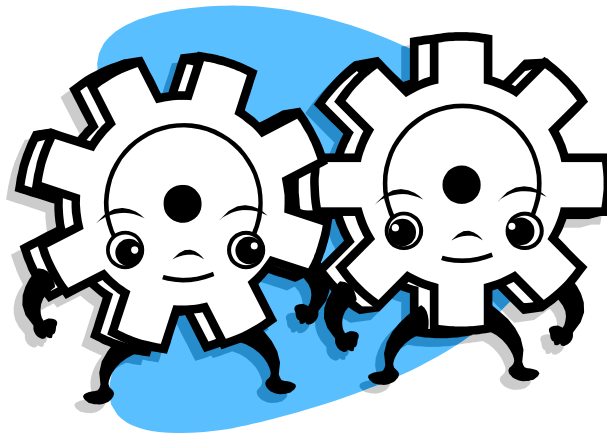


# Littleton Middle School

Student/Parent Handbook 2019-20



55 Russell Street

Littleton, MA 01460

Main Office: (978) 486-8938

Fax: (978) 952-4547

[www.littletonps.org](http://www.littletonps.org)

## ***Littleton Middle School Student/Parent Handbook and Code of Conduct***

- a) The district has a code of conduct for students and one for teachers.
- b) The principal of every school containing grades 6-8 prepares, in consultation with the school council, a student handbook containing the student code of conduct and distributes it to each student annually, as well as to parents and school personnel; the school council reviews and revises the student code of conduct every year.
- c) The principal of every school containing other grades distributes the district's student code of conduct to students, parents, and personnel annually.
- d) At the request of a parent or student whose primary language is not English, a student handbook or student code of conduct is translated into that language.

Student codes of conduct contain: procedures assuring due process in disciplinary proceedings and appropriate procedures for the discipline of students with special needs and students with Section 504 Accommodation Plans. Student handbooks and codes of conduct reference M.G.L. c. 76, s. 5 and contain: a nondiscrimination policy that is consistent with M.G.L. c. 76, s. 5, and affirms the school's non-tolerance for harassment based on race, color, national origin, sex, religion, or sexual orientation, or discrimination on those same bases; the school's procedure for accepting, investigating and resolving complaints alleging discrimination or harassment; and the disciplinary measures that the school may impose if it determines that harassment or discrimination has occurred.

Section 504; M.G.L. c. 71, s. 37H; 603 CMR 26.08

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, 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 978-486-8951.

# Welcome to the Middle School!

Welcome to school year 2019-2020 at Littleton Middle School. Our school offers a middle school curriculum and a variety of extra-curricular activities that are centered around middle school adolescents. A new set of challenges and opportunities await you at our school this upcoming school year.

The administration and staff at Littleton Middle School are committed to providing you with the best possible education. We encourage you to take advantage of these opportunities and strive to make this school year one of your best.

This student handbook contains the rules, regulations and procedures that will be used to maintain and ensure your safety during day to day operation of the school. Respect people, respect property, and respect yourself are the basic premises for much of the material found in this handbook. Please read the following and become familiar with the expectations for our students.

We urge parents to become involved in their child's education. We believe that good communication between school and parents provides the support necessary for your child to reach his or her potential.

Whatever it takes, we will learn!

## Hints for Student Success

Be prepared: Always do your homework. Remember that homework is not only written work due the next day, it can also be long-term assignments, reading, research, or a project. Teachers will strive to help students with homework.

Keep Organized: Write all assignments in your student agenda book. Keep your locker and book bag tidy, so you can find books and materials when you need them. Put your schedule on the inside of your locker door or inside the front cover of your agenda book, so you will never forget it.

Take responsibility: Middle School is a place where we help you to learn to take responsibility for yourself. We will be there to help, but we will also give you the freedom to show us, your parents, and most of all yourself, how independent you can be and how well you can assume responsibility for yourself and your learning by making a commitment to your work.

Always do your best: The students who are most successful are always the students who ask thoughtful questions, work hard, and strive to do better. Pledge to yourself to be a student that goes for extra help or study sessions and gives that extra effort in all that you do. Challenge yourself, strive to work at a level that is challenging to you. Respect people, respect property, respect yourself.

**LITTLETON PUBLIC SCHOOLS  
STUDENT HANDBOOK  
2019-20**

<b>TABLE OF CONTENTS</b>
--------------------------

<b>GENERAL SCHOOL INFORMATION</b>	<b>5</b>
LITTLETON PUBLIC SCHOOLS MISSION	5
CORE VALUES	5
LITTLETON MIDDLE SCHOOL MISSION STATEMENT	5
CENTRAL OFFICE STAFF	6
SCHOOL HOURS	7
FACULTY STAFF	7
STUDENT ATTENDANCE POLICIES	8
ABSENCE FROM SCHOOL PROCEDURE	8
TARDY TO SCHOOL	9
TARDY TO CLASS	9
CLASS ATTENDANCE	10
SCHOOL DISMISSAL & LEAVING SCHOOL GROUNDS	10
SCHOOL CLOSINGS/DELAYS	10
RESPECT	11
PERSONAL AND SCHOOL PROPERTY	11
SECURITY OF PERSONAL BELONGINGS	11
LOCKERS	11
STUDENT SUPPLIES	11
GRADING	12
HOMEWORK POLICY	13
FINAL EXAMS, PROMOTION POLICY, SCHEDULE	16
STUDENT VISITORS	17
ELECTRONIC DEVICES	17
HALL PASSES,	17
DRINKS, FOOD AND GUM	17
LUNCHESES	18
LITTERING AND RECYCLING	18
LOCKER ROOMS	18
CAFETORIUM, GYM, COMPUTER LABS, LIBRARY	18
RESTRICTED AREAS	18
APPROVED POSTERS	18

PARKING LOT SAFETY	19
FIRE DRILLS AND ALARMS	19
SCHOOL BUS SAFETY	19
LIABILITY	19
RECREATIONAL ACTIVITIES	19
FALSE ALARMS	20
MIDDLE SCHOOL ATHLETICS	20
CLUBS, DANCES AND SOCIALS	20
FIELD TRIP PARTICIPATION	20
HEALTH/NURSE	21
ADJUSTMENT COUNSELOR	23
PHYSICAL EDUCATION	23
LIBRARY MEDIA CENTER	23
<b>STUDENT CODE OF CONDUCT</b>	24
CIVIL AND SOCIAL EXPECTATIONS	24
SCHOOL DISCIPLINARY ACTIONS	24
BEHAVIOR REFERRAL FORM	25
PARENTAL NOTIFICATION	25
LUNCH DETENTION	25
TEACHER DETENTION	25
OFFICE DETENTION	26
IN-SCHOOL SUSPENSION	26
OUT-OF-SCHOOL SUSPENSION	26
ACADEMIC INTERGRITY	26
RESPONSIVENESS	27
CIVILITY	27
CONFLICT	27
ANTI-BULLYING	28
DRESS CODE	29
TOBACCO	29
USE OF INHALANTS	30
ALCOHOL	30
DRUGS	30
<b>WEAPONS, CONTROLLED SUBSTANCES AND ASSAULT OF EDUCATIONAL STAFF</b>	30
GRAFFITI LAWS	31
INVESTIGATIVE PROCEDURES	32
PROCEDURAL DUE PROCESS	32
MEMORANDUM OF UNDERSTANDING	33
APPENDIX OF FEDERAL LAWS, STATE LAWS AND DISTRICT POLICIES	33
STUDENT RIGHTS AND RESPONSIBILITIES	33
CIVIL RIGHTS REGULATION/TITLE I/TITLE IX	34

504 POLICY	34
NOTICE OF NON-DISCRIMINATION 504 POLICY	34
DESIGNATION OF COORDINATOR(S); GRIEVANCE PROCEDURES	35
HEALTH EDUCATION	35
PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION	35
DISCIPLINE OF SPECIAL NEEDS STUDENTS	36
SUSPENSION OF STUDENT CHARGED WITH FELONY; EXPULSION OF STUDENT CONVICTED OF FELONY; APPEALS (MGL CHAPER 71, SECTION 37H ½)	37
STUDENT SEARCHES AND SEIZURES	40
RESTRAINT OF STUDENTS IN LITTLETON PUBLIC SCHOOLS	41
STUDENT RECORDS	42
NON-CUSTODIAL PARENTS RIGHTS	42
DRAFT NOTIFICATION OF RIGHTS UNDER FERPA AND THE MASSACHUSETTS STUDENTS RECORDS REGULATIONS	43
LITTLETON PUBLIC SCHOOLS STUDENT RECORDS POLICY	44
PREGNANT STUDENTS	44
HARASSMENT	45
HAZING	47
CORI POLICY	47
SEX OFFENDER REGISTRY INFORMATION	49
PROTECTION OF PUPIL RIGHTS AMENDMENTS	49
WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION	50
RESPONSIBLE USE OF TECHNOLOGY	51
FIELD TRIPS / OVERNIGHT TRIPS	54
SCHOOL COMMITTEE	55

## **GENERAL SCHOOL INFORMATION**

### ***LITTLETON PUBLIC SCHOOLS MISSION***

Our Mission is to inspire and sustain learning and achievement, preparing each student for the challenges of life in the 21st century.

### ***CORE VALUES***

RESPECT – RESPONSIBILITY – INTEGRITY – ACCOUNTABILITY

### ***LITTLETON MIDDLE SCHOOL MISSION STATEMENT***

The mission of the Littleton Middle School is to promote the maximum intellectual, emotional, and social growth of students in grades 6, 7, and 8. These are the transitional years between elementary and high school. We work to provide our students with the opportunities and resources to become lifelong learners and productive, responsible citizens in an emerging global society. The middle school creates an environment that promotes respect for, and appreciation of, cultural diversity and the uniqueness of the individual. Our educationally challenging atmosphere is intended to prepare students for the rigors of high school while addressing their developmental needs. As learning experiences extend beyond the school, we are committed to creating positive interactions among the students, teachers, parents, and the community as a whole.

## ***CENTRAL OFFICE STAFF***

### **SUPERINTENDENT OF SCHOOLS**

Kelly Clenchy, Ed.D.

### **INTERIM DIRECTOR OF CURRICULUM**

Elizabeth Steele

### **DIRECTOR OF PUPIL PERSONNEL SERVICES / District Equity Coordinator**

Justine Muir

### **BUSINESS MANAGER**

Steven F. Mark

### **SCHOOL PRINCIPALS**

Littleton High School – John Harrington

Littleton Middle School Interim – Jason Everhart

Russell Street Elementary School Interim – Cheryl Temple

Shaker Lane School – Michelle Kane

### **SCHOOL COMMITTEE MEMBERS**

Michael Fontanella – Chairman

Daryl Baker- Secretary

Matthew Hunt - Member

Jennifer Wilson- Member

Erica Podgorni - Member

### **SCHOOL DEPARTMENT PHONE NUMBERS**

Central Office 978-540-2504

Shaker Lane School 987-486-3959

Russell Street School 987-486-3134

Littleton Middle School 987-486-8938

Littleton High School 987-952-2555

### **DISTRICT WEBSITE**

[www.littletonps.org](http://www.littletonps.org)



## SCHOOL HOURS

**Office Hours – 7:00 AM – 3:00 PM**

**Doors open at 7:00 AM**

**Full Day:** School begins at 7:20 AM

School is dismissed at 1:45 PM

**1/2 Day:** School begins at 7:20 AM

School is dismissed at 10:45 AM

### **LITTLETON MIDDLE SCHOOL FACULTY/STAFF**

#### **Administration**

Mr. Jason Everhart, Principal  
 Ms Elizabeth Morgan, Assistant Principal  
 Ms Sarah Dorfman, Adjustment Counselor  
 Ms June Kempton, Administrative Assistant  
 Ms Joan Garvey, Administrative Assistant

<b>GRADE 6</b>	<b>UNIFIED ARTS</b>
Ms Lilly Ogden – Social Studies	Mrs. Tricia Buonacore – Health & Wellness
Mrs. Jo-Ann Dery – Mathematics	Mr. Greg Gillette – Physical Education
Mrs Diane Tracanna- English/Language Arts	Mr. Todd Shoemaker – Technology Education
Mrs. Yvonne Cook – Science	Ms Ashley Sheldon – Band/Chorus/Music
Mr. Aiden Dolan - Generalist	Mr. Matthew Leonard – Art
Ms Tori Hicks – Latin/World Language	
Ms Jessica Cormier - French/World Language	
Ms Amy Tetreault – Spanish/World Language	<b>SPECIAL EDUCATION</b>
<b>GRADE 7</b>	Mrs. Barbara Dickman Grade 6
Ms Christine Finn – Science	Mr. Liam Gilmore – Grade 7
Jennifer Goff – Mathematics	Ms Brianna Fumia – Grade 8
Mr. Joseph Dennis – Ancient History	Ms Angie Gresco – Grade 6-8
Ms. Nicole Cafarelli- English/Language Arts	Mrs. Andrea Pagington – Grades 6-8
Ms Jessica Cormier - French/World Language	
Ms Amy Tetreault – Spanish/World Language	<b>SPECIAL EDUCATION ASSISTANTS</b>
Ms Tori Hicks – Latin/World Language	Mrs. Janet Austin – Teacher Assistant
	Ms Toni Chandler – Teacher Assistant
<b>GRADE 8</b>	Ms Kathleen Ciarfella- Teacher Assistant
Mrs. Valerie Finnerty – Science	Ms Christine Graham - Teacher Assistant
Ms Amy Manheimer - Mathematics	Ms Valerie Heim – Teacher Assistant
Mr. Connor O’Sullivan – World History	Ms Jodi Krampf - Teacher Assistant - ASC
Ms Jennifer Abbott - English/Language Arts	Mrs. Susie Nichols – Teacher Assistant - Library
Ms Tori Hicks – Latin/World Language	Ms Hannah Oliver - Teacher Assistant
Ms Jessica Cormier - French/World Language	Mrs. Karen Richter – Teacher Assistant
Ms Amy Tetreault – Spanish/World Language	
<b>MATH LAB TEACHER</b>	
Ms Kara Rice	
<b>READING SPECIALIST</b>	<b>ENERGY MANAGER</b>
Mrs. Jessica Stanton	Mr. Dave Riley
<b>ELE TEACHER</b>	<b>CUSTODIAN</b>
Natalie Mott	Mr. Shawn Ryan
<b>SPEECH AND LANGUAGE</b>	<b>CAFETERIA STAFF</b>
Mrs. Holly Ballard	Mrs. Celeste Nelson
<b>NURSE</b>	Mrs. Jean Griffin
Mrs. Kathleen McCarthy	Ms Wendie Sammarco
<b>SCHOOL PSYCHOLOGIST</b>	<b>TECHNOLOGY</b>
Mrs.Danya Sclar	Charlie Sullivan

## ***STUDENT ATTENDANCE POLICY***

*As stated by Massachusetts General Law Chapter 76, Section I: The Superintendent or teacher in so far as authorized by him or by the School Committee, may excuse cases of necessary absence from other causes not exceeding seven day sessions or fourteen half day session in any period of six months.*

Attendance of students is required on all scheduled school days. If a child is absent, it is the responsibility of the parent/guardian to keep the school informed each day of the absence. Parental communication is essential, as well as appreciated.

### ***ABSENCE FROM SCHOOL PROCEDURE***

Our office staff is on duty from 7:00 AM to 3:00 PM to answer your calls. Our automated phone system allows parents to report a student absent or tardy at any time of the day or night. Please call 978-486-8938 and follow the automated prompt. You may also notify us via e-mail: [jgarvey@littletonps.org](mailto:jgarvey@littletonps.org) and please cc: [jkempton@littletonps.org](mailto:jkempton@littletonps.org). The following circumstances may be considered as an excused absence:

- Illness
- Documented medical appointments
- Bereavement for family or friend
- Religious holiday
- School-sponsored activity/field trip
- Significant family events (with notification in advance)

**Excused** absences are for the reasons outlined above. A ‘Significant Family Event’ is a rare and extraordinary circumstance that cannot be avoided or re-scheduled during non-school hours. Student absence for a ‘Significant Family Event’ must be approved by the Principal prior to student absence.

**Unexcused** absences include being absent due to truancy, class cutting, vacations other than specified school holidays, or any absence from class without proper authorization from school staff.

**All absences are counted toward the total number of absences.**

When frequent absences or an unchanged pattern of frequent absences are noted, one or more of the following may occur:

- Parents/Guardians may receive an attendance letter from the school Principal
- Parents/Guardians may be required to meet with the school Principal
- Parents/Guardians may receive a letter from or be required to meet with a School Resource Officer, or other related state agency officials

Students will not be allowed to participate in co-curricular activities on the day of the absence or when in attendance for less than half a day (minimum 3 ½ hrs.). This includes school dances as well.

**Extended absences** – In the event that your child is injured or seriously ill, and will be absent for an extended period of time, please notify the school nurse who will verify the absences and assist you with the process for support.

### **Student Absence Notification Program**

In accordance with M.G.L Chapter 76 Section 1B, the school notifies a parent or guardian of the child’s absence if the school has not received notification of the absence from the parent or guardian within 3 days of the absence.

The Principal or designee will make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance. These action steps to improve attendance will be developed jointly by the Principal or designee, the student, and the student’s parent or guardian. The Principal or designee may seek input from other relevant school personnel and/or officials from relevant public safety, health and human service, housing and nonprofit agencies.

### **Work Completion**

Students will be allowed to make up work that was missed as a result of being absent, tardy, or dismissed.

In the event that a student is absent for more than two days, a parental request may be made to have homework assignments gathered by the assigned teachers. This work will be left in the office to be picked up on the third day of absence.

Regarding classes missed due to absence for truancy, class cutting or any absence from class without proper authorization from school staff, students will not receive credit for work assigned and/or due that day in the classes missed and will be given a grade of zero for that day for tests, quizzes, presentations and participation. Standard disciplinary consequences for class cuts will be imposed for unexcused absence(s) from class.

### ***TARDY TO SCHOOL***

Any student arriving to first period after 7:20 AM is considered tardy and must report to the office to sign in. A tardy slip will be issued and the student is to take the tardy slip to the teacher. At the end of each trimester, a letter may be sent home to the parents/guardians of any student who has 10 or more unexcused tardies in a trimester. The letter will outline the possible next steps that will be taken in the event that the pattern of tardiness continues. Steps may include:

- Meeting with Principal
- Meeting with Principal & SRO with appropriate follow-up
- Filing of a CRA (Child Requiring Assistance)

### ***TARDY TO CLASS***

When a student arrives to his/her assigned class/location late without a pass it is considered to be an “unexcused tardy.” Any student with 3 unexcused tardies to the class will be assigned an after school office detention. Progressive disciplinary action will be taken if unexcused tardiness to class continues.

### ***CLASS ATTENDANCE***

Students are required to attend all scheduled classes and programs unless excused for a valid reason by a teacher, counselor, administrator or the school nurse. If a student is absent from his/her assigned location without a valid excuse, disciplinary action may be taken.

### ***SCHOOL DISMISSAL & LEAVING SCHOOL GROUNDS***

Students are not to leave school grounds during the school day unless dismissed through the office. Students must have a parent/guardian phone call or signed note from the parent/guardian in order to be dismissed from school for reasons unrelated to school programs. A parent or designated adult must come to the office to pick the student up and sign the student out before leaving school.

If you need to have your child dismissed to anyone else during school time or at dismissal, you must have a note sent to the office. In the note please state your child's name, grade level, the date, time of dismissal, reason for dismissal, and who will be picking up your child. Please inform the person that positive identification will need to be provided.

In cases of court custody/guardianship or temporary/permanent restraining orders a copy of the document must be on file at the school.

Permission to leave does NOT ensure class time missed will be counted as an excused absence. In order for the class time missed to be excused, the student must return with documentation from the stated reason for the dismissal (medical/dental note). In all cases of dismissal from school, the student must sign-out at the main office before leaving the building. Students are responsible for obtaining assignments and homework for all classes missed.

### ***SCHOOL CLOSINGS / DELAYS***

The decision to close school or to delay the opening of school is made in the interest of the safety of all children and school staff and is based upon the information available. The schools recognize and respect the right of parents to exercise their own judgment on the advisability of sending their children to school on a particular day, since conditions change and may vary from one location to another.

The Littleton Public Schools uses an automated call system that allows us to send broadcast messages to large groups. Voice, texts and email communications can be sent at the same time to a large number of recipients. We will provide parents with any appropriate information and or login procedures for this system at the start of the school year and parents will be notified via emails, school newsletters, or direct mailings. Parents can opt out of this system if they choose, however, they may not receive any emergency or informational messages from the School Department should they choose to opt out.

Information on school closings and delays can also still be found on local television and radio stations.

## ***RESPECT***

All members of the Littleton Middle School community are expected to exhibit a sense of care for themselves, one another and the environment. By respecting the rights and safety of others, respecting school and personal property, demonstrating an appreciation of individual differences, and acting in an environmentally conscientious manner, we all will be guaranteed a peaceful, secure school to work within.

## ***PERSONAL & SCHOOL PROPERTY***

Students are expected to respect the possessions of other members of the school community as well as all school property. Disciplinary consequences will be issued for handling, transporting, or using the school's or others' belongings without permission, as well as malicious destruction of property, which includes, but is not limited to altering, bending or damaging structures belonging to the school or others. Damage to school property may result in restitution for cost of repair or replacement.

## ***SECURITY OF PERSONAL BELONGINGS***

Students are advised and expected to keep their books, clothing and other belongings secured or in their own possession at all times. All items lost or stolen should be reported promptly to the Office and appropriate forms should be completed. To discourage theft, students are encouraged to mark their belongings with clear identification and use the lock that is provided to them. The combination and/or a copy of the key to any lock on a locker must be filed with the office at the Middle School.

## ***LOCKERS***

Safety regulations require that the school have access to all lockers that are loaned to students. School authorities or the police may conduct reasonable searches of students, their lockers and possessions as necessary in investigating alleged violations of school rules or of local, state, or federal law. Students will be responsible for any graffiti, etchings, stickers/decals, and/or dents or damages to lockers at the end of the year. Disciplinary consequences will be issued to students who use a locker(s) that was/were not assigned to them. All locker changes must be authorized by the main office.

Each student is assigned to a locker on the first day of school. Backpacks, book bags, books and clothing should be stored in them. No drawing, writing or stickers of any sort may be on the lockers. This is considered defacing of school property and may result in disciplinary consequences.

## ***STUDENT SUPPLIES***

### **BACKPACKS**

Tips for backpacks: 1. Loads should not exceed 10 to 15 percent of the student's body weight. For example, a 100-pound student should not be carrying more than 10 to 15 pounds. 2. Both backpack straps should be well padded and worn so that weight is equally distributed across the student's back. One strap increases back strain. 3. Heavier items need to be placed near the top of the pack. Likewise, the backpack should be worn near the top of the back and not hanging near the waist. Warning signs of an overstuffed backpack include shoulder and lower back pain, muscle and neck spasms, and tingling hands. Students should be encouraged to limit the amount of books and material they are carrying into classrooms. Students will be given time during the day to obtain necessary books from their locker.

## **BOOKS**

Littleton Middle School provides all textbooks that are needed by the students in order for them to fulfill their obligations. These items are on loan to the student. Books which are collected in and around the school will be placed in the lost and found box in the cafeteria. It is each student's responsibility to account for his/her books. **All textbooks should contain student name and should be covered if required by the teacher.** Students will be charged for lost or damaged books. If books are not returned at the end of the school year, an end of the year note of financial obligation will be sent.

## **PERSONAL SUPPLIES**

Students are responsible for bringing pencils, pens, and paper/notebooks to school every day in order to participate fully in class.

## ***GRADING, PROGRESS REPORTS AND REPORT CARDS***

Report Cards are issued three times during the year. A notice regarding distribution of report cards will be emailed out, and posted on the school website and electronic sign so parents will be prepared to review grades with their children. Report cards will be issued according to this approximate schedule:

–End of trimester 1 = November 20

–End of trimester 2 = March 6

–End of trimester 3 = Last day of school

•Mid-term progress reports will come out approximately half-way through each trimester. Any concerns regarding mid-term grades should be brought to the attention of grade level teams as soon as possible.

•Mid-terms and report cards will be accessed through the on-line parent portal.

### Grading System

A+	97-100	C+	77-79	A grade below 60% is an F
A	93-96	C	73-76	M = Medical excuse
A-	90-92	C-	70-72	P = Pass
B+	87-89	D+	67-69	F = Fail
B	83-86	D	63-66	I = Incomplete
B-	80-82	D-	60-62	W = Withdrawn

At the end of each trimester students will be eligible for High Honor/Honor Roll status.

All classes that are graded count towards the Honor Roll (Core Academics and UA classes alike).

High Honors: A grades in all subjects.

Honor Roll: B grades or higher in all subjects

An Academic Support Plan will be written for any student who earns an F in one or more subject areas. This plan will include academic goals and other requirements and possible restrictions that the student must work towards and adhere to. This plan will be written by an administrator and will be signed by the student and his/her parent/guardian. The plan will then be distributed to each of the student's teachers, activity advisor(s) and/or coach(es). Any student placed on an Academic Support Plan will be unable to participate in any extra curricular or athletic program offered by LMS as outlined in said plan.

Students who fail to complete all assigned work due to a long-term absence may be granted an “incomplete” for a report card grade. Unless granted an extension by the Principal, the student must make up any incomplete work during the first two weeks of the next term. If after that time, the work is still not completed, the grade will be considered an “F.” All incompletes are considered “F’s” for the purpose of determining extra curricular or athletic eligibility.

To track how students are doing with their academic expectations, we encourage each student to hand in work on time and track their grades in Aspen.

### ***LMS HOMEWORK POLICY*** updated 6/1/14

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.

#### **Purpose Statement**

At Littleton Middle School, homework is given to practice concepts taught in class, prepare students for future lessons, and extend concepts learned in the classroom. Homework allows teachers and students to assess individual and overall understanding of content. In addition to content, homework supports the development of life and career skills such as:

- work ethic
- setting goals to achieve specific work outcomes
- time management
- independence
- developing a desire to learn/self-motivation
- learning from constructive feedback to improve work quality

#### **Homework as defined at LMS**

At LMS homework is defined as work assigned to be completed at home and turned in on a daily basis (as assigned by the teacher). Work such as long-term projects and writing assignments are not considered to be “homework” in a teacher’s grading policy and therefore will be graded in accordance with the teacher’s overall grading policy.

#### **Student Responsibilities**

- Have a routine system for recording daily homework assignments (e.g. student planner, personal learning device).
- Understand the homework before leaving school and ask questions about directions or expectations if necessary.
- Bring home necessary materials for homework completion.
- Create a homework environment that allows you to do your best work.
- Turn in homework on time.
- Turn in homework that reflects your own work. See Academic Integrity Policy regarding cheating/plagiarism.

- Use feedback on homework to improve homework quality in the future.
- Realize that homework is designed to improve learning and practice skills. Completing an assignment just to “get it done” will not help you to learn the material in a meaningful way.
- Use teacher websites (if available) as a back up to confirm homework, important due dates, test/quiz dates, and access homework documents.
- Be proactive if you are struggling on an assignment. Take advantage of after school extra help sessions offered by your teachers. You could contact a friend. You could email teachers to explain your issues or ask for help. If needed, discuss your struggles with your teacher the next day.

### **Teacher Responsibilities**

- Design assignments that are challenging, motivating, and/or deepen the student’s understanding of the material presented.
- Assign work that matches the skill level of the students. This may require differentiation of some assignments.
- State the purpose of individual homework assignments and allow time for clarification of the assignment.
- Establish clear connections between homework assignments and class activities and assessments.
- Provide constructive feedback on homework in a timely manner.
- When deemed appropriate by the teacher, allow students opportunities to get extra assistance, continue working on, or re-do an assignment that was particularly challenging.
- Teaching teams should develop structures and strategies that allow each of them to know what is expected of their students in the other core subject areas.
- Teaching teams should regularly review the amount of nightly homework being assigned in order to insure that the homework, including long-term projects, is fairly distributed throughout the week.
- Homework will be factored into a student’s grade but will not account for more than 20% of the overall grade.

### **Parent/Guardian Responsibilities**

- At the middle school level, the goal is for your child to be able to manage and complete homework independently.
- Help your child establish a consistent homework routine and productive work environment that limits distractions (e.g. television, non-school related computer activities, texting, and talking on the phone). Different types of assignments may require a different level of focus. Parents and teachers are encouraged to discuss ideal homework environments with students.
- Show an interest in your child’s work and provide support for work completion. When necessary, parents should assist their child with understanding directions and provide general guidance on a homework assignment. Parents should not complete homework assignments for their child.
- Take advantage of teacher websites (if available) and online grades in order to monitor your child’s work completion and teach him/her how to do this his/herself.
- Parents who are regularly involved in homework struggles with their child are encouraged to contact the teaching team. The teachers may be able to provide suggestions and strategies for diminishing homework difficulties.
- If your child regularly struggles to complete homework assignments independently, parents should notify the relevant teacher(s) and/or the adjustment counselor to discuss the issue.



- Many children are involved in extracurricular activities, both school and non-school related. These activities provide many benefits for your child. We hope that families will work to develop a family culture that places a high value on academic success as well as involvement in extracurricular activities.

### **Time**

The amount of time a student spends on homework per night may vary with each child based on factors such as motivation, processing speed, homework environment, interest level, and student management of long-term assignments. If your child spends an excess of 90 minutes on homework per night on a regular basis (lasting more than a week), parents are encouraged to review the above factors, as they relate to their child, for possible barriers to success, and if needed, contact the teaching team and/or adjustment counselor for further discussion.

### **Weekends**

Weekends allow students time to relax and recharge as well as spend time with family and participate in non-school related activities. With this in mind, the LMS Leadership Team will designate one homework-free weekend a month. Teachers will not assign any new homework to be completed over these weekends. Quizzes, tests, or long-term assignments will not be scheduled for or due on the Monday following these weekends. Homework that is given on weekends will be limited to the equivalent of one night's homework assignment. When appropriate, and when time allows, students are encouraged to work on long-term projects, study for upcoming tests, or make up work over the weekend. *Due to the School Vacations practice as outlined below, there will not be homework free weekends (beyond those that are part of the scheduled school vacation) in the months of December, February, and April.*

### **School Vacations**

School vacations provide students opportunities to unwind and spend time with friends and family. In recognition of this fact, teachers will not assign any new work to be completed over the December, February, and April vacations. Quizzes or tests will not be scheduled for the Monday following a vacation. Long-term assignments given around a vacation will either be assigned one week prior to the vacation, or will be due one week after the vacation. This is assuming that the project can be completed in one week's time. If the project is expected to take longer than a week, additional time will be added to either end of the above structure.

### **Summer Vacation**

Summer vacation provides students and families opportunities to unwind and spend time with friends and family. Additionally, summer vacations provide students the opportunity to pursue their own interests and enrichment. Summer work helps some students maintain academic skills and habits of mind such as work ethic, organizational skills, time management, and level of independence. If possible, teachers assigning summer work will allow for some student choice (e.g., In English, students will be allowed to choose some of their reading material. In other content areas, students may choose to complete a packet, project, or recommended web-based assignments/games/programs.). In ELA, students will be required to read no more than two books per summer.

### ***FINAL EXAMS OR PROJECTS***

All 7<sup>th</sup> and 8<sup>th</sup> grade students will be given final exams during the last week of school in June. Specifics regarding dates and grading will be addressed with parents and teachers as the year progresses. Eighth grade students also take mid-year exams in January.

### ***PROMOTION POLICY/SUMMER SCHOOL***

Students at Littleton Middle School must successfully complete their grade level program of studies before being promoted to the next grade level.

Students who fail to complete the requirements in two or more major subjects for the school year may not be promoted to the next grade level. If a student in this situation successfully completes an approved summer school program, he/she may be promoted.

Students who fail to complete the requirements of one major subject for the school year will be recommended to attend an approved summer school program or to receive 35 hours of tutorial support.

Tutorial support must be approved by the principal and meet the following criteria:

35 hours of tutoring in a class size of no more than 3 students

Daily tutoring sessions shall be limited to a maximum of 2 hours per subject. It shall take place during the months of July and August.

The tutor must be a college graduate and not be a member of the immediate family of the student.

Financial arrangements for summer school or tutoring are made exclusively between parents and the summer school/tutor.

### ***SCHEDULES***

In accordance with the middle school concept and desire of the School Committee, student schedules reflect course requests from the spring and a need for the creation of heterogeneous groupings. LMS students will take the following core courses: English/Language Arts, Mathematics, Science, Social Studies and Spanish/French/Latin. Unified Arts courses are: Band, Chorus, Music, Art, Health, Physical Education, and Computer. Teachers will ensure that all students are comfortable with following their schedule.

### ***DROP/ADD POLICY FOR ELECTIVE COURSES***

Students may drop or add an elective class if they have written permission from a parent/guardian within the first ten (10) school calendar days. There are many factors to consider when changing a student's schedule. For instance: class size, course meeting times, impact on the student's overall schedule, assessments to date, and the reason for the request. Due to this fact, after the ten (10) day period has passed, requests of this nature will only be approved if after considering all of the related factors, the Principal believes that the change is absolutely in the best interest of the student.

## ***STUDENT VISITORS***

Student visitors must be registered in the school office prior to their arrival. Approved visitors must begin the day by checking with the office, where they will be given passes for the day. Time at school is to be spent in the company of their sponsor, both in and out of class. Students planning to invite a guest to any school social function should (1) check with the Principal to see if guests are permitted to attend and (2) register the name of the guest at the office one day prior to the event. No visitor pass will be granted to former students who have been excluded (suspended or expelled) from the school or previous visitors who have been uncooperative with school personnel.

## ***ELECTRONIC DEVICES***

It is important to teach students that while it is socially acceptable to carry specific electronic devices on them and to have those devices on (vibrate), it is important to not let said devices disrupt the teaching and learning environment. All electronic devices, including but not limited to cell/smart phones, MP3 players, audio or video recorders and personal game systems may not be used during the school day or any school activity that is taking place within the building or on school grounds unless under the direction and/or supervision of a staff member for educationally related purposes. A phone ringing or vibrating does not = “being used.” A phone used to make or answer a call, or to read or send a text does = “being used.” If any type of electronic device is used without permission of a staff member or in an inappropriate way, the device will be confiscated by a staff member and turned in to the office. The first time an item is taken, it will be returned to the student at the end of the school day. The second time an item is taken, a parent/guardian will be required to come pick the item up at school and disciplinary action may be taken. In the event that a student does not comply with a staff members request to turn over a device when asked, disciplinary action may be taken.

## ***PHONE USE AND COMMUNICATION WITH PEOPLE OUTSIDE SCHOOL***

School time is for the purpose of educational instruction and activities. If a student needs to call home there is a phone in the office that they may use. Students should obtain a pass from their teacher to use the office phone. If a parent needs to contact a student, calls must be received through the school office. Messages will be passed on in between class time. Students will not be permitted to leave an instructional setting unless it is an emergency. **Cell phones may only be used with the permission of a staff member.**

## ***HALL PASSES***

All students will need a hall pass whenever outside of the classroom. Passes will be issued by a teacher or other staff member at his or her discretion. When in the hallways, students are required to refrain from any action that could cause distraction to ongoing classes. When in the hall students may be asked to show their pass. In the event that a student does not have a hall pass, disciplinary action may occur.

## ***DRINKS, FOOD AND GUM***

In order to preserve the cleanliness of our school, food and drinks are to be consumed only in the cafeteria. No eating or drinking is to take place in the halls or the classrooms unless prior permission is received. Gum permitted to be chewed in the building. In the event that a student has not followed these expectations, disciplinary action will be taken.

## ***LUNCHES***

Lunch periods are assigned by grade level in the Middle School. A schedule will be shared on the first day of school. Students may bring a lunch to school or purchase a hot or cold lunch from the cafeteria. A weekly list of available lunches can be found in the Littleton Independent and posted in the cafeteria. Student ID cards also serve as pre-paid lunch swipe cards. Parents may deposit money into their child's lunch account at any time throughout the school year.

While in lunch period, students are to behave in a courteous manner and maintain a clean area. Students must remain in the cafeteria area for all eating and drinking and are responsible for putting their trash into the designated barrels, wiping up all spills on the tables, seats and floor. Please remember to recycle when you can.

## ***LITTER AND RECYCLING***

The Littleton Middle School is committed to maintaining cleanliness throughout the entire building. Students are to dispose of all litter they produce using the appropriate receptacles. There are blue recycling boxes throughout the building. All bottles should be completely emptied before placing them in the box. Other garbage and debris should be placed in trash barrels located in the cafeteria and in any classroom. Any school related papers found on the floor should be placed on the lost and found table for the noted student to retrieve. All school members should take pride in keeping our building clean. Disciplinary consequences will be issued for intentional littering.

## ***LOCKER ROOMS***

Students are not to enter the physical education and athletic locker rooms during the school day except during their assigned gym periods. After school, only members of in-season athletic teams are permitted in the locker rooms. To help prevent theft, students are encouraged to report instances of unauthorized persons in the locker rooms. Unauthorized persons are subject to search.

## ***CAFETORIUM, GYM, COMPUTER LABS, LIBRARY***

Students are not to use the cafetorium stage, gymnasium, computer labs or library without supervision by a staff member.

## ***RESTRICTED AREAS***

To better ensure student safety and to protect student property, loitering in parking lots is not permitted. Students are to use the school parking lot only in approved transit to and from school. Any area on campus that is not being supervised by a member of the faculty, staff, an administrator or coach, should be considered a restricted area. Students should not be in the faculty workrooms. Disciplinary consequences will be issued for being in restricted areas without authorization.

## ***APPROVED POSTERS***

Material may not be posted in the corridors or other public areas in the school without prior approval of administration. This is to ensure fair and equal access to posting, to prevent harassment and inappropriate advertising and to maintain public standards of taste. Teachers have the same authority to determine all postings within their classrooms.

### ***PARKING LOT SAFETY***

At various times of the day, the paved areas around the school are congested with a mix of pedestrians, buses, autos and standees. Students are not to contribute to a hazardous situation by engaging in such activities as horseplay, skateboarding, pushing, shoving or throwing objects of any kind (e.g. snowballs, Frisbees, footballs, Hacky Sacks, etc.) Participating in these activities creates a dangerous distraction for people entering and exiting the building, and is not allowed in the paved areas around the school. Disciplinary consequences may be issued for behaviors that threaten the safety of self and others.

### ***FIRE DRILLS AND ALARMS***

Littleton Middle School is required by state law to hold several fire drills every year to familiarize all students and staff members with the best escape routes from all points in the school. Each classroom has Fire Escape directions placed near the main door to the room. When you hear the signal, move quickly and without talking as instructed. Remain in your class group with your assigned teacher in your assigned location. Do not bring books or materials. Do not re-enter the building until ordered to do so. Students are to remain quiet during fire drills in order to hear instructions and directions.

### ***SCHOOL BUS SAFETY***

Safety and behavior on and around school buses is of great importance. Disruptive behavior on the school bus, either during regular transportation hours or on field trips and/or sports buses will not be tolerated. Disciplinary consequences will be issued for students who behave in such a manner as to cause disruption or create a safety hazard to others on or around the school bus. Failure to comply with a request from a bus driver or bus monitor may lead to disciplinary action. Students should be constantly aware of traffic around the school bus and should take precautions when crossing streets or driveways going to or leaving the school bus.

### ***LIABILITY***

Any student experiencing or witnessing the violation of personal or property rights, including threats to the safety of others, is requested to promptly report the incident to a member of the school staff. The matter will be investigated and disciplinary action imposed, as appropriate.

Students are expected to conduct themselves in a manner that will not cause injury to other members of the school community or damage to property. Additionally student behavior should not interfere with the rights or education of other students.

Students should also be aware that, under state law, they may be liable for property damage or personal injury to other members of the school community.

### ***RECREATIONAL ACTIVITIES***

There will be no gambling-style games, including card playing, in the school. Any form of gambling, involving an exchange of money or goods is contrary to our goal of maintaining “a fair and reasonable environment” and may lead to disciplinary action.

## ***FALSE ALARMS***

Deliberately causing a false fire alarm is an illegal offense penalized by the Littleton Fire Marshall. Anyone charged with such an offense will pay a \$200 plus fine and will receive some form of suspension.

## ***MIDDLE SCHOOL ATHLETICS (Grades 7 & 8)***

Littleton Middle School adheres to Title IX requirements regarding middle school athletics. All Middle School coaches expect all student athletes to show all of the school staff as well as their peers' proper respect and courtesy at all times. It is to be understood that all Middle School coaches are fully committed to working with the school staff to help ensure the best possible education and environment. A sports study hall will be held in the cafeteria for students waiting for games or practices. Rules for the study hall will be given to all students at the beginning of the year. **(Students in grade 6 may be eligible to try out only in the event that additional players are needed to field a team.)**

## ***CLUBS***

Our school offers a variety of clubs and activities each year. The club advisor will determine the exact times and the commitment level. As students brainstorm and request additional clubs and activities that are not currently in place, the principal will work with a group to find an advisor and create the new activity. There is a fee required for most clubs and activities.

## ***DANCES & SOCIALS***

Dances are held regularly at the Middle School for students in grades 7 and 8. Socials or other types of age appropriate events will be held for students in grade 6. Various school organizations sponsor these events to raise funds that benefit the entire student body. Dances are held from 7:00 – 9:00. Students will not be permitted to leave the dance prior to 9:00 unless a parent comes to pick them up or has contacted the school prior to the dance. Dances are for our middle school students only. Guests will be admitted with permission from the LMS administration only.

## ***FIELD TRIP PARTICIPATION***

Students who participate in school-related field trips act as ambassadors for our Littleton Middle School. It is imperative that they conduct themselves in an appropriate manner and respect the rules of conduct set forth by their teachers and field trip guides. To participate in such an event is considered a privilege and must be earned by each individual student.

Any student involved in chronic or serious disciplinary incidents may be barred from participation in field trips at the discretion of the principal.

Any student who has been barred from a field trip or chooses not to participate should report to school on the day of the field trip and be prepared to remain in school for the entire day. A folder of teacher-assigned work will be complete by the student during the day. The expectation is that all students will participate.

Students who have previously paid for the field trip will receive a refund if available. Students experiencing financial hardship should contact the main office.

## ***HEALTH / NURSE***

### **School Nurse**

The school nurse provides preventative and emergency care to students and faculty and works closely with parents and guardians to ensure continued good health of all students. The nurse will provide support for children who become sick during the school day, who may be injured at school or who may need to have medications administered during the school day. The nurse will evaluate children who are ill and determine if they should remain in school or be sent home from school. It is extremely important that parents notify the school nurse should their child have a contagious disease or illness.

### **Illness or Accident**

If a student becomes seriously ill or has a serious accident during school hours, the school nurse is contacted. In the case of an accident, an "Accident Form" is filled out, signed by the school nurse and principal and kept on file in the nurse's office. A parent will be contacted immediately. If neither parent can be contacted, those persons listed on the emergency form will be contacted and if necessary, the family physician. Should a serious incident occur near the end of the school day, in which the nurse continues to have concerns about the students health, the student will remain at school until a parent can be notified to pick their child up at school.

### **Medication Policy**

Prescription or nonprescription medications required by a student should be administered at home by a parent whenever possible. Parents should make every effort to have medication times set for time periods other than school hours. When this is not possible, a school nurse may assist in the administration of medication during school hours, subject to the following rules and procedures:

**Medications:** Any medications to be administered in school must be brought to the school nurse by a parent or guardian. The parent must also provide the school with a written note giving permission to have the nurse administer the medication. This note should include the name of the medication, the dosage, the time and dates to be given out, the student's name, parent's signature and the date. No medication of any kind will be given without written permission. Please notify the school nurse if your child is taking medications at home that may cause side effects while your child is in school.

- **No child will be allowed to transport medication to or from school** unless he/she carries an emergency medication due to a life threatening illness. Medications must be delivered to the nurse's office by a parent/guardian. If someone other than a parent is delivering the medication the nurse should be notified in advance by the parent of the arrangement and the quantity of medication being delivered to school.
- **Students are not allowed to carry any medication of any kind, prescription or non-prescription, while in school. Medication must be kept in the nurse's office where it will be properly stored and secured.** A student may carry emergency medication if the parent/guardian has consulted with the school nurse and indicated in writing that the student has been fully instructed and is capable of self-administration, if needed.
- All medication must be taken in the presence of the school nurse or other designated personnel.

**Prescription medication** including inhalers, EpiPens and Benadryl for allergic reactions, must be accompanied by a physician's order and contain the following information. This request is valid for one year.

- Child's name
- Medication name with route of administration, dosage, frequency, and duration of medication to be taken
- Special care needed to store medication
- Reasons medication is being taken
- Side effects
- Termination date for administering the medication
- Pertinent medical history
- Other medication(s) student is taking
- Signature of physician with phone number
- Medication must be supplied in the original prescription labeled container
- The school nurse shall record the date medication is brought in, ensure that the required authorization is on file and count and record the number or amount of medication in the presence of the person who brought it.

**Over the counter medications:** Tylenol (acetaminophen), Advil(ibuprofen), Sudafed (pseudoephedrine), Robitussin (guaifenesin) and Benadryl (diphenhydramine) may be administered with parental permission. Permission forms are available from the school nurse.

**Retrieving medication:** Medication may be retrieved by a parent/guardian from the school at any time, however, if the medication is not picked up within one week following the termination of the order or one week beyond the close of school, the medication will be destroyed.

## **ENTRANCE REQUIREMENTS**

### **Physical Exams:**

Any student entering school must comply with the State of Massachusetts' regulations and be fully immunized against:

- Diphtheria, Pertussis, Tetanus (DPT)
- Measles, Mumps, Rubella (MMR)
- Polio
- Hepatitis
- Proof of lead testing
- Proof of TB skin test
- Varicella

Parents are required to give written proof of immunizations with specific dates signed by a physician. The school nurse will review the health record and notify the parents of any missing data.

At the beginning of each school year, records are reviewed to determine the immunization status of each student. Where it is noted that updating is needed to comply with the Massachusetts School Immunization Laws, parents will be contacted. All immunizations given in a doctor's office or Emergency Room should be reported to the school nurse to update a child's health record.



All new students entering the Littleton Public Schools must present verification that a physical exam has been completed within the past year.

**Exemptions:** If a child is to be exempt from the required immunizations, then the written documentation from appropriate sources is necessary. Please contact the school nurse for further information.

**Screening:** The State of Massachusetts mandates that all students have a yearly vision and hearing screening, which is performed by the school nurse.

### ***ADJUSTMENT COUNSELOR***

The Middle School Adjustment Counselor is here to help you make the transition to the academic and social life of the school. At the beginning of the year, the adjustment counselor will make contact with every student to “chat” and discuss how she may be of assistance throughout the year. The adjustment counselor is here to support students who have concerns regarding expectations and responsibilities. The young adolescent years can be very confusing and challenging. The adjustment counselor is here to help you make positive decisions that will help you be successful in school and is available to provide personal counseling, help with course selections and support students as they make the transition to the high school. The adjustment counselor is also available to assist students’ parents and guardians if they would like to discuss school progress. If you would like to see the adjustment counselor, make an appointment with him/her and obtain a pass for the assigned time.

### ***PHYSICAL EDUCATION***

All middle school students participate in physical education. They are required to bring in athletic clothes to participate in class. Teachers will give more specific instructions during the first class in the fall. During the winter, students should bring in warm clothing, as they may be involved in outdoor activities. Students with medical excuses for physical education class should give a note to their physical education teacher.

### ***LMS LIBRARY MEDIA CENTER***

The purpose of the Littleton Middle School Library Media Program is to assist all students in learning how to access, use, and evaluate information found in multiple formats and mediums. Students will learn how to think critically, solve problems, communicate clearly, and create new knowledge and materials. The Library Media Center provides a space for the school community to explore, learn and collaborate. The Library Media Center supports and encourages a love of reading and lifelong learning through its lending program.

Students are expected to adhere to the LMS Student Code of Conduct *at all times* while using the LMS Library Media Center. Students are also expected to comply with the Littleton Public Schools Acceptable Use of Technology Policy *at all times* while using the LMS Library Media Center.

Students are issued a Student ID in the fall of each year, after pictures are taken. Student ID cards also serve as library cards. Students may borrow up to 3 items at a time for 3 weeks. If materials are not returned or renewed on time, overdue notices will be issued in Flex Block. Students are

responsible for materials that are checked out to them. Lost or damaged materials must be paid for or replaced by the student.

Regular hours will be posted at the Library Media Center entrance, as well as on the Library website. All students are welcome to use the Library Media Center during these hours, as well as anytime during the school day *with adult supervision*.

## **STUDENT CODE OF CONDUCT**

### ***Civic and Social Expectations***

*All students deserve the opportunity to work and learn in an environment of mutual respect and trust. This requires that students regard each other with courtesy, consideration, appreciation and act accordingly. This policy has been developed to ensure that the educational opportunities of all students are not threatened or limited by unacceptable behaviors.*

### ***SCHOOL DISCIPLINARY ACTIONS***

In order for students, teachers, administrators and additional community members to live in harmony at the Littleton Middle School and to provide the maximum educational experience for all of our students, we must set a standard of discipline. It is our intention to address the majority of any disciplinary action within the TEAM setting. Each grade level TEAM will establish guidelines and rules for appropriate behaviors within all classes. These will be posted in each classroom and reviewed so every student is aware of academic, behavioral and personal expectations.

Teachers and other adult supervisors exercise control over classrooms and all other areas of the school facilities. They determine disciplinary actions to be taken when, in their judgment, a student misbehaves or refuses to follow their directions. Typical actions may range from a simple reprimand to a conference, possibly with the parent of the student involved.

When an ongoing class is being adversely affected by the behavior of a student, and that student fails to respond to the attempts of correction made by an adult supervisor, he/she may be removed from class.

**Any student who assaults educational personnel will be suspended from school in accordance with Massachusetts General Laws Chapter 71, Sections 37H and 37H1/2 and School Committee policy JIC. Discipline of students with special needs will be in accordance with the Individuals with Disabilities Education Act 20 USC §1400 *et seq.* and related regulations 34 CFR §300 *et seq.* and School Committee Policy JIC.**

The Principal or his/her designee is charged with enforcement of student rules and regulations of the school. In imposing disciplinary action, the Principal may consider the seriousness of the incident, including the student's past disciplinary record, the amount of disruption caused and whether or not it resulted in injury to others or damage to property. Examples of the disciplinary action which may be imposed are as follows:

Reprimand the student and document the reprimand in the student's record.

Schedule a student-parent conference to discuss the matter.

Seek restitution for property damage.

Revoke privileges such as: use of library, computers or cafeteria; participation in co-curricular or class activities.

Temporarily remove the student from a class or activity.

Place the student on disciplinary probation.

Assign teacher detention.

Assign office detention.

Permanently remove the student from the class or activity.

Assign in-school suspension.

Assign Out-of-School Suspension (up to 10 days).

Expulsion by Principal for *Weapons, Controlled Substances, Assault of Educational Staff or Felony* violations.

\*Students are not allowed on school property and are not allowed to participate in school-sponsored activities for the duration of their suspensions and/or expulsions.

Co-curricular activity directors, advisors, coaches, the Director of Athletics, and the Principal have the authority to restrict the participation of students in any school activity for reasonable cause. The reasons for such actions may range from misbehavior and unexcused absence from school or practice sessions to failure to perform within the announced guidelines for participation.

### ***BEHAVIOR REFERRAL FORM***

A behavior referral form will be used to document any inappropriate behaviors that could result in disciplinary action. This form, or in some cases a letter, will need to be signed by a parent/guardian and returned to the specific teacher or administrator the following school day.

### ***PARENTAL NOTIFICATION***

Parents will be notified by phone, e-mail, and/or in writing whenever a student has been given a disciplinary consequence such as lunch detention, teacher detention, office detention, in-school suspension, and out-of-school suspension.

### ***LUNCH DETENTION***

The student eats lunch in a designated area other than with his/her peers in the cafeteria. Appropriate work may be assigned during this time.

### ***TEACHER DETENTION***

The student stays after school with his/her teacher due to minor classroom infractions, such as misbehaving, causing minor disruptions, first-time use of offensive language, or continuously not

being prepared for class. Failure to report to an assigned teacher detention will result in two office detentions being assigned.

### ***OFFICE DETENTION***

The student stays after school with an administrator as a result of a behavior referral from a staff member. Office detentions will be issued for repeated inappropriate behaviors and/or for first time behaviors that are deemed to be egregious.

### ***IN-SCHOOL SUSPENSION***

The student reports to a designated supervised area when he/she arrives to school in the morning. Students are required to bring all of their school materials and a lunch with them. Appropriate work will be assigned. Teachers will provide assignments throughout the day. Students will be required to read and sign a contract which specifies the rules of conduct for the day. Failure to follow these rules may result in another day of in-school suspension or an out-of-school suspension.

### ***OUT-OF-SCHOOL SUSPENSION***

Students who receive an out-of-school suspension may not attend school on that day. If possible, assignments will be prepared by the teachers for the parents to pick up.

Students who are suspended from school (in-school or out-of-school) are not allowed to participate in any extra-curricular school activities that may take place before or after school on the day(s) of the suspension.

Students on suspension are responsible for all missed work (including tests) when they return to class. Failure to complete the work may result in a “zero”.

### ***ACADEMIC INTEGRITY***

In the Littleton Public Schools, we strive to create an environment wherein all act honestly. We believe it is the right, privilege and responsibility of each individual to contribute to and work in an environment of trust. The following refers to academic standards. However, ethical behavior covers the full range of activities within the school environment. This prohibits cheating, academic stealing, plagiarizing and lying.

- The teacher may assign a failing grade of zero for all work related to violations of this standard and or require that the work be re-done by the student in a time-frame designated by the teacher.
- All incidents involving academic violations are recorded in a student’s personal file.

***Cheating encompasses, but is not limited to, the following:***

- Willful giving or receiving of an unauthorized, unfair, dishonest or unscrupulous advantage in school work over other students.
- Attempted cheating.
- Some examples are: deception; talking or using signs or gestures during a test or quiz; copying from another student or allowing another student to copy your work; passing test or quiz information during a class period or from one class period to members of another class period with the same teacher; text messaging information; submission of pre-written assignments at times when such assignments are supposed to be written in

class; illegally exceeding the time limits on timed tests, quizzes or assignments; unauthorized use of study aids, notes, books, data or other information; computer fraud; sabotaging the projects or experiments of other students.

***Academic Stealing is a form of cheating, for example:***

- Taking or appropriating the school work of another student or the instructional materials of a teacher without the right or permission to do so. Some examples are: stealing copies of tests or quizzes; text messaging information; illegitimately accessing the teacher's answer key for tests or quizzes; stealing the teacher's edition of the textbook; stealing another student's homework, notes, or handouts

***Plagiarizing encompasses, but is not limited to, the following:***

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
- Some examples are: Having a parent or other person write an essay or do a project which is then submitted as one's own work, failing to use proper documentation and/or bibliography.
- Using the Internet or other computer-based, telephonic, or handheld technology sources to obtain, without written documentation, sources of information or actual written documents.

***Lying encompasses, but is not limited to, the following:***

- Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.
- Some examples are: Lying or failing to give complete information to a teacher; forgery on notes or other documents; feigning illness to gain extra time for tests, quizzes or assignments due.

## ***RESPONSIVENESS***

Students are to comply, in a courteous and respectful manner, with any reasonable request from any member of the school staff. A request is "reasonable" when it has a legitimate educational purpose and is within the authority of the staff member to make. When doubt exists as to the reasonableness of a request from a staff member, students are encouraged to consult with a school administrator after compliance with the request. Disciplinary consequences may be issued for behaviors that are uncooperative and insubordinate.

## ***CIVILITY***

Students are expected to treat every member of our learning community with respect. Words (written and verbal), gestures, and actions that are perceived as inappropriate, disrespectful or offensive may result in disciplinary consequences.

## ***CONFLICT***

Whenever members of the school community find themselves to be in conflict, they are expected to resolve their differences in a nonviolent manner without resorting to abusive behavior, either physical or verbal. Any student who initiates physical conflict is subject to disciplinary action as well as any student who accepts the challenge. Students who engage in physical/aggressive behavior are at risk for in-school or out-of-school suspension.

## **ANTI-BULLYING**

Littleton Public Schools adhere to the MA General Laws in regards to bullying prevention and intervention.

MA General Laws Chapter 71 Section 37O defines bullying and provides additional information about anti-bullying procedures in public schools. Please review the following excerpts:

*“Bullying”, the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying...*

*“Cyber-bullying”, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying...*

*b) Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.*

*Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.*

The full text of the MA General Law about bullying in schools is included in the Appendix of the Handbook and available on the Littleton Public Schools’ website.

## ***DRESS CODE***

We take pride in the appearance of our students, whose dress, in many ways, reflects the sense of purpose and quality of our school. The dress code is based upon the premise that all students attending school may wish to dress and groom themselves appropriately with due consideration to popular convention. Based on Littleton community convention, clothing should not reveal a student's bare back, midriff or chest. Pants, shorts, or skirts should not reveal a student's underwear or buttocks. The rights of students as to personal dress and appearance shall not be abridged, provided that such right does not cause any disruption or disorder within the school, and that reasonable standards of health, safety and cleanliness are maintained.

Clothing or jewelry that denotes prejudice, violence, alcohol, drugs, weapons, sex, gambling, gangs, or illegal actions is not allowed. Hoods may not be worn in the upright position. Hats may be worn. Footwear must be worn in the school building at all times. Bandanas may be worn in the hair but not across the forehead.

The dress code is in effect for both the school day and all school sponsored events that occur at the school or off school grounds, unless otherwise specified for special events.

If deemed necessary, we reserve the right to contact parents to bring in alternate clothing.

Littleton Middle School does not intend to interfere with individual style in student dress and recognizes that most students dress appropriately every day. This should be a non-issue and we expect that the guidelines set forth in this policy can and will be easily adhered to by all students.

We encourage and appreciate parental support in helping us maintain a healthy school environment.

## ***MIAA AT LITTLETON MIDDLE SCHOOL***

During the entire school year, on and off school grounds, weekdays and weekends, twenty-four hours per day, a student shall not, regardless of the quantity, use/consume, possess, buy/sell, or give away any beverage containing alcohol or any controlled substance including but not limited to prescription, non-prescription drugs, cigarettes, marijuana and steroids.

**First Violation:** The student shall lose eligibility for the next twelve consecutive interscholastic events or twelve consecutive weeks, whichever encompasses the greater number of contests, and will receive a form of suspension.

The penalty period may extend into the next academic year.

These standards apply to all extra -curricular and athletics activities

## ***TOBACCO***

Section 36 of the Educational Reform Act of 1993 prohibits the use of tobacco products within the school building, the school facilities, on the school grounds or on school buses by any individual. Reasonable suspicion through odor or other obvious indicators will constitute use. Students should not be in possession of tobacco products or paraphernalia at school or school sponsored events. Tobacco use is a public health issue affecting others as well as the primary user.

- **Minimum consequence:** One day of out-of-school suspension. The MIAA rules and Littleton Public Schools participation standards prohibit the use of any tobacco product and their consequences will be applied to all co-curricular activities, including athletics. Information for tobacco cessation programs is available through the nurse and school resource officer.

## ***USE OF INHALANTS***

### **M.G.L.A. 270 s18**

No person shall intentionally smell or inhale the fumes of any substance having the property of releasing toxic vapors, for the purpose of causing a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulled senses or nervous system, nor possess, buy or sell any such substance for the purpose of violating or aiding another to violate this section.

- Students found in violation of this law will be subject to immediate suspension with pending further legal action by the police.

## ***ALCOHOL***

A student shall not be in possession of, or under the influence of, any alcoholic beverage or beverage containing alcohol while on school premises or at school-sponsored or school-related events, including athletic games. Reasonable suspicion through odor or other obvious indicators will constitute use. Massachusetts General Law Chapter 272, Section 40A prohibits the selling, delivering or possession of any alcohol, except for medicinal purposes, in any public school building, or any premises used for public school purposes, under the charge of a school committee or other public board or office. Any student suspected of using or being under the influence of alcohol at school or at a school sponsored activity will be referred to the School Resource Officer or Duty officer assigned to the event for a Portable Breathalyzer Test.

- Minimum consequence: Five days of out-of-school suspension. The MIAA and Littleton Public Schools participation standards prohibit the use of alcohol and their consequences will be applied to all co-curricular activities, including athletics.
- Additional consequences: Up to five additional days of suspension, revocation of right to participate or attend co-curricular activities.

## ***DRUGS***

A student shall not be in possession of any controlled substance or related paraphernalia, or under the influence of, any controlled substance while on school premises or at school-sponsored or school-related events, including athletic games.

- Minimum consequence: Five days of out-of-school suspension. The MIAA and Littleton Public Schools participation standards prohibit the use of controlled substances and their consequences will be applied to all co-curricular activities, including athletics.

## ***WEAPONS, CONTROLLED SUBSTANCES, AND ASSAULT OF EDUCATIONAL STAFF***

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter ninety-four C; including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games may be subject to expulsion from the school or district by the Principal.



- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; informed that he/she may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal.
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the Superintendent of the school district to which the application is made may request and shall receive from the Superintendent of the school expelling said student a written statement of the reasons for said expulsion.  
(M.G.L.c.71, s. 37H).

Students should note that the definition of “assault” includes not only harmful or offensive contact, but also threatening such contact.

Additionally, students should be aware that the federal Gun Free Schools Act (18 U.S.C. 922(q)) mandates that any student who brings a firearm to school be expelled for a minimum of one year, with the exceptions granted only by the Superintendent. Under this act, a firearm includes not only a gun but also an explosive device. Students who facsimile, such as a toy gun or knife to school will be subject to disciplinary consequences.

### ***GRAFFITI LAWS***

Under General Law Chapter 266, section 126A and 126B, whoever intentionally, willfully and maliciously or wantonly, paints, marks, scratches, etches or otherwise marks, mars, injures, defaces or destroys the real or personal property of another including but not limited to a wall, fence, building, sign, rock, monument, gravestone, or table, shall be punished by imprisonment in a state prison for a term of not more than three years or by imprisonment in a house of correction for not more than two years.

Whoever sprays or applies paint or places a sticker upon a building, wall, fence, sign, tablet, gravestone, monument, or other object or thing on a public way or adjoined to it, or in public view, or on private property, violates state law. Such conduct or activity, known as “tagging”, with the intent to deface, mar, damage, mark or destroy such property, shall be punished by imprisonment in a house of correction for not more than two years. A police officer may arrest any person for commission of the offenses prohibited by this section without a warrant if said police officer has probable cause to believe that said person has committed the offense prohibited by this section.

## ***INVESTIGATIVE PROCEDURES***

When a member of the school administration, faculty or staff has reasonable grounds to suspect that an investigation will reveal evidence relating to the violation of a school rule or regulation, or a civil or criminal law, they may conduct an investigation. During the course of the investigation, school personnel may talk to witnesses; may search a student's lockers, personal possessions or automobiles on school premises; and take other appropriate investigative steps. The student(s) being investigated may be removed from class for all or part of the school day during the investigation. The parents or guardian of the student(s) being investigated will not be contacted by the school until the investigation is complete, except in extraordinary circumstances. Generally, the school will contact parents only if it has decided to impose disciplinary consequences.

## ***PROCEDURAL DUE PROCESS***

A student will not be excluded from school without being afforded appropriate due process as set forth below. If, however, a student presents a danger or substantial disruption to the educational process, the student may be removed from school before receiving due process.

### **I. Short Term Suspension**

- a. Oral or written notice of the charges.
- b. If the student denies the charges, an oral or written explanation of the evidence against him/her.
- c. An opportunity to present his/her version of the relevant facts.

A student is afforded one appeal of a short-term suspension. If the disciplinary action is imposed by a staff member, the student may appeal to the Principal. If imposed by the Assistant Principal, the student may appeal to the Principal. If imposed by the Principal, the student may appeal to the Superintendent. At the discretion of the administrator to whom an appeal is filed, disciplinary action may be deferred until the appeal process has been completed.

### **II. Expulsion or Long Term Suspension**

For expulsion or suspension longer than ten days, the student shall receive:

- a. Written notice of the charges.
- b. The right to be represented by a lawyer or advocate (at the student's expense).
- c. Adequate time to prepare for the hearing.
- d. The right to present witnesses and to cross-examine witnesses presented by the school department.
- e. A reasonably prompt, written decision including specific grounds for the decision.
- f. The school department will record the hearing (by tape or other appropriate means) and a copy of such will be made available to the student upon request. Notice and proceedings will be translated into student's/parent's primary language if necessary for their understanding of the proceedings.

The Principal will conduct the expulsion hearing held when a student allegedly committed one of the offenses set forth in M.G.L. CH. 71, section 37H (see pages 23 & 24). Section 37H provides an appeal mechanism. The school committee will conduct the expulsion hearing held for all other offenses.

The Principal will hold a hearing regarding long-term suspension (over ten days). If conducted by the Principal, the appeal is to the Superintendent.

### **III. Group Activity**

Students should be aware that if they are part of a group that is engaged in activities contrary to school rules, they may come under suspicion and be subject to investigation if that is deemed appropriate by the Administration. It is wise, therefore, either to prevent the wrongdoing or, failing that, to absent one's self from the group.

IV. **Referral to Police**

Students should know that the school department will report any suspected criminal activity to the police department and will cooperate with the police in their investigations.

***MEMORANDUM OF UNDERSTANDING***

It is essential that the positive learning environment in our schools should not be undermined by illegal activities. We must make it clear that participation in illegal activity will not be tolerated in the Littleton Public Schools. The success of this initiative depends, in part, on creating a link between the education community and the local law enforcement agencies.

To this end, the Little Public School District and the Town of Littleton Police Department agree to coordinate their efforts to prevent illegal activity and to respond effectively, therein, to incidents in school, on school premises, or at school sponsored events. The Littleton Public School District and the Town of Littleton Police Department further agree to adopt a written Memorandum of Understanding clarifying the notification process and procedures to be implemented when a student is discovered participating in illegal activity on school premises or at school sponsored events. A copy of this Memorandum can be obtained through the School Resource Officer.

**APPENDIX OF FEDERAL LAWS, STATE LAWS, AND  
DISTRICT POLICIES**

***STUDENT RIGHTS AND RESPONSIBILITIES***

The school committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

1. Civil rights including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

It is the school committee's belief that as part of the educational process students should be made aware of their legal rights and of the legal authority of the school committee to make, and delegate authority to its staff to make rules regarding the orderly operation of the schools. Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior. The rights and responsibilities of students, including standards of conduct, will be

made available to students and their parents through individual school handbooks that are distributed annually.

LEGAL REFS: M.G.L. 71:37H; 71:82 through 71:86

Adopted: June 10, 2004

### ***CIVIL RIGHTS REGULATION / TITLE I / TITLE IX***

All Littleton Public School programs, activities and employment opportunities are offered without regard to race, color, sex, religion, national origin, sexual orientation, and/or disability. Any concerns regarding perceived violations of the civil rights or the Title IX policies should be directed to Ms. Justine Muir, Director of Pupil Personnel Services / District Equity Coordinator at 978-486-8951.

The Littleton Public Schools District is the recipient of Title I, Part A federal funds. Parents in any district receiving Title I, Part A federal funds have the right to request information on the professional qualifications of their child's classroom teacher(s). Such information may include whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction and the baccalaureate degree major and other graduate certifications or degrees. If the child is provided any instruction by a paraprofessional in a district that receives Title I, Part A funds, the parent has the right to request information on the professional qualifications of the paraprofessional(s).

Any concerns regarding violations of the Title I policy should be directed to Dr. Geri Lyn Ajemian at 978-486-8951.

### ***504 POLICY***

Section 504 of the Rehabilitation Act is a federal civil rights law that prohibits discrimination against individuals with disabilities. Section 504 helps provide students with disabilities equal access to educational programs, services and activities. Students with disabilities may not be denied participation in school programs and activities solely on the basis of disability. Any concerns regarding Section 504 should be directed to Ms. Justine Muir, Director of Pupil Personnel Services / District Equity Coordinator at 978-486-8951.

### ***Annual and Continuous notification concerning Nondiscrimination and Equity Coordinator***

***Updated to include gender identity as a protected category and Justine Muir as the District Equity Coordinator***

It is the policy of the Littleton Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, gender identity, homelessness, sexual orientation, age or disability in its educational programs, services, activities or employment practices.

If a student, parent, employee or applicant for employment believes that he/she has been discriminated against, denied benefit or excluded from participation in any educational program, activity or service, the district's grievance procedure is to be used.

Any school employee, student, parent, school volunteer, community member or other person who becomes aware or has a reasonable belief that harassment, bullying, discrimination retaliation or a hate crime has occurred or may have occurred on school property or in a school related activity must report the alleged incident(s) to a building principal, designated school official or a person they feel comfortable with.

All complaints, not resolved at the building level will be forwarded and documented by the district's Equity Coordinator, Justine Muir. She will determine whether to institute formal or informal proceedings and will conduct investigations and provide written reports as appropriate. If complainants are not satisfied with the written response he/she may appeal in writing to the superintendent within five (5) working days of the Equity Coordinator's response. A copy of the complete grievance procedure may be obtained from the building principal or my office. Thank you for your cooperation in this matter. Please contact my office should you have any questions or concerns or you may obtain further information by contacting Justine Muir, District Equity Coordinator at the Central Office at 978-540-2503.

### ***DESIGNATION OF COORDINATOR(s); GRIEVANCE PROCEDURES***

The district has designated one or more staff persons to serve as coordinator(s) for compliance with its responsibilities under Title IX, Section 504, and (if it employs 50 or more persons) Title II.

The district has adopted and published grievance procedures for students and for employees providing for prompt and equitable resolution of complaints alleging discrimination based on sex or disability.

Title IX: 20 U.S.C. 1681; 34 CFR 106.8; Section 504: 29 U.S.C. 794; 34 CFR 104.7; Title II: 42 U.S.C. 12132; 28 CFR 35.107

If the district offers vocational education programs, it advises students, parents, employees and the general public before the beginning of each school year that all vocational opportunities will be offered regardless of race, color, national origin, sex or disability. The notice includes a brief summary of program offerings and admission criteria and the name(s), office address(es), and phone number(s) of the person(s) designated under CR 11A to coordinate compliance under Title IX and Section 504.

1. In all cases, the district takes continuing steps to notify applicants, students, parents, and employees (including those with impaired vision or hearing), as well as unions or professional organizations holding collective bargaining or professional agreements with the district, that it does not discriminate on the basis of race, color, national origin, sex, or disability. This notice, also, includes the name(s), office address(es), and phone number(s) of the person(s) designated under CR 11A to coordinate compliance under Title IX and Section 504.
2. Written materials and other media used to publicize a school include a notice that the school does not discriminate on the basis of race, color, national origin, sex, disability, religion, or sexual orientation.

Title VI: 42 U.S.C. 2000d; 34 CFR 100.6(d); Title IX: 20 U.S.C. 1681; 34 CFR 106.8(a), 106.9; Section 504: 29 U.S.C. 794; 34 CFR 104.8; M.G.L. c. 76, s. 5; 603 CMR 26.02(2)

### ***HEALTH EDUCATION***

The School Committee is committed to a sound, comprehensive health education program as an integral part of each student's general education.  
SOURCE MASC Policy, LEGAL REF M.G.L. 71:1, Adopted: August 21, 2003

### ***PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION***

In accordance with General Laws Chapter 71, Section 32A, the Littleton School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum

that primarily involves human sexual education or human sexuality issues. At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). The notice will be provided to parents at least thirty (30) days prior to the start of the program. Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curriculum change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation. Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.

2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools. A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute. The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year.

Proposed: August 21, 1997, Reviewed: September 18, 1997, Approved: September 18, 1997

### ***DISCIPLINE OF SPECIAL NEEDS STUDENTS***

All students, including those receiving Special Education services, are expected to follow all rules and regulations stated in this Student Handbook. Any modification of disciplinary policy for special needs students will be written into their individual education plans. Disciplinary actions for special needs students are the same as for all students with the exception of the following procedures accompanying suspension or expulsion from school:

1. The Principal or Assistant Principal will notify the Administrator of Special Education of the violation for which the suspension is assigned. A record will be kept of such notice.
2. After a student has been suspended for ten days in any school year, during any subsequent removal the public must provide sufficient services for the student to continue to receive a free and appropriate public education.
3. The school must provide additional procedural safeguards for students with disabilities prior to any suspension beyond ten consecutive days or more than ten cumulative days (if there is a pattern of suspensions) in any school year.

***SUSPENSION OF STUDENT CHARGED WITH FELONY; EXPULSION OF STUDENT CONVICTED OF FELONY; APPEALS (M.G.L. CHAPTER 71, SECTION 37H ½)***

Notwithstanding the provisions of section eight-four and sections sixteen and seventeen of chapter seventy-six:

- 1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal or headmaster of a school in which the student is enrolled may suspend the student for a period of time determined appropriate by said Principal or headmaster if said Principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his/her request for an appeal no later than five calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral or written testimony on his/her behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal or headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the suspension.

- 2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal or headmaster of a school in which the student is enrolled may expel said student if such Principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect of the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the Superintendent, in writing, of his/her request for an appeal no later than five calendar days following the effective date of the expulsion. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three days of the expulsion.

At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal or headmaster, including recommending an alternative educational program for the student. The Superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Upon the expulsion of such student, no school or school district shall be required to provide educational services to such student.

## **Policy on Suspensions and Expulsions**

*Updated to incorporate revisions based on Chapter 222 that went into effect in July 2014*

Suspension is intended to underscore the seriousness of an infraction and to focus the attention of all concerned, including parent(s) or guardian(s), teachers and other students on the student and the problem. All programs conform to all pertinent regulations and laws concerning the suspension of students, particularly students with special needs (see below). Littleton staff work in conjunction with school based administrators to ensure that all of the student's rights to due process and to special education services are enforced. These include due process rights regarding the hearing related to an infraction, special education entitlements as set forth in the IDEA regarding exclusions constituting a disciplinary change in placement and any applicable appeal rights under state and/or federal laws and regulations.

In addition, all programs in Littleton conform to M.G.L. c.71, §§ 37H, 37H1/2 and 37H3/4 regarding the authority of the Principal related to students in possession of weapons, controlled substances, assaults, felony charges and other disciplinary violations.

### **Disciplinary Due Process Definitions**

***Expulsion:*** means the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently,

***In-School Suspension:*** the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. \* *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating cumulative days of suspension.* .

***Long-Term Suspension:*** the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

***Written Notice:*** Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

***Principal:*** The primary administrator of the school or the Principal's designee for disciplinary purposes.

### **Due Process**

***In-School Suspension:*** Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the Principal determines that the student committed the disciplinary offense, the Principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent. On or before the day of the In-School Suspension, the Principal will deliver



written notice to the parent of the basis for and length of the in-school suspension and inviting the parent to meet to discuss the student's behavior if such a meeting has not already occurred.

**Out-of School Suspension:** In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and shall inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the Principal, and the right to request that the hearing be audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto prior to the Principal's imposition of a short-term/interim suspension of ten (10) consecutive school days or less pending formal disciplinary proceedings. Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings to consider the student's long-term suspension or recommendation for termination.

**Principal's Hearing:**

**Short-Term Suspension:**

At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the Principal's consideration in determining consequences for the student.

**Long-Term Suspension/Expulsion:**

In addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:

- the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- the right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not
- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
- the right to cross-examine witnesses presented by the school district;
- the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

**Principal's Decision:**

Based on the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Principal shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Principal decides to suspend or expel the student, written notice of the Principal's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the

factual basis for the Principal's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The Principal will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

Students excluded from school for disciplinary reasons and their parents or guardians will be required to attend a re-entry conference prior to a student returning to school. The purpose of the conference is to develop a plan, including a revised behavior plan if appropriate, to ensure that the student has a successful re-entry to the program. After three (3) non-consecutive days of suspension within one school year, EDCO staff will convene a TEAM meeting with parents, school staff, and the student's district liaison to discuss the appropriateness of the current out of district placement.

**Appeals:**

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the Superintendent. And for exclusions imposed pursuant to M.G.L. c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request.

**Academic Progress**

Any student who is serving an in-school or out of school short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the M.G.L. c.76, §21.

***STUDENT SEARCHES AND SEIZURES***

Littleton Public Schools is dedicated to maintaining a safe and orderly environment for students. In furtherance of this objective school administrators and employees shall adhere to the following procedures with respect to search and seizure.

1. Students and their personal belongings, including student vehicles, are subject to search by school personnel. In order for school personnel to search a student or his/her belongings, there must be a reasonable basis for suspecting that the search would reveal evidence that the student has violated the law or school rules. In the event of a search of a student or his belongings, parents will be notified of the search and the results thereof as soon as practical.
2. Except as otherwise necessary due to exigent circumstances, searches will be conducted by a school administrative staff member in the presence of another adult. In all cases, the nature of the search must be reasonably related to the object sought and not excessively intrusive in light of the age and gender of the child.
3. In the event a student is found to be in possession of an object or substance which may give rise to a crime, such object or substance will be given to the police. Other objects or substances, which are prohibited by school rules or are otherwise disruptive to the school environment, may be held by school officials for later return to the student's parents.
4. When school officials refer a student to the police the student's parents will be notified as soon as practical.
5. School lockers and desks, which are assigned to students for their use, remain the property of the school department and students should, therefore, have no expectation of privacy in these areas.

## ***RESTRAINT OF STUDENTS IN LITTLETON PUBLIC SCHOOLS***

The Littleton Public Schools complies with the DOE restraint regulations, 603 CMR 46.00 et seq. (“Regulations”), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

### **Methods and Conditions for Implementation**

School staff may use physical restraint only (1) when non-physical interventions would be ineffective and the student’s behavior poses a threat of imminent, serious harm to self and/or others or (2) pursuant to a student’s IEP or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian. Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, a student’s refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. Chemical and mechanical restraints may only be used if explicitly authorized by a physician and approved by a parent or guardian. Seclusion is prohibited. The Regulations do not prevent a teacher, employee or agent of the District from using reasonable force to protect students, other persons or themselves from assault or imminent serious harm or from restraining students as otherwise provided in the Regulations.

### **Staff Training**

All school staff must receive training with respect to the district’s restraint policy (i.e., following the Regulations), including receiving information about interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. Additionally, the school must identify specific staff to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations.

### **Reporting Requirements and Follow-Up**

In instances where a physical restraint (1) lasts more than five minutes or (2) results in injury to a student or staff member, the school staff must report the physical restraint to the principal or a designee. The principal/designee must maintain an ongoing record of all such reported instances, which will be made available in accordance with state and federal law and regulations. The principal/designee must also verbally inform the student’s parent or guardian of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of the restraint. The written restraint report must be provided to the parent or guardian in the language in which report cards and other necessary school-related information are customarily provided. In the event that a physical restraint (1) last longer than 20 minutes or (2) results in serious injury to the student or staff member, the school must, within five school working days of the reported restraint, provide a copy of the written report to DOE along with a copy of the school’s record of physical restraints covering the thirty-day period prior to the date of the restraint. For students who require the frequent use of restraint because they present a high risk of frequent, dangerous behaviors, school staff may seek and obtain the parent or guardian’s consent to waive reporting requirements for

restraints administered to an individual student that do not result in serious injury to the student or staff member or constitute extended restraint (longer than 20 minutes).

Follow-up procedures for restraint include not only the reporting requirements set forth above, but also reviewing the incident with the student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident. Additional information, including a copy of the regulations, can be obtained from the Director of Pupil Personnel Services / District Equity Coordinator who can be reached at 978 486-8951. A copy of the regulations may also be obtained at [www.doe.edu/lawsregs/603cmr46.html](http://www.doe.edu/lawsregs/603cmr46.html).

Approved: 10/11/01, Effective: 10/11/01

### ***STUDENT RECORDS***

Parents have a right to review their child's school records. Parents should first call the Principal to arrange a visit to the school to review the student's cumulative folder. If students are transferring to another school district, the school, following the parent's authorization of a release of records, will forward official records. Official copies cannot be made immediately and sufficient notice is requested to ensure a smooth transfer of student records. The Littleton Public Schools does not release student information to outside organizations.

In circumstances of divorce, the parent with physical custody will receive information from the school regarding school performance. The non-custodial parent may receive information from the school unless restricted or denied as defined by Massachusetts State Law. See procedures for obtaining information below.

### ***NON-CUSTODIAL PARENTS RIGHTS***

In accordance with the law; Chapter 71, Section 34H, the non custodial parent may receive information about their child upon the written request to the principal and when legally eligible.

#### **ELIGIBILITY**

Any parent who does not have physical custody of a child is eligible for receipt of educational information unless:

- Said parent has been denied legal custody of the child based on a threat to safety of the child or custodial parent,
- Said parent has been denied visitation or has been ordered to supervised visitation
- Said parent whose access to the child or to the custodial parent has been restricted by a temporary or permanent protective order that specifically allows access to educational information contained in the student record
- There is an order of a probate and family court judge which prohibits the distribution of student records to a parent

#### **PROCEDURE**

The non-custodial parent must submit a written request for educational information to the school principal at the beginning of each school year.

#### **INITIAL REQUEST MUST INCLUDE:**

A letter with request for educational information, including child's full name and date of birth.

#### **SCHOOL RESPONSE**

Upon receipt of the above request, the school immediately notifies the custodial parent in writing of the request for student records information. Notification is made by certified and first class mail. The school will provide the information to the requesting parent after 21 days unless the custodial parent provides the principal documentation or any court order that prohibits the distribution of the information or that is a temporary or permanent order to provide protection to the custodial parent or any child in the custody of the custodial parent unless said order specifically allows access to the information. For further information please contact the school office.

### ***DRAFT NOTIFICATION OF RIGHTS UNDER FERPA AND THE MASSACHUSETTS STUDENT RECORDS REGULATIONS***

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations together afford parents and students over 14 years of age ("eligible students") certain rights with respect to the student's education records. Parents and students can obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the school principal. Such rights generally include the following:

- (1) The right to access the student's education records. Parents or eligible students should submit their request for access to the [school principal]. Massachusetts law provides specific procedures for parents to follow in obtaining access to student records when the parent does not have physical custody of a child. Information about these procedures can be obtained from the building principal.
- (2) The right to request the amendment of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they want changed, and why. The principal's decision may be appealed.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staffs who are employed by or under agreement with the Littleton Public Schools and who need access to a record in order to fulfill their duties. The Littleton Public Schools also discloses student records without parent/eligible student consent to officials of other schools in which a student seeks or intends to enroll.

In addition, the Littleton Public Schools generally discloses "directory information" without parent/eligible student consent. Directory information for preschool and elementary school students includes the student's name, grade, and classroom assignment. Directory information for middle and high school students includes the student's name, address, graduating class, team/class assignment (middle school), weight and height of members of athletic teams, participation in officially recognized activities and sports, and honors and awards. In the event a parent or eligible student wishes the school not to release such directory information, the student or parent must notify the school principal.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC.

## ***LITTLETON PUBLIC SCHOOLS STUDENT RECORDS POLICY***

The Littleton Public Schools abide by the provisions of the Family Educational Rights and Privacy Act (FERPA) and Massachusetts laws and regulations in providing access to and confidentiality of student records.

As permitted by these laws, the Littleton School Committee has designated selected student records to be "directory information." For preschool and elementary school students, the following records have been designated as directory information:

- name
- grade
- classroom assignment

For middle and high school students, the following records have been designated as directory information:

- name
- address
- graduating class
- team/class assignment (middle school)
- weight and height of members of athletic teams
- participation in officially recognized activities and sports
- honors and awards

The Littleton Public Schools will release the designated directory information to governmental agencies as required by law without the consent of the parent or eligible student, unless the parent or eligible student provides the principal with written notice that he/she does not wish the school to release such information. The notice must be received annually by a date designated by the principal.

The Littleton Public Schools also discloses all student records without the consent of the parent/eligible student to officials of other schools in which a student seeks or intends to enroll.

To the extent required, by applicable law, the Littleton Public Schools will provide parents/eligible students with an annual notice of their general rights relative to student records. The Superintendent will determine the content and method of such notice.

Statutory References:

Family Educational and Privacy Rights Act (FERP A): 20 U .S.C. § 1232ga, 34 CFR §99

Massachusetts Student Records Regulations: 603 C1VIR 23.00, et seq.

Student Records Access for Non-Custodial Parents: General Laws, Chapter 71, §34H

## ***PREGNANT STUDENTS***

Consistent with the requirements of 34 CFR 106.4, the Littleton Public Schools follows a policy of nondiscrimination with regard to pregnant students. The District does not exclude any student from classes, extracurricular activities, school functions or other school related matters on the basis of pregnancy. In addition, the District makes request for medical certification that a pregnant student is physically and emotionally able to participate in school activities only to the extent that such certification is required of all students for other physical or emotional conditions requiring the care of a physician. A student is entitled to leave relating to the student's pregnancy, as determined medically necessary by the student's physician, and at the conclusion of the leave is permitted to return to the same academic and extracurricular program the student was participating in when the leave began.

Adopted: March 13, 2008

## ***HARASSMENT***

**Policy Preamble:** The Littleton School Committee is committed to the prevention of harassment based upon sex, race, color, national origin, religion, age, disability or sexual orientation. This policy has been developed to ensure that the educational opportunities of all students, and the employment conditions of all employees, are not threatened or limited by such harassment, and to ensure that individuals are free to work, learn, and develop relationships without fear of intimidation, humiliation or degradation.

This policy defines: unlawful and prohibited conduct; reporting and investigation procedures; and disciplinary sanctions.

It shall be a violation of this policy for any employee or student of the Littleton Public Schools to harass another employee, adult member of the school community, student, applicant for employment or other person with business to conduct with the Littleton Public Schools, through conduct and communications as defined below. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications of a harassing nature as defined below.

**Unlawful and Prohibited Conduct Defined:** Unlawful and prohibited conduct includes, but is not limited to, actions which are related to a person's sex/gender, race, color, national origin, religion, age, disability or sexual orientation when such actions are unwelcome and unsolicited by the recipient.

Harassment based on a person's race, color, national origin, religion, age, disability or sexual orientation consists of conduct that:

1. Has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive work or education environment;
2. Has the purpose of substantially or unreasonably interfering with a person's work or academic performance;
3. Or otherwise adversely affects a person's academic standing or employment opportunities.

**Sexual/Gender Harassment:** Unlawful and prohibited conduct, consisting of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, or other verbal or physical conduct, or communication of a sexual nature when:

1. Submission to, or rejection of, such conduct or communication is made explicitly or implicitly a term or condition of employment, or education or academic achievement;
2. Or, submission to, or rejection of, such behavior is used as a basis for employment or academic decisions;
3. Or, such behavior unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, humiliating, or offensive work or educational environment.

Examples of prohibited behaviors shall include, but not be limited to, the following examples:

- Verbal conduct: name calling, teasing, jokes or other derogatory or dehumanizing remarks, by an individual or group as in verbal bullying;
- Physical contact: unwelcome touching of a person or person's clothing or any other act of physical intimidation or bullying;
- Written conduct: notes, cartoons calendars, graffiti, offensive or graphic posters, pictures, book covers, drawings, computer terminal messages of an offensive nature, or designs on clothing meant to offend another on the basis of gender, race, color, national origin, age, disability, sex or sexual orientation or other identifying characteristic.
- M.G.L. Chapter 151B

**Investigation and Corrective Action:** The Littleton Public Schools will investigate all complaints of harassment. Such investigation may include discussions with all involved parties, identification and questioning of witnesses, and other appropriate actions. Reports of sexual harassment and related information will be kept confidential to the extent consistent with the school's obligations under law.

Each building principal will appoint two or more complaint managers, at least one of each gender. The complaint managers shall be responsible for investigating complaints of harassment communicating the investigatory findings to the Hearing Officer, and recommending discipline as a consequence of harassment.

In a case between a student and an adult, the building principal or another building administrator will act as the complaint manager. In a case involving two or more employees, a building administrator and/or the director of human resources will assume the role of the complaint manager. In a case involving a building administrator or principal, the superintendent or his/her designee will act as a complaint manager.

Complaint managers will attend training sessions and workshops as directed. Notice of each school's complaint managers will be posted in a prominent location in each school.

If the Littleton Public Schools determines that harassment has occurred, it will take appropriate action to end the harassment. Steps which may be taken include, among others, an apology, a directive to stop the offensive behavior, counseling or training, warnings, suspensions, exclusion from school-related activities, transfer, remediation, expulsion from schools or termination from employment.

Disciplinary action will be consistent with the requirements of applicable collective bargaining agreements, Massachusetts and federal laws, and school district policies. Any staff member or student who is dissatisfied with the results or progress of the school's investigation may discuss his/her dissatisfaction directly with the building principal or the Superintendent of Schools.

**Retaliation:** The school administration will discipline or take appropriate action against student, teacher, administrator, or school personnel who retaliates in any form against a person who makes a complaint or reports or participates in an investigation of a harassment complaint. Acts of retaliation may result in immediate discipline action up to and including expulsion or dismissal, even if underlying harassment is not proven. Retaliation is an independent, prohibited and unlawful act.



**Investigation and Child Abuse:** Under certain circumstances, harassment of a student may constitute child abuse under Massachusetts Law, M.G.L. Ch. 119, Section 51A. The Littleton Public Schools will comply with Massachusetts Law in reporting suspected cases of child abuse. (M.G.L. Chapter 71, Section 37H) The Littleton Public Schools will report suspected criminal activity to the local police.

**Right to Alternative Complaint Procedures:** These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148 (617)388-3300); Massachusetts Commission Against Discrimination, Boston Office, One Ashburton Place, Boston, MA 02188 (617-727-3990); Equal Employment Opportunity Commission, 10 Congress Street, Boston, MA 02114, (617-565-3200); and the Office of Civil Rights of the U.S. Department of Education, J.F.K. Federal Building, Room 1875, Boston, MA 02203, (617-565-1340); initiating civil action or seeking redress under criminal statutes and/or federal law.

### ***HAZING***

Under Chapter 536 of the laws of the Commonwealth of Massachusetts, it is a crime to “haze” a student, that is, to participate in “any conduct or initiation into any student organization which willfully or recklessly, endangers the physical or mental health of any student or other person.”

### ***CORI POLICY***

As required by law, Littleton Public Schools will review criminal records of candidates under consideration for employment, individuals regularly providing school transportation for children in the district, or volunteer service, as well as current employees, volunteers and drivers. Per M.G.L. c. 71, Section 38R, Littleton Public Schools will obtain all available Criminal Offender Record Information (CORI) from the Criminal History Systems Board (CHSB) prior to hiring employees or engaging volunteers and subcontractors who may have direct and unmonitored contact with children. No volunteer will be allowed to have unmonitored contact with children prior to a CORI check. After hiring employees, subcontractors or engaging volunteers, the Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain CORI checks of these individuals. The Littleton Public Schools will require that independent entities, such as out of district special education schools or programs, or other entities or organizations which are primarily engaged in providing activities to or programs to Littleton Public School students, adhere to the Massachusetts CORI standard. Direct and Unmonitored Contact with Children Definition – According to the Department of Education definition, Direct and unmonitored contact with children means contact with a child when no other CORI cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students.

Disqualification – The existence of a criminal record creates a high level of scrutiny of an applicant for or continued service in a position in the Littleton Public Schools. As determined by the Superintendent or designee, no applicant will be hired or current employee retained, or volunteer accepted or retained, or individual permitted to provide school transportation for students, who has a criminal record containing information which, in the judgment of the Superintendent or designee, demonstrates a potential risk to students or otherwise compromises

that ability of the individual to perform the duties of the position applied for or currently occupied by the individual. In reviewing the criminal record of an individual to determine whether to use discretion to disqualify the individual, the Superintendent may request that the individual submit additional information, including a letter from the individual's probation or parole office. The Superintendent may also contact police, courts, or prosecuting attorneys for additional information relevant to assessing the review standards described above. The Superintendent shall consider relevant factors such as the type and nature of the offense; the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant.

1. All individuals subject to this policy shall sign a request form authorizing the Littleton Public Schools to receive all available CORI from the Massachusetts Criminal History Systems Board (CHSB).

2. Applicants for employment and prospective volunteers will be required to sign a Request Form only if it has been determined that the individual is qualified to perform such employment or volunteer duties, and would be recommended for such position, contingent upon satisfactory CORI review under this policy. Failure of an applicant for employment or prospective or current volunteer to sign a Request Form will disqualify the individual from employment or volunteering in the Littleton Public Schools. Applicants who have not lived in Massachusetts for the previous ten years will be required to provide a list of prior residences and CORI checks will be required for each state where the applicant resided during this period. The applicant may bear the cost of the CORI checks.

3. Current employees will be required to sign a request form for all initial and for each subsequent CORI review required by law and this policy. Refusal to sign the CORI request may result in discipline or other action consistent with any procedures of Massachusetts law and any relevant collective bargaining agreement. Any action under this policy, which affects the employment status of a current employee, will be taken consistent with any procedures required by Massachusetts law or relevant collective bargaining agreements.

4. Nothing in this policy prohibits an applicant or current employee, or prospective or current volunteer from meeting with the Superintendent or designee regarding the requirements of this policy.

5. All documents related to implementation of this policy, including but not limited to request forms and other CORI material shall be kept in a secure location, separate from personnel files. This policy specifically prohibits release of any information obtained under this policy for any purpose other than to protect children or to implement or enforce the provisions of this policy. Access to CORI information shall be restricted to persons certified to receive such information.

6. The Superintendent or designee shall assure that all applicants and current employees and prospective and current volunteers are notified of the requirement that the Littleton Public Schools obtain CORI information as set forth in this policy, both for initial CORI reviews, and for all subsequent reviews required by law and this policy.

7. The Superintendent or designee shall assure that all inquiries regarding an individual's criminal record comply with the guidelines issued by the Massachusetts Commission Against Discrimination regarding the permissible scope of inquiry into such matters.

8. All individuals covered by this Policy shall have the right to review their CORI information file in the Littleton Public Schools. Security of Records – CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. CORI may be shared with the individual to whom it pertains, upon his or her request, and in the event of an inaccurate report the individual should contact the criminal history systems board. Access to CORI material must be restricted to those individuals certified to receive such information.

REFS.: Dept. of Education CORI Law Advisory, February 17, 2003  
M.G.L. c. 71, Section 38R, c. 6, Section 172G, Section 172H, 172I (St. 2002, c.385), c. 151B,  
.276;  
MCAD Regulations; Mass. Dept. of Education Advisory, February 17, 2003  
Adopted: September 14, 2006

## ***SEX OFFENDER REGISTRY INFORMATION***

### **Out of State Sex Offenders Attending Massachusetts Schools**

Sex offenders residing in locations outside of Massachusetts, who are required to register as sex offenders in the state in which they live, but who are also enrolled in any school in the Commonwealth, must register within 10 days of attending the school.

## ***PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)***

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

## ***WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION***

In the Child Nutrition and WIC Reauthorization Act of 2004, the U.S. Congress established a new requirement that all school districts with a federally-funded school meals program develop and implement wellness policies that address nutrition and physical activity by the start of the 2006-2007 school year. The Littleton Public School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity, as well as the development of lifelong wellness practices.

- In all cases Federal and State Law will take precedence over this policy.

### **Nutrition Education**

The goals for the Littleton Public schools are:

1. Educators are encouraged to incorporate nutrition and wellness education into many areas of the curriculum such as math, science, language arts and social studies.
2. The school cafeteria serves as a learning laboratory to allow students to apply sound nutritional practices.
3. Staff members are encouraged to participate in professional development activities to effectively deliver an accurate nutrition education program.
4. The school district will provide information to families that encourage them to teach their children about health and nutrition and to provide nutritious meals for their families.
5. In all aspects of local wellness, the school staff should act as role models for good nutrition and physical activity behaviors

### **Physical Activity**

The goals for the Littleton Public schools are that:

1. Creative ways to increase physical activity will be included throughout the school day. Movement can be made a part of science, math, social studies and language arts.
2. Creative Physical Education courses will be the environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge.
3. Time allotted for physical activity will be consistent with research, national and state standards. Children should have several opportunities for physical activity.
4. At the elementary level a daily recess period must be provided. Rather than having recess restricted consider alternative means when it comes to disciplinary action.
5. The school provides a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted or those with physical limitations.

### **Other School Based Activities**

- After school programs will encourage healthy habits.
- Local wellness policy goals are considered in planning all school-based activities (such as school events, field trips).
- Support for the health of all students is demonstrated by helping to enroll eligible children in Medicaid and other state children's health insurance programs.
- The Community Health Council, school based health professionals and/or the School Councils are encouraged to advise to the wellness needs of their building's staff and students and implement and improve the nutrition, physical and wellness activities in the school environment.

- All foods made available during school hours will comply with the current USDA Dietary Guidelines for Americans:
  - i. Vending machines
  - ii. A la carte
  - iii. Beverage contracts
  - iv. Student stores
- School parties/celebrations/birthday recognitions: Schools should limit celebrations that involve food during the school day. (For example birthdays could be celebrated on one day during the month) Each party should encourage the serving of no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). The schools will disseminate a list of healthy party ideas to parents and teachers.
- Schools will not use unhealthy foods or beverages as rewards, and will not withhold food or beverages including food served through school meals as a punishment. (Exception: unless specified in Individual Education or 504 Accommodation Plan)
- All food providers will take every measure to ensure that student access to foods and beverages meets federal, state and local laws and guidelines.
- Hand sanitation prior to meals will be encouraged to promote good hygiene and to prevent the spread of illnesses.
- An area in each cafeteria must be designated as food allergen free. Cafeteria workers and supervisory staff must be trained by the food service director to keep the area safe, clean, and allergen free, to the best of their ability.
- Food may not be consumed or exchanged on the school bus for runs to and from school.
- Due to dietary restrictions, food allergies, and the spreading of illness students should be discouraged not to share or trade food both at snack and lunch.
- Nutrition information for products offered in snack bars, a la carte, vending and school stores will be readily available near the point of purchase.
- Children will be encouraged to bring in healthy food choices.
- Foods and beverages sold at fundraisers should include healthy choices.
- Fundraisers during the school day will not include food.
- Advertising messages are consistent with and reinforce the objectives of the education and nutrition environment goals of the school.

### **Eating Environment**

- The National Association of State Boards of Education recommends that students should be provided 20 minutes to eat lunch from the time they are seated.
- Dining areas are attractive and have enough space for seating all students.
- Rules for behavior in the cafeteria will be posted so that they can be seen by all students when entering the cafeteria.

Adopted: June 8, 2006

## **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:**

All students and staff are responsible for adhering to this policy. 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.

### **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.

**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.

**Educational Accounts for Students**

Littleton Public Schools utilizes computer software applications and web-based services. These include Google Apps and other educational programs that provide web based tools and applications for learning. In order for our students to use these programs and services, certain identifying information, generally the student's name and email address must be provided to the web site operator. Under Federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools such as Littleton Public Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator

### **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.**

**Updated June 2017**

**Approval date 6/8/2017**

**Approved by School Committee**

**Updated 7/24/2019**

## ***FIELD TRIPS / OVERNIGHT TRIPS***

***Students who participate in school-related field trips act as ambassadors for the Littleton Public Schools. It is imperative that they conduct themselves in an appropriate manner and respect the rules of conduct set forth by their teachers and field trip guides. To participate in such an event is considered a privilege and must be earned by each individual student.***

- Although the goal is that all students will participate, any student involved in chronic, serious disciplinary incidents may be barred from participation in field trips at the discretion of the principal.
- Any student who has been barred from a field trip or chooses not to participate should report to school on the day of the field trip and be prepared to remain in school for the entire day. A folder of teacher-assigned work will be complete by the student during the



day. Students who are barred from a field trip and have previously paid for the field trip will receive a refund if available.

- Students experiencing financial hardship should contact the main office.
- Field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students and also bring about better public relations. The School Committee will also encourage field trips as an integral part of the instructional programs in the schools.
- The Superintendent will establish regulations to assure that:
  1. All students have parental permission for trips.
  2. All trips are properly supervised
  - 3 All safety precautions are observed.
  4. All trips contribute substantially to the educational program.
- All out-of-state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the School Committee. Fundraising activities for such trips will be subject to approval by the appropriate Administrator.

SOURCE: MASC Policy

Adopted: December 1, 1977, Revised: August 21, 2003

## ***SCHOOL COMMITTEE***

### **SCHOOL COMMITTEE POLICY DEVELOPMENT**

The School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority. The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the school system. Through the study and evaluation of reports concerning the execution of its policies, the School Committee will exercise its control over school operation. The School Committee accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance. The policies of the School Committee are framed, and are meant to be interpreted, in terms of state law, regulations of the Massachusetts Board of Education and other regulatory agencies of the various levels of government.

Adopted: December 15, 1994, Reviewed: July 12, 2000

### **POLICY ADOPTION**

Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda of a regular or special meeting. To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the committee in the following sequence:

1. First reading – first reading of proposed policy or policies; response from Superintendent; report from any advisory committee assigned responsibility in the area; committee discussion and directions for any redrafting.

2. Second reading – discussion, adoption or rejection. Amendments to the policy at the second reading stage will not require repetition of the sequence, unless the committee so directs.

The School Committee may dispense with the above sequence to meet emergency conditions. Policies will be effective upon the date of the vote by the School Committee

Adopted: December 15, 1994, Reviewed: July 12, 2000, Revised: December 15, 2005

### **POLICY REVISION AND REVIEW**

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the committee will review its policies on a regular basis. The committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted. The Superintendent is given the continuing commission of calling to the committee's attention all policies that are out of date or for other reason appear to need revision. The School Committee directs the Superintendent to periodically recall all policy and regulations manuals for administrative updating and committee review.

Adopted: December 15, 1994, Reviewed: July 12, 2000