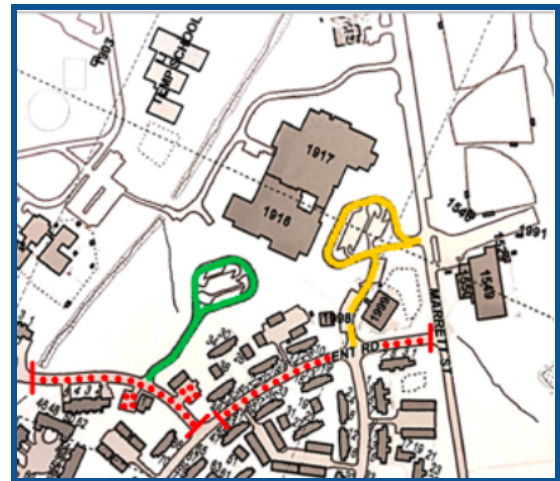
District - <https://www.lincnet.org/>

School - <https://www.lincnet.org/hanscom>

PTO: hanscompto@gmail.com

Lincoln School Foundation
<https://www.lincolnschoolfoundation.org/>

ARRIVAL & DISMISSAL



Our goal will be to assist students swiftly and safely during these times so that we may keep traffic flowing at a reasonable pace. We encourage you to allow for additional travel time during back-to-school time and on inclement weather days. As a reminder, K-8 students can be dropped off beginning, and no earlier than, 7:45 AM. Students who arrive after 8:00 AM will be considered tardy (unless they have excusable lateness for an appointment that cannot be scheduled outside of school hours) .