



# Littleton Public Schools

33 Shattuck St. \* P.O. Box 1486 \* Littleton, MA 01460-4486 \* Phone: (978) 540-2500 \* Fax: (978) 486-9581 \* Website: [www.littletonps.org](http://www.littletonps.org)

## KELLY R. CLENCHY, Ed.D., SUPERINTENDENT OF SCHOOLS

Geri Lyn Ajemian, Ed.D., Director of Curriculum  
Justine A. Muir, Director of Pupil Personnel Services  
Steven F. Mark, Business Manager

Natalie A. Croteau, Technology Systems Coordinator  
Julie Lord, Instructional Technology Coordinator

The Littleton Public Schools would like to welcome you and your child(ren) to our school system. We have created a check-off sheet to assist in the registration process. Please make sure that all of the materials requested are included in order to complete the file.

Please complete and sign (if applicable) the attached forms below with your registration packet:

- \_\_\_\_\_ Student Registration Form
- \_\_\_\_\_ Emergency Contact Form
- \_\_\_\_\_ Verification of Residence Form
- \_\_\_\_\_ Release of Records Form (if applicable)
- \_\_\_\_\_ Home Language Survey
- \_\_\_\_\_ Acceptable Use Policy
- \_\_\_\_\_ Life Threatening Allergy Questionnaire

Please include the following information with your registration packet:

- \_\_\_\_\_ Health Records
- \_\_\_\_\_ Birth Certificate
- \_\_\_\_\_ Verification/Proof of Residency
- \_\_\_\_\_ Most Recent Report Card/Transcript from Previous School (if applicable)
- \_\_\_\_\_ Free/Reduced Lunch Form (if applicable) [Free/Reduced Lunch Form](#)
- \_\_\_\_\_ Custody/Court Order (if applicable)

If you have any questions, please do not hesitate to contact the school that you will be registering your child in.

Shaker Lane – 978-486-8938  
Russell Street – 978-540-2520  
Middle School – 978-486-8938  
High School – 978-952-2555

# Littleton Public Schools Student Registration Form

Date: \_\_\_/\_\_\_/\_\_\_ School \_\_\_\_\_ Grade Entering \_\_\_\_\_

**Student Information:** [please complete name as it appears on the Birth Certificate]

First: \_\_\_\_\_ Full Middle Name: \_\_\_\_\_ Last: \_\_\_\_\_

Nickname [if applicable]: \_\_\_\_\_

Sex: [Circle One] M F Date of Birth: \_\_\_/\_\_\_/\_\_\_ City, State of Birth: \_\_\_\_\_, \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Date first enrolled in ANY US School: \_\_\_/\_\_\_/\_\_\_

Home Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

**Primary Contact Information:** [Circle One] Mother Father Guardian

Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email address: \_\_\_\_\_ Check if you authorize LPS to contact you via text message

Address: [if different than student's] \_\_\_\_\_  
Street City/Town, State Zip Code

Place of employment: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Check if all correspondence is to be mailed/emailed to Primary Contact

**Secondary Contact Information:** [Circle One] Mother Father Guardian

Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email address: \_\_\_\_\_ Check if you authorize LPS to contact you via text message

Address: [if different than student's] \_\_\_\_\_  
Street City/Town, State Zip Code

Place of employment: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Check if all correspondence is to be mailed/emailed to Secondary Contact

**Parental Status:** ( ) Married ( ) Divorced ( ) Separated ( ) Other \_\_\_\_\_

**Child is living with:** ( ) Both Parents ( ) Mother ( ) Father ( ) Other \_\_\_\_\_

If child lives with one parent, does second parent want mailings (report card, etc.)? [Circle One] YES NO

**Custodial Parent(s):** ( ) Mother ( ) Father ( ) Other \_\_\_\_\_

Is there any court order in place? [Circle One] YES NO

Divorce Decree on file in school? [Circle One] YES NO

**Military Family Status:** *[please check one]*

- ( ) Active Duty member of the uniformed services or National Guard and Reserve
- ( ) Member or veteran who was medically discharged/retired within last year
- ( ) Member who died on Active Duty
- ( ) Not Military Family

**Sibling Information:**

Name: \_\_\_\_\_ [Circle One] M F Grade: \_\_\_\_ Date of Birth: \_\_/\_\_/\_\_\_\_

Name: \_\_\_\_\_ [Circle One] M F Grade: \_\_\_\_ Date of Birth: \_\_/\_\_/\_\_\_\_

Name: \_\_\_\_\_ [Circle One] M F Grade: \_\_\_\_ Date of Birth: \_\_/\_\_/\_\_\_\_

**Student's Educational Information:**

Has student been enrolled in the State of Massachusetts before? [Circle One] YES NO

Previous School Attended: \_\_\_\_\_ Grade Level \_\_\_\_\_

Previous School's Address: \_\_\_\_\_

Previous School's Phone #: \_\_\_\_\_ Date Last Attended: \_\_/\_\_/\_\_\_\_

**Special Services Received:** *[Please check all those received past or present]*

Speech/Language \_\_\_\_ Remedial Reading \_\_\_\_ Title One \_\_\_\_ Physical Therapy \_\_\_\_

Occupational Therapy \_\_\_\_ Learning Center /Resource Room \_\_\_\_ Guidance \_\_\_\_

ELL \_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date:** \_\_/\_\_/\_\_\_\_

**Littleton Public Schools**  
**EMERGENCY Contact Form**

**Contact 1 Information**

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

*\* E-mail addresses are requested only for parents/guardians*

Cell #: \_\_\_\_\_

Work #: \_\_\_\_\_

Check if you authorize contact to pick up student

**Contact 2 Information**

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

*\* E-mail addresses are requested only for parents/guardians*

Cell #: \_\_\_\_\_

Work #: \_\_\_\_\_

Check if you authorize contact to pick up student

**Contact 3 Information**

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

*\* E-mail addresses are requested only for parents/guardians*

Cell #: \_\_\_\_\_

Work #: \_\_\_\_\_

Check if you authorize contact to pick up student

**Contact 4 Information**

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

*\* E-mail addresses are requested only for parents/guardians*

Cell #: \_\_\_\_\_

Work #: \_\_\_\_\_

Check if you authorize contact to pick up student

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

**Littleton Public Schools  
Verification of Residence**

All children who attend school must be residents of the Town of Littleton. The Littleton Public Schools require that all new students from preschool through grade twelve provide evidence of residency before admittance.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Entering Grade

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Littleton Address

\_\_\_\_\_  
Parent/Guardian Signature

**Proof of Residency (only 1 document listed below needed)**

- **Utility Bill with Littleton Address**
- **Signed Lease**
- **Signed Purchase & Sale Agreement**
- **Settlement Document on New Home**
- **Property Tax Bill**
- **Property Deed**
- **Automobile Registration/Excise Tax Bill**

\_\_\_\_\_  
Verified by (School Official)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



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### RELEASE OF RECORDS

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_

I grant permission to release the following records regarding my child:

- Cumulative Academic Records
- Attendance Records
- Medical Records
- ELL Testing/Records
- IEP/504 Plan
- Psychiatric Evaluations
- Discipline Records

Former School Name: \_\_\_\_\_

Address: \_\_\_\_\_

Fax Phone Number: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Please forward all records to:  
(Circle and initial the appropriate school)

**SHAKER LANE ELEMENTARY SCHOOL** \_\_\_\_\_  
35 Shaker Lane  
Littleton, MA 01460  
(FAX) 978-952-4550

**LITTLETON MIDDLE SCHOOL** \_\_\_\_\_  
55 Russell Street  
Littleton, MA 01460  
(FAX) 978-952-4547

**RUSSELL STREET ELEMENTARY SCHOOL** \_\_\_\_\_  
57 Russell Street  
Littleton, MA 01460  
(FAX) 978-952-4539

**LITTLETON HIGH SCHOOL** \_\_\_\_\_  
56 King Street  
Littleton, MA 01460  
(FAX) 978-652-2555

Shaker Lane Elementary School (Pre-K-2)  
Russell Street Elementary School (Grades 3-5)  
Littleton Middle School (Grades 6-8)  
Littleton High School (Grades 9-12)

DateFaxed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DateEmail: \_\_\_\_/\_\_\_\_/\_\_\_\_ (emailed to \_\_\_\_\_)

## Home Language Survey

Massachusetts Department of Elementary and Secondary Education regulations require that *all* schools determine the language(s) spoken in each student's home in order to identify their specific language needs. This information is essential in order for schools to provide meaningful instruction for all students. If a language other than English is spoken in the home, the District is required to do further assessment of your child. Please help us meet this important requirement by answering the following questions. Thank you for your assistance.

Student Information	
First Name _____	Middle Name _____
Country of Birth _____	Date of Birth (mm/dd/yyyy) _____
Last Name _____	Date first enrolled in ANY U.S. school (mm/dd/yyyy) _____
Gender F <input type="checkbox"/> M <input type="checkbox"/>	
School Information	
Start Date in New School (mm/dd/yyyy) _____	Name of Former School and Town _____
Current Grade _____	
Questions for Parents/Guardians	
What is the native language(s) of each parent/guardian? (circle one) _____ (mother / father / guardian) _____ (mother / father / guardian)	Which language(s) are spoken with your child? (include relatives -grandparents, uncles, aunts, etc. - and caregivers) _____ seldom / sometimes / often / always _____ seldom / sometimes / often / always
What language did your child first understand and speak?	Which language do you use most with your child?
Which other languages does your child know? (circle all that apply) _____ speak / read / write _____ speak / read / write	Which languages does your child use? (circle one) _____ seldom / sometimes / often / always _____ seldom / sometimes / often / always
Will you require written information from school in your native language? Y <input type="checkbox"/> N <input type="checkbox"/>	Will you require an interpreter/translator at Parent-Teacher meetings? Y <input type="checkbox"/> N <input type="checkbox"/>
Parent/Guardian Signature: X _____	_____ / _____ /20 Today's Date: (mm/dd/yyyy)



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## Littleton Public Schools Responsible Use of Technology Policy

### Purpose

The Littleton Public Schools shall provide access for Staff and Students to the District's systems, networks and devices, including access to external resources, for educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and research of an educational nature. This technology will be used to increase communication (Staff, Parent, Student and Community), enhance productivity, and assist in upgrading existing skills and acquiring new skills through a broader exchange of information. The Responsible Use Policy (RUP) applies to all usage of school-owned technology. Usage of Privately-owned technology while connected to the District network is also governed by the RUP. The acknowledgement of this policy as referenced in District Student/Staff Handbooks will serve as the agreement.

### Monitored Use / Privacy

Electronic mail transmissions and other use of electronic resources by Students and Staff shall not be considered confidential and may be monitored at any time by designated Staff to ensure appropriate use for instructional and administrative purposes. Access to the school network and the Internet is a privilege. Student or Staff privileges can be revoked at the discretion of the administration for violations of the Responsible Use Policy.

### Liability

- The Littleton Public Schools shall not be liable for users inappropriate use of electronic resources or violations of copyright restrictions, user mistakes or negligence, or costs incurred by users.
- The Littleton Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.
- Littleton Public Schools assumes no responsibility for any loss or corruption of data resulting from the use of the District's IT resources.

### Improper Use / Consequences:

Violations of this policy can include, but are not limited to the following disciplinary actions: restricting access to devices, disabling device features or applications, revocation of all network access, detention, suspension or exclusion from school as well as legal action by appropriate authorities in the case of violation of Massachusetts general law. The District's Bullying Prevention and Intervention Plan applies to online behaviors, and students and staff are expected to comply with all provisions of that policy. Students or parents should contact the district or school administration if they have any questions about this agreement or its implementation.

*It is the policy of the Littleton Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, gender identity, age or disability in its educational programs, services, activities or employment practices. Further information may be obtained by contacting Justine Muir, District Equity Coordinator at 978-540-2500, [jmuir@littletonps.org](mailto:jmuir@littletonps.org) or 33 Shattuck Street, P.O. Box 1486, Littleton, MA 01460.*

*Our mission is to foster a community of learners who strive for excellence and prepare each student to be a successful, contributing citizen in a global society.*



## **Guidelines for Responsible Use of Technology:**

### **A. Devices. Students/Staff are prohibited from:**

1. Sharing and/or using someone else's account and/or password.
2. Deleting or intentionally tampering with someone else's files, folders, or work.
3. Damaging or modifying devices, computer system, or network in any way.
4. Storing confidential or sensitive District information on portable external electronic storage media. Portable external electronic storage media includes but is not limited to USB or flash drives, CDs, removable hard drives.
5. Violating any federal, state, or local laws including, but not limited to, copyright, plagiarism, libel and slander laws.

### **B. Network. Students/Staff are prohibited from:**

1. Sending inappropriate and unsolicited information through "spamming."
2. Downloading non-educational content such as streaming music, video, while utilizing the District network.
3. Viewing, sending, downloading inappropriate content or displaying offensive images or messages.
4. Attempting to override, disable, alter, or circumvent security restrictions, management systems, or network settings. Any attempt will be considered intentional damage.
5. Using the network for financial or commercial gain.

### **C. Social Media. Students/Staff are prohibited from:**

1. Creating, sharing or posting audio, video, or any material of or created by another Student or Staff without permission.
2. Posting private information of another Student or Staff member.
3. Impersonating or attempting to impersonate another individual on any social media platform.
4. Engaging in any form of cyber-bullying, harassment, or other malicious behavior.

## **Policy Amendment and Modifications**

Littleton Public Schools reserves the right to modify or change this policy and related implementation procedures at any time.

### **COPPA (Children's Online Privacy Protection Act)**

Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013. Littleton Public Schools works diligently to comply with COPPA requirements. Littleton Public Schools does not collect student personal information or transmit such information directly to online entities for the purpose of creating web-based accounts.

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## **CIPA (Children’s Internet Protection Act)**

The Littleton Public Schools uses software designed to block access to certain sites and filter content as required by the Children’s Internet Protection Act, 47 U.S.C. §254 (CIPA). Littleton Public Schools is aware that not all inappropriate information can be filtered, and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by Staff and Students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Littleton Public Schools educates Students about appropriate online behavior, including interacting with other individuals on social networking web sites as well as cyberbullying awareness and response.

## **Google Apps for Education**

Students in grades 2-12 are assigned Google Apps For Education Accounts. Google Apps for Education is a suite of web-based software applications that allows for the creation of documents, spreadsheets, presentations, websites, and email. The benefits for teachers and students include the ability to collaborate on projects and assignments and access files from any device, from any location. Some files (docs, sheets, slides) are available without an internet connection. Staff and Students are expected to use their District assigned Google accounts for email correspondence and file storage. **It is imperative that all Staff and Students be responsible for successfully logging out from any device and safeguarding their account information.**

## **Aspen**

Littleton Public Schools uses a web-based school information management system, Aspen. This password protected family and student portal makes communication among Students, Parents, Teachers, and Administrators more efficient. It is used to maintain Student data including demographics, attendance records, schedules, grades and transcripts. Parents and Students in grades 6-12 are able to access online progress and grade reports, attendance records, and Student schedules with District-assigned usernames and passwords. Aspen provides Staff with the ability to share additional course information such as syllabi, study guides, class documents, assignments, homework, scheduled assessments, class updates, and assignment grades.

**It is imperative that all Staff and Students be responsible for successfully logging out from any device and safeguarding their account information.**

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**Signature**

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**Date**

**Updated June 2017**

**Approval date 6/8/2017**

**Approved by School Committee**

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**Littleton Public Schools  
Life Threatening Allergy Questionnaire**

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

Entering Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender: \_\_\_\_\_ M \_\_\_\_\_ F

School: \_\_\_\_\_

Has your child ever been diagnosed with a Life Threatening Allergy?

- YES**  
You will be required to provide documentation of your child's life threatening allergies by his/her primary care physician or board certified allergist. Please complete questionnaire.

You have identified that your child has a life threatening allergy to:

____ Peanuts	____ Tree Nuts	____ Milk
____ Eggs	____ Fish	____ Shellfish
____ Soy	____ Wheat	____ Other _____

- NO**

If at any time during your child's enrollment in the Littleton Public Schools he/she should develop a life threatening allergy, it is the parent/guardian's responsibility to notify the school nurse of that Life Threatening Allergy.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date