

**SHAKER LANE SCHOOL  
STUDENT- PARENT HANDBOOK  
2019-2020**



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](tel:978-540-2500), [jmuir@littletonps.org](mailto:jmuir@littletonps.org) or 33 Shattuck Street, P.O. Box 1486, Littleton, MA 01460.

## **WELCOME LETTER FROM PRINCIPAL**

Welcome to Shaker Lane School! It is our hope that as your child's first public school experience is rich with learning and developing the social skill-set to carry them well into their adulthood. It is here that we will teach them about HEART (Honesty, Effort, Acceptance, Respect, Take Responsibility). These character building blocks will be threaded throughout their years at Shaker lane.

The purpose of this handbook is to provide you with information specific to the Shaker Lane School. Policies, procedures, important information to ensure the safety of our staff and students as well as a staff listing are provided for you to review. It is important to read through this information and refer to the handbook as needed to answer questions that arise during the school year. Please be sure to sign the form acknowledging that you have reviewed the handbook and return it to your child's teacher.

Shaker Lane is a Preschool-Grade 2 school where we pride ourselves in a nurturing environment where children learn by doing. It is our belief that questions and inquisitive minds lead to students driving their learning. The staff at Shaker Lane is committed to providing your child with a challenging and stimulating experience. We want to see their passion for learning grow from year to year and look forward to a collaborative relationship with parents.

We want parents to feel welcome at Shaker Lane from the moment you register your child until we hand them off to Russell Street School. There are many opportunities to volunteer at Shaker Lane and we encourage you to seek out experiences that work with your schedule. From volunteering in the classroom, evening events, to School Council, we do hope that you will take part in an event that will assist in the growth of our school.

Our school is a success due to the positive parent involvement where we believe that a strong collaborative partnership between home and school should always be present. This handbook serves as a resource, however, personal contact with your child's teacher will ensure success for all involved. If you have any questions, please always feel welcome to call us. Here's to a bright and fun-filled year!

Sincerely,

Michelle Kane  
Principal

**LITTLETON PUBLIC SCHOOLS  
STUDENT HANDBOOK  
2019-2020**

|                          |
|--------------------------|
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*LITTLETON PUBLIC SCHOOLS*

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## **PARENT/GUARDIAN COMMUNICATION MAP**

September 2019

Dear Littleton Parents/Guardians:

Our school district consistently looks for ways to promote good communication – with parents, guardians, businesses, the Town, and within and among the schools themselves.

This Parent/Guardian Communication Map is a tool designed to help parents and guardians obtain assistance when they have questions, comments or concerns about the educational program or some aspect of their children's school experience.

The map indicates initial contact points where parents and guardians should begin with various kinds of inquiries, concerns or ideas. In the “referral” column, the map also lays out the next step parents and guardians may take if their problem is not resolved or their question cannot be answered through the initial contact. The structure of the map is grounded in one underlying principle: If the solution to a problem is achieved at the level closest to that problem, the result will be more effective and lasting.

We would like to emphasize the importance of this map structure when it comes to classroom inquiries. Your children’s teachers will provide information about how to contact them at fall back-to-school nights or even earlier via memo or other communication.

Please bring any question related to classroom issues to the teacher first. Supervisors and administrators are willing to listen to questions and concerns related to classroom issues, but if you haven’t spoken to the teacher yet, they will ask you to begin there. Most problems can be resolved when parents and guardians take this initial step. Teachers are interested in the concerns of parents and guardians and want to address those concerns in an open and professional manner.

If you have any suggestions regarding this map, please share them with your building principal.

Thank you.

Sincerely,

Dr. Kelly R. Clenchy, Superintendent

Littleton Public Schools

## Littleton Public Schools

| NATURE OF CONCERN                              | CATEGORY  | INITIAL CONTACT  | REFERRAL  |
|--|---|--|---|
| Policy   | Schoolwide  | Principal  | Superintendent  |
| Pupil Placement                                | Kindergarten Registration/<br>placement<br>Classroom  | Principal<br>Principal   | Director of Pupil Personnel<br>Services<br>Superintendent   |
| Student Records                                | Content/Availability  | Principal  | Director of Pupil Services  |
| Transportation                                 | Busing  | Principal  | Business Manager  |
| Transportation- Special Education              | Transportation  | Principal  | Director of Pupil Services  |
| Student Progress                               | Academic Progress<br>Social Development   | Teacher<br>Teacher/Counselor   | Principal<br>Principal  |
| Discipline                                     | Classroom<br>Lunchroom<br>Playground/Recess/Bus   | Teacher<br>Teacher<br>Teacher  | Principal/Assistant Principal<br>Principal/Assistant Principal<br>Principal/Assistant Principal   |
| Curriculum                                     | Content<br><br>Policy   | Teacher<br><br>Teacher   | Principal/Curriculum<br>Coordinators<br>Principal/Director of Curriculum  |
| Scheduling Issues                              | Building Based Inquiries  | Guidance Counselor   | Principal   |
| Special Learning Needs                         | Regular Education/ Special Needs<br><br>Preschool Screening<br>Transportation<br><br>Kindergarten Screening | Counselor/Special Educator<br><br>Coordinator of Early Childhood<br>Special Educator<br><br>Kindergarten Teacher | Counselor/ Director of Pupil<br>Services<br><br>Director of Pupil Services<br>Early Childhood<br>Coordinator/Director of Pupil<br>Services<br><br>Principal/Director of Pupil<br>Services |
| School Specific Staffing                       | School Assigned Staff   | Principal  | Superintendent  |
| Counseling                                     | Program/Student Performance   | Counselor  | Principal/Counselor/Director of<br>Pupil Services   |
| Extended Day Opportunities Tigers' Den         | Programs Registration Information<br>Extended Day Care  | Tigers' Den  | Tigers' Den   |
| Private Tutoring                               | Referrals   | Principal  | Principal   |
| Home and Hospital Tutoring and<br>Programming  | Referrals from Physician  | Principal  | Principal or Director of PPS  |
| Health   | Medical Issues  | School Nurse   | Director of Pupil Services  |
| Instant Alert                                  | School - related  | Principal  | Technology Coordinator  |
| Web site                                       | School - related District - related   | Principal Technology<br>Coordinators   | Technology Coordinator<br>Technology Coordinator  |
| Athletics                                      | Building based schedules or team<br>events  | Coach and Athletic Director  | Athletic Director   |
| Park and Recreation and Community<br>Education | Recreational and Adult activities   | Park and Recreation<br>Department  | Park and Recreation Department<br>Director  |

District:

|                                      |                      |              |
|--------------------------------------|----------------------|--------------|
| Superintendent                       | Dr. Kelly R. Clenchy | 978-540-2500 |
| Director of Pupil Services           | Ms. Justine Muir     | 978-540-2503 |
| Interim Director of Curriculum       | Beth Steele          | 978-540-2505 |
| Business Manager                     | Mr. Steve Mark       | 978-540-2508 |
| Technology Systems Coordinator       | Ms. Natalie Croteau  | 978-952-2555 |
| Instructional Technology Coordinator | Ms. Julie Lord       | 978-952-2555 |
| Shaker Lane Principal                | Ms. Michelle Kane    | 978-486-3959 |
| Shaker Lane AP                       | Ms. Rebecca Deacon   | 978-486-3959 |
| Russell Street Principal-Interim     | Ms. Cheryl Temple    | 978-540-2520 |
| Middle School Principal-Interim      | Mr. Jason Everhart   | 978-486-8938 |
| Middle School AP-Interim             | Ms. Elizabeth Morgan | 978-486-8938 |
| High School Principal                | Dr. John Harrington  | 978-952-2555 |
| High School AP                       | Mr. Keith Comeau     | 978-952-2555 |
| Tigers Den                           | Martha Hull          | 978-540-2555 |
| Park & Recreation Department         | Alicia Day           | 978-540-2491 |

9.2018

## **GENERAL SCHOOL INFORMATION**

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### ***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

### ***SCHOOL MISSION***

The Shaker Lane School, serving grades Nursery through Grade Two, is the critical first stage of a child's educational experience in the Littleton school community. As such, our primary goal is to provide a secure, inviting, success-oriented environment that meets the cognitive, emotional, social, and physical needs of the whole child at his or her level of development. We believe in challenging every child and providing them with the opportunity and encouragement to reach the next stage in their academic development. In addition to encouraging optimum academic achievement, this supportive atmosphere also advocates human values that develop social awareness and mutual respect in our global society.

To support every child's quest for knowledge, our curriculum, founded on sound educational research, is developmentally appropriate and based on the Massachusetts Curriculum Frameworks. We believe that a hands-on, interdisciplinary instructional approach is essential in fostering a life-long love of learning. Additionally, we know that the high standards of accomplishment we set for the children must be matched by the high expectations we establish for ourselves.

Finally, we strive to provide each child the opportunity to interact positively with peers and adults, to respect and share ideas, and to develop a positive self-esteem. The interdependence of students, parents, teachers, and community is essential for the achievement of educational excellence in our child-centered school. We maintain an open-mind, open door, and open heart spirit at the Shaker Lane School.

**CENTRAL OFFICE STAFF**

**SUPERINTENDENT OF SCHOOLS**

Dr. Kelly Clenchy

**INTERIM DIRECTOR OF CURRICULUM**

Beth 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**

Mike Fontanella - Chair

Matthew Hunt – Vice Chair

Daryl Baker– Secretary

Jen Wilson

Erica Podgorni

**SCHOOL DEPARTMENT PHONE NUMBERS**

Central Office 978-540-2500

Shaker Lane School 978-486-3959

Russell Street School 978-540-2520

Littleton Middle School 978-486-8938

Littleton High School 978-952-2555

**DISTRICT WEBSITE**

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

**SHAKER LANE STAFF(may be amended)**

**SHAKER LANE OFFICE STAFF**

Mrs. Michelle Kane, Principal  
Mrs. Connie Farago, Administrative Assistant

Ms. Rebecca Deacon, Assistant Principal  
Mrs. Mary Philpot, School Nurse

|  |   |
|--|---|
| <b>EARLY CHILDHOOD</b>   | <b>KINDERGARTEN</b>   |
| Mrs. Cindy Gouldrup<br>Mrs. Jeanne Janoch<br>Mrs. Kristen Mamos<br>Mrs. Raina Sturtz<br><i>Mrs. Darlene Donaruma, Teaching Assistant</i><br><i>Mrs. Lisa Fumia, Teaching Assistant</i><br><i>Mrs. Sachiko Hall, Teaching Assistant</i><br><i>Mrs. Kristen Lelievre, Teaching Assistant</i><br><i>Mrs. Donna Oldenquist, Teaching Assistant</i><br><i>Mrs. Joanne Scaringella, Teaching Assistant</i> | Ms. Belia Andrade<br>Mrs. Rachel Badger<br>Mrs. Michelle Barth<br>Mrs. Beth Bell<br>Mrs. Kelli Harte<br>Mrs. Michelle Hurley<br>Mrs. Cathy Court, <i>Teaching Assistant</i><br>Mrs. Abby Luciano, <i>Teaching Assistant</i><br>Mrs. Erica McNaught, <i>Teaching Assistant</i><br>Mrs. Connie Ramirez, <i>Teaching Assistant</i><br>Ms. Kelley Becker, <i>Teaching Assistant</i><br>Mrs. Mary Pat Skoda, <i>Teaching Assistant</i><br>Ms. Alexis Tucker, <i>Teaching Assistant</i> |
| <b>TRANSITIONAL CLASS</b>  |   |
| Ms. Kim Bumstead   |   |
|  |   |
| <b>FIRST GRADE</b>   | <b>SECOND GRADE</b>   |
| Mrs. Karen Anderson  | Ms. Shayna Garlisi  |
| Mrs. Allyson Bullock   | Mrs. Vanessa Holm   |
| Mrs. Perry Kenny   | Ms. Amy McGrath   |
| Mrs. Rebecca Roper   | Ms. Margie Packer   |
| Mrs. Teryl Sawosik   | Mrs. Cheryl Pratt   |
| Ms. Karen Shaw   | Ms. Casey Taylor  |
|  |   |
| <b>LIBRARY</b>   | <b>TECHNOLOGY</b>   |
| Mrs. Kris Hevenor  | Mr. Chris Camaro, <i>Technology Specialist</i>  |
|  |   |
| <b>ART</b>   | <b>MATH</b>   |
| Mrs. Andrea Romano   | Mrs. Stephanie Rousseau, <i>Title One Math</i>  |
|  |   |
| <b>MUSIC</b>   | <b>READING</b>  |
| Mr. TJ Gansenberg  | Mrs. Sarah Koob   |
|  | Mrs. Cathy Zwolinski  |
| <b>PHYSICAL EDUCATION/HEALTH</b>   |   |
| Ms. Alexa Carlson  | <b>SPEECH AND LANGUAGE</b>  |
|  | Ms. Crystal Hutchins  |
|  | Mrs. Sherri Susser  |

|                                     |                             |
|-------------------------------------|-----------------------------|
| <b>ART/MUSIC/PHYSICAL EDUCATION</b> | <b>GUIDANCE</b>             |
| Mrs. Ann Brazinski                  | Mrs. Justine Mathurin       |
|                                     |                             |
| <b>SPECIAL EDUCATION</b>            |                             |
| Mrs. Rosaria Cochis                 | <b>OCCUPATIONAL THERAPY</b> |
| Mrs. Sarah Hogan                    | Ms. Jennifer Richard        |
| Mrs. Tracey Johnson                 | Mrs. Amy York               |
| Mrs. Jen Sundberg                   | Mrs. Christine Uvello       |
|                                     |                             |
| <b>SCHOOL PSYCHOLOGIST</b>          | <b>PHYSICAL THERAPY</b>     |
| TBD                                 | Ms. Stephanie Shea          |
|                                     |                             |
| <b>INSTRUCTIONAL ASSISTANT</b>      | <b>ELL</b>                  |
| Mrs. Claire Wodzinski               | Mrs. Sue Pettengill         |
|                                     | Mrs. Natalie Mott           |
| <b>TEACHING ASSISTANTS</b>          |                             |
| Mrs. Rosalina Carreiro              | <b>CAFETERIA</b>            |
| Mrs. Stephanie Denehy               | Mrs. Diane Werling, Manager |
| Mrs. Kim Gentile                    | Mrs. Debra LeBlanc          |
|                                     | Mrs. Laurie Nystrom         |
| Mrs. Martha Leone                   |                             |
| Mrs. Tricia McInnis                 | <b>CUSTODIAN</b>            |
| Mr. Anthony Zizzi                   | Mr. Peter Dee               |

**Littleton Public Schools Calendar – Please see [www.littletonps.org](http://www.littletonps.org)**

## **School Hours**

### **Office Hours - 8 AM – 3:45 PM**

#### **Full-day Kindergarten, Transitional Class, and Grades 1& 2**

School begins at 8:50 a.m.

Dismissal is at 3:15 p.m.

Students should go directly to their classrooms when they arrive at school between 8:35 and 8:50.

**NOTE: On early dismissal days grades, half day, full day K, T, 1 & 2 are dismissed at 12:15 p.m.**

#### **Half-day Kindergarten**

All half-day kindergarten students attend school for the morning session. Kindergarten half day hours are 8:50 – **12:00 p.m.**

#### **Preschool**

- Morning Session - 9:00 - 11:30 a.m. – 3 days
- Afternoon Session - 12:15 - 2:45 p.m. – 4 days
- Full Day – 9:00 - 2:45 p.m.–M,T,Th,F; W-9:00-11:30 pm

### **School Lunch Program**

School prepared meals will be offered at the cost of **\$2.85**. Milk may be purchased separately for 50 cents. For your convenience, parents are able to set up an account at [myschoolbucks.com](http://myschoolbucks.com) through the school district website. Weekly lunch menus are listed in the local paper, on line and in the school newsletter on Fridays.

## **STUDENT ATTENDANCE POLICIES**

*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, but it is not considered an excuse for the child's absence.

### **ABSENCE FROM SCHOOL PROCEDURE**

Whenever your child is going to be absent from school, please call the school at **(978) 486-3959** to report the absence. You may call anytime between 4:00 p.m. and 9:00 a.m. Please give your child's name, teacher, reason and duration of absence and date. If no call is received and a student is absent, the school nurse will contact the parent/guardian at the numbers given on the child's emergency card to verify the absence for the safety of the child.

The following circumstances may be considered an excused absence:

1. Illness
2. Documented medical appointments
3. Bereavement for family or friend
4. Religious holiday
5. School-sponsored activity/field trip
6. Significant family events (with notification in advance)

**Excused** absences are for the reasons outlined above. A 'Significant Family Event' is a rare and extraordinary circumstances that cannot be avoided or re-scheduled during non-school hours. The Principal must be notified in writing for a student absence for a 'Significant Family Event' 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

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.

**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.

Students will not be allowed to participate in co-curricular activities on the day of the absence or an attendance for less than half a day (3.5 hours)

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

The first bus arrives at Shaker Lane School at 8:35 a.m. No child will be allowed to enter the building before 8:35 a.m. Students should not arrive at school before 8:35 a.m., because there is no supervision in school at that time.

Students are considered tardy if they arrive after 8:50 AM. Any student arriving at school late should report directly to the office accompanied by a parent/guardian before reporting to their classroom.

**Frequent Tardiness** – Please understand that all aspects of student attendance will be monitored closely and recorded on a student's attendance record.

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)

### ***SCHOOL DISMISSAL***

Any student who is being dismissed from school must have a written note that is presented to the office for approval. **This note must state the student's name, date time and reason for dismissal.** No student is allowed to leave the school building without contact with the parent or guardian and the consent of the principal or school secretary. The parent or guardian has the responsibility of picking up the student at the appropriate dismissal time.

If a child is being dismissed during school hours, the student must be picked up at the school office. The school will not release your child to meet you outside of the building. If a child is being dismissed to a parent or guardian at the close of school (3:15 p.m.; 12 p.m. for half day

kindergarten), the child will be dismissed in the walking line. Parents are asked to park in the school parking lot. Students in the walking line will be escorted out the cafeteria door to the area beside the Reading Circle at the front of the building. and will be dismissed to you once the principal or his designee verifies that the child's parent/guardian is present. Parents should not come in to the school lobby to meet their child.

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, date, classroom, time of dismissal and who will be picking up your child. Please inform the person that positive identification must 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.

### ***EMERGENCY INFORMATION/CHANGE OF ADDRESS***

An emergency form for each student, completed by parents, must be on file in the Office. The information will be updated at the beginning of each school year. It is imperative that this information is kept up to date throughout the school year. The following information will be maintained.

- Parents/guardians names
- Home address
- Email address
- Home phone, work phone, cell phone numbers
- Emergency phone number of relative or friend
- Physicians name and phone number
- Medical alert information

Please inform the school office personnel immediately if you have a change of address or telephone number. It is imperative that we have the most current information on file should there be a school related emergency.

### ***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.

### **STUDENT TRANSPORTATION**

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 will 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.

In order to insure that your child is transported safely to and from school, the following bus rules are observed. Please review the following bus rules with your child.

- Glass items may not be transported to school by students
- Eating, drinking or chewing gum is not allowed on the bus
- All students are expected to show respect for each other, and the driver. Appropriate language should be used at all times, and students should keep their hands to themselves.
- All items coming to school need to be placed in your child's backpacks. Please do not send items that are too big to fit into backpacks to school with your child.

Any inappropriate behavior displayed by a student will result in:

- First Offense – Bus slip sent home to parents; student meeting with principal or guidance counselor; assigned seat at driver's discretion.
- Second Offense – Bus slip sent home to parents; student meeting with the principal; assigned seat on the bus.
- Third Offense – Bus slip sent home to parents; meeting with student, parents, and principal; removal from the bus for one week.
- Further Offenses – Bus slip sent home to parents; meeting with principal, student and parents, removal from the bus for two weeks.

**There may be circumstances that could result in immediate suspension from the bus. Such disciplinary action will be at the sole discretion of the principal.**

**When a student has been suspended from bus privileges, the district will not be responsible for providing transportation.**

We appreciate your cooperation in helping to ensure that the bus ride to and from school is safe for all children.

**PLEASE NOTE:** The bus drivers will not drop a kindergarten child off unless there is an adult waiting for them.

## **GENERAL STUDENT INFORMATION**

### ***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**

Often times when students are out on the playground they may inadvertently bang heads with each other or fall off the monkey bars or other equipment. Sometimes these accidents can cause concussions, broken limbs or other injuries. Sometimes injuries are not readily apparent.

If a student becomes seriously ill or has a serious accident during school hours staff will contact the school nurse. In the case of an accident, an "Accident Form" will be filled out, signed by the school nurse and principal and kept on file in the nurse's office. In the case of a suspected concussion or an injured limb, or a large bruise, the nurse will immediately contact the student's parent. 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 student's health, the student will remain at school until a parent can be notified to pick their child up at school.

Parents and guardians of a child with a chronic illness should contact the school nurse for specific guidelines and information.

#### **Sick Child**

The protocol for students returning to school after a fever or stomach virus requires that:

- a child be symptom free (without medication) for at least twenty four hours from when the symptoms subsided.
- No fever for at least 24 hours without medication
- No stomach cramps for at least 24 hours after subsiding

- No vomiting for at least 24 hours after subsiding

It is important that we follow this protocol both for the full recovery of each student, as well as, to reduce the spreading germs and viruses to other students and staff. Thank you in advance for your understanding.

## **Medication Policy**

Prescription or nonprescription medications required by a student should be administered at home by a parent whenever possible. Parents and guardians 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 or guardian 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 may be 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, Epi-pens 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.

1. Child's name
2. Medication name with route of administration, dosage, frequency, and duration of medication to be taken
3. Special care needed to store medication
4. Reasons medication is being taken
5. Side effects

6. Termination date for administering the medication
7. Pertinent medical history
8. Other medication(s) student is taking
9. Signature of physician with phone number
10. Medication must be supplied in the original prescription labeled container
11. 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) 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. 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, Pertusus, 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 Schools must present verification that a physical exam had 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.

### ***HOME-SCHOOL PARTNERSHIP***

Educating children is more complex and demanding than in years past. Technology, advancements in understanding how students learn, critical health issues, and other societal demands have placed a growing responsibility on public schools. The Littleton School District mission to inspire and sustain learning and achievement, preparing each student for the challenges of life in the 21<sup>st</sup> century can only be accomplished with the help and support of parents and community. To that end, schools are more effective when we build strong relationships with all of our stakeholders.

The foundation for a strong home/school partnership is regular, open communication. We will make every effort to keep parents and community informed about what's happening at school through newsletters, newspaper articles, open houses, curriculum nights, parent/teacher conferences and other special events throughout the school year. Please be sure to ask your children if they have any newsletters or notices from their teachers. It is also helpful to check book bags and backpacks on a regular basis for information.

#### **When you have a concern**

Parents and guardians are encouraged to and should feel comfortable contacting the school when questions or concerns arise. We are concerned about your school problems and welcome the opportunity to assist you and your child to have a successful experience at Shaker Lane. Contacting the right person and discussing your concerns can solve most problems. Generally, the best place to resolve a concern is the classroom teacher. Please don't ever hesitate to call to get more information, ask questions or voice a concern from the immediate source. Almost always the situation can be resolved at that level. Of course, in the event that you are not satisfied with the response or solution or are unable to resolve an issue, you should then contact the school principal. In the rare event that your problem is not addressed to your satisfaction at the building level, you should then contact the Superintendent's Office.

#### **Phone calls to the school**

Phone calls may be made to the school office between 8 AM and 3:45 PM at 978-486-3959. The office staff will help with any problem or question you may have concerning school. You may leave a voice mail message for a staff member at any time by calling the main school number and following the prompts on the automated system.

## **Visiting the school**

We love to have visitors at Shaker Lane. When you visit it allows us to show you all of the wonderful things that make Shaker Lane the extraordinary school that it is. When visiting, it is important that you first arrange your visit with the appropriate personnel. Teachers have little planning time during the school day. When parents visit teachers unexpectedly it can take them off task, losing valuable planning and teaching time with students. If you wish a conference with a teacher, please call in advance to set up an appointment.

According to the safety standards established by the Department of Education all visitors to the school **must enter through the front entrance and sign in at the office.** You will be asked to write the time and destination of your visit and to wear a visitor badge during your stay. You will be asked to sign out when you leave.

All doors are locked at all times. **No one** should enter the building without the principal's or office staff's knowledge. This is to ensure a safe environment for all of our students and staff. Teachers who are sponsoring visitors, resource people, or guests, must notify the main office informing them of the name(s) of the guest(s), arrival time, and a nature of the visit.

## **Littleton Special Education Parent Advisory Council**

The Littleton Special Education Parent Advisory Council, also known as SEPAC, is a volunteer, positive and solution-oriented parent advisory council. The SEPAC works closely with the Littleton Public Schools and acts as a resource and advisor not only to parents of children with disabilities, ages 3 through 22 but also educators in the Littleton schools. SEPAC also acts in an advisory role to the school committee and the administration.

SEPAC members share information, contacts, networking opportunities they have found useful in guiding their children's education and help others connect with other parents and professionals dealing with similar issues.

SEPAC members meet monthly from September through June. Parent advisory councils are state mandated advisory groups. Please access the Littleton Public School's website for more information regarding the Littleton SEPAC.

## **Parent Teacher Association (PTA)**

We are very fortunate to have a group of dedicated parents working to support the students and staff of the Littleton School District. The PTA supports the students, staff, parents and administrators at Shaker Lane financially, as well as, by offering enriching activities and events for all to enjoy. The PTA also helps to organize volunteers within the school. Money raised by

the PTA activities is used for a wide variety of activities such as cultural enrichment programs, author/illustrator weeks, classroom/school activities, field trips and materials and equipment that benefit children over and above what the school budget allows for. We strongly encourage you to become involved with the PTA as it is a wonderful way to be of service to your school and ultimately to your child. District PTA Meetings are held monthly at the high school and all parents are strongly encouraged to attend. Please refer to the PTA website for the schedule of Shaker Lane PTA meetings.

### ***VOLUNTEER GUIDELINES***

Children enjoy having the involvement of their parents in their day to day school life. Volunteer programs also provide a vehicle for strengthening the home school connection. Parents are encouraged to volunteer at Shaker Lane. Rest assured, because of your support and expertise you are always in demand! We are excited that you want to be involved in the school. Your time and talents are greatly appreciated. Parents, grandparents, and community members are encouraged to contribute their time and talents. Enthusiasm and participation in the volunteer training program are the only requirements. **Consistent with School Committee policy all volunteers must be CORI'D(Criminal Offender Record Information) each year(See page 43).** This also applies to all parents who are volunteering to chaperone field trips.

Orientation is required for all volunteers who work in the school during school hours and who come into direct contact with students or their work. Orientation takes approximately forty-five to sixty minutes. Orientation familiarizes the volunteer with the expectations of the school and covers signing-in and recording volunteer hours, confidentiality, volunteer "ethics," school protocols, and expected conduct.

One of the primary goals of the Shaker Lane School is to provide optimum academic achievement in a supportive atmosphere. Through our volunteer program we aim to:

- Provide Volunteer help to the classroom teacher and the school to better meet the needs of the individual student.
- Enlist and strengthen the cooperation of the community in the education of our students.
- Develop effective partnerships with parents, school and community.
- Provide the opportunity for members of our community to make a significant contribution to the education of the children in our school.

The purpose of volunteers is not to replace the work of the employees of the school, but rather to assist the administration and staff in improving the quality of the school environment.

#### Activities for Volunteers

Below are some suggested activities you might be involved with at the school:

- Photocopying/Laminating
- Preparing and/or assembling displays (bulletin boards, posters)

- Planning for special events
- Sharing a special skill or talent with students (sewing, cooking, crafts, music, art, etc.)
- Working directly with students: reading buddy, tutoring
- Extracurricular involvement
- Library
- Lunchroom Volunteer
- Recess Volunteer

Volunteers do make a difference! You will discover the rewards of helping students achieve their personal best and at the same time gain useful experience yourself. We hope as well that the experience of volunteering in our school will offer you a greater awareness of the inner workings of Shaker Lane School.

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

Students are expected to show respect and take responsibility for 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, defacing, damaging structures, belonging to the school or others. Damage to school property may result in restitution for cost of repair or replacement.

### ***FOOD AND DRINK***

Gum chewing is prohibited in all areas of the building. Soda is not allowed for lunches or school sponsored events.

### ***OUTDOOR RECESS***

It is important for students to dress appropriately for recess. Outdoor recess is held whenever possible except for rainy, or very cold, or extremely hot weather. Withholding of recess, as an individual consequence of behavior only occurs when there is concern for student safety. Any child not well enough to be outdoors for recess during acceptable weather conditions should remain at home unless we have a communication from the child's physician recommending that he/she remain in the building.

### ***PARTY INVITATIONS***

Party invitations are not to be distributed in school. Please consult the student directory for student names and addresses.

## **STUDENT CONDUCT**

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It is the aim of the Shaker Lane School to provide the best possible learning environment for all students. Consideration of others and cooperation with adults will help to make school an enjoyable and safe place for all.

### ***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.

### **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 will 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 will 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.

### **CORE VALUES**

We are committed to:

Developing a climate that promotes respectful, caring and responsible behaviors

Improving self esteem and social skills

Helping our students avoid inappropriate behaviors

Providing effective and logical consequences for both acceptable and unacceptable behavior.

The foundation of our values program is the **HEART** Program.

**H** is for Honesty in one's actions and words

**E** stands for Effort in both your work and your play

**A** is for Acceptance of the likeness' and differences in everyone in our community

**R** is for the Respect for learning, for oneself, for others and for environment

**T** stands for Taking Responsibility for what you do and say, and for each other.

Through direct teaching and modeling, along with constant visual and verbal reminders throughout our community, it is our hope that these core values will become embedded in our culture. They are a clear representation of what we believe in as a school community and represent our standards for high expectations for learning and behavior for both students and faculty.

## Shaker Lane School Expectations for Behavior

| Expectations   | Reasons for Expected Behavior   | Consequences are dependent upon the particular situation and severity  |
|--|---|--|
| Be <b>honest</b> about what you do all the time, everywhere <ul style="list-style-type: none"> <li>● Admit when you make a mistake or have broken a rule and try to fix it</li> </ul>  | When you tell the truth, others know that they can trust you and believe what you say.  | <ul style="list-style-type: none"> <li>● Discussion with staff member</li> <li>● Completion of behavioral reflection</li> <li>● Meeting with principal</li> <li>● Referral to guidance counselor</li> <li>● Parent/Guardian phone call</li> <li>● Parent meeting</li> </ul>  |
| Do your best – show <b>effort</b> every day <ul style="list-style-type: none"> <li>● Take pride in your work</li> <li>● Try your hardest</li> <li>● Be a careful listener</li> <li>● Try to participate in everything</li> </ul>   | Everyone should try to do their best at all times.  | <ul style="list-style-type: none"> <li>● Discussion with staff member</li> <li>● Completion of behavioral reflection</li> <li>● Meeting with principal</li> <li>● Referral to guidance counselor</li> <li>● Parent/Guardian phone call</li> <li>● Parent/Guardian meeting</li> </ul>   |
| <b>Accept</b> others regardless of their differences <ul style="list-style-type: none"> <li>● Invite others to do things with you</li> <li>● Excluding others is not acceptable</li> <li>● Be kind everyone in the school</li> <li>● Take care of everyone’s feelings</li> </ul>   | Acceptance of others’ differences builds a stronger and healthier community.  | <ul style="list-style-type: none"> <li>● Staff member will lead discussion about community</li> <li>● Referral to guidance counselor or principal</li> <li>● Parent/Guardian phone call</li> <li>● Parent/Guardian meeting</li> </ul>  |
| Show <b>respect</b> for yourself, other people and the school <ul style="list-style-type: none"> <li>● Play safely – keep your hands and feet to yourself</li> <li>● Take care of materials, your classroom and the school– be gentle</li> <li>● Bullying, teasing and name calling are unacceptable behaviors</li> <li>● Treat others as you would like to be treated</li> <li>● Show respect when talking to students, staff and visitors</li> <li>● Do not purposefully disturb others or make it hard for other people to learn</li> </ul> | Being respectful of yourself and others builds self esteem for everyone.<br>Respect is a feeling of health and helps to build healthy individuals.<br>Being respectful helps everyone to focus on learning. | <ul style="list-style-type: none"> <li>● Discussion with staff member</li> <li>● Completion of behavioral reflection</li> <li>● Meeting with principal</li> <li>● Referral to guidance counselor</li> <li>● Parent/Guardian phone call</li> <li>● Parent/Guardian meeting</li> <li>● Loss of related privileges</li> <li>● Suspension</li> </ul> |
| <b>Take responsibility</b> for your actions <ul style="list-style-type: none"> <li>● Make sure you do your school jobs</li> <li>● If you cause a problem, try to fix it</li> </ul>   | Being responsible shows that you are a member of the community.   | <ul style="list-style-type: none"> <li>● Discussion with staff member</li> <li>● Completion of behavioral reflection</li> <li>● Meeting with principal</li> <li>● Referral to guidance counselor</li> <li>● Parent/Guardian phone call</li> </ul>  |

|  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>• Parent/Guardian meeting</li> <li>• Loss of related privileges</li> </ul> |
|--|--|---|

***LITTER PREVENTION & RECYCLING***

Students are to dispose of all litter they produce using the appropriate receptacles. This includes proper disposal, clean up, and/or return of items after lunch in the cafeteria.

***ELECTRONIC DEVICES / Cell Phones***

No electronic toys, games or cell phones will be allowed in school. If students bring any of these items to school, we will take them away. Electronics will be kept in the Main Office until a parent or guardian picks the device up. Students needing a telephone may, with permission, use the phone in the main office.

***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.

## **CODE OF CONDUCT**

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.

As part of the community at Shaker Lane School, the responsibility of students is to follow the guidelines outlined below:

**Any student who assaults educational personnel will be suspended from school in accordance with Massachusetts General Laws Chapter 71 (which can be found on the DESE website), 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.**

**Aggression towards staff** - defined as willful intent to hurt a staff member by throwing objects, hitting, kicking, etc.

Consequences:

- First Offense
  - Student is to be immediately removed from class
  - Parents will be called and the student will be sent home
  - Meeting with Principal, parent and staff (when appropriate) before student returns to school
- Second Offense
  - Same as above, but two day suspension
- Third Offense
  - Same as above, three day suspension

### **Cafeteria**

The following rules must be adhered to in the cafeteria

- Use indoor voices
- Raise hands when you need help/are finished
- One trip to the trash
- Clean up after yourself

In the cafeteria, the consequence for not being able to follow the rules is being sent to a separate table that has been designated by the principal or to the principal's office. Students sent to this table will be the last students dismissed for recess, after staff has reminded them as to why they are there, and what they need to do differently.

## **Playground**

The playground is a place to have fun. There is always an adult outside supervising. Teachers will talk with students about the rules for their play area.

### **The rules and general expectations for playground behavior are:**

- Rough playing is not allowed on the playground
- Students are expected to follow the directions given by staff at all times
- Students are expected to stop what they are doing and line up quickly when the whistle blows
- Students are expected to be quiet when they are in line
- Students are expected to leave rocks, sticks, stones and snow on the ground
- Students are expected to use the backdrops to throw balls against and not the school building
- Students are expected to remain outside at recess. Students are not allowed to come back into the building unless they have the permission of a staff member
- Use of items to simulate weapons is not allowed
- Students are expected to use all playground equipment safely; therefore pushing, jumping on or off equipment (such as swings) is not allowed.

## ***PARENTAL NOTIFICATION***

Parents will be notified of all student suspensions and expulsions in writing and by phone. Parents will be notified when a student receives a school detention at least one day prior to detention by teachers or administration.

## ***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 policy 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.

## ***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, chest, or fully exposed shoulders. 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.

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.

It has been our experience that when students wear certain types of shoes such as clogs or sandals accidents are more likely to happen, especially on the stairs, in the gym and on the playground. Therefore we ask that students do not wear the aforementioned footwear.

### ***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.

### ***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.

### ***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.

### ***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. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

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.

### **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 Assistant 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.

Either the Assistant Principal or the Principal will hold a hearing regarding long-term suspension (over ten days). If the Assistant Principal conducts the hearing, the right of appeal is to the Principal. 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**

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### ***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, gender, color, religion, national origin, gender identity, sexual orientation, homelessness, age or disability. Any concerns regarding perceived violations of the civil rights or the Title IX policies should be directed to Justine Muir Director of Pupil Personnel Services / District Equity Coordinator at 978-540-2500 or 33 Shattuck Street, P.O. Box 1486, Littleton, MA. 01460.

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 Beth Steele at 978-540-2505 or 33 Shattuck Street, P.O. Box 1486, Littleton, MA. 01460.

### **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 Justine Muir, Director of Pupil Personnel Services / District Equity Coordinator at 978-540-2500 or 33 Shattuck Street, P.O. Box 1486, Littleton, MA. 01460.

#### **Annual and Continuous notification concerning Nondiscrimination and 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 STUDENTS WITH SPECIAL NEEDS***

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 students with special needs will be written into their individual education plans. Disciplinary actions for students with special needs 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.

Federal Requirements 34 CFR 300.519 – 300.529

### **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.

SOURCE: MASC Policy, Adopted: June 8, 1995, Revised: October 21, 2004  
Consistent with M.G.L. Chapter 71, Section 37H

## **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 Dr. Rita Detweiler, Director of Pupil Personnel Services / District Equity Coordinator at 978-540-2500. 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

### **REPORTING TO COLLEGES**

Although a student's discipline record is not part of the transcript, at the discretion of the principal, discipline violations may be reported in the Student Profile section of the application, which is submitted to college admissions counselors by the school. In addition, many college application forms include a question asking whether the student had been suspended, and if so, they request detailed information.

### **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.

**INITIAL REQUEST MUST INCLUDE:**

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.

***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 staff 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, homelessness 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, homelessness 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, homelessness 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 , homelessness, 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 educations 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.

### ***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

## ***TITLE I***

### **Parent Notification for Districts Receiving Title I, Part A Federal Funds**

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).

## **ANIMALS IN SCHOOL**

The health and well-being of students is the District's highest priority. Animals may cause an allergic reaction or otherwise impair the health of students. A School Committee policy was adopted in May 2012 that follows the Massachusetts Department of Public Health guidelines that fur bearing animals/pets (dogs, cats, ferrets, etc.) may not be brought to school and are not allowed on school grounds when school or Tigers' Den are in session. Please see the School Committee Policy IMG for complete information.

Guide, hearing and other service dogs or law enforcement dogs are an exception to this policy and may be allowed on school grounds and in school with proof of current rabies vaccinations.

See School Committee Policy IMG for more information.

## **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

# *Littleton Public Schools*

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

## **KELLY R. CLENCHY, SUPERINTENDENT OF SCHOOLS**

Geri Lyn Ajemian, Ed.D., Director of Curriculum  
Systems Coordinator

Natalie A. Branch, Technology

Rita Detweiler Ed.D., Director of Pupil Personnel Services

Julie Lord, Instructional Technology Coordinator

Steven F. Mark, Business Manager

## **Littleton Public Schools Responsible Use of Technology Policy**

### **Purpose**

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

### **Monitored Use / Privacy**

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

### **Liability**

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

### **Improper Use / Consequences:**

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

### **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.

### **Google Apps for Education**

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

### **Aspen**

Littleton Public Schools uses a web-based school information management system, Aspen. This password protected family and student portal makes communication among Students, Parents, Teachers, and Administrators more efficient. It is used to maintain Student data including demographics, attendance records, schedules, grades and transcripts. Parents and Students in grades 6-12 are able to access online progress and grade reports, attendance records, and Student

schedules with District-assigned usernames and passwords. Aspen provides Staff with the ability to share additional course information such as syllabi, study guides, class documents, assignments, homework, scheduled assessments, class updates, and assignment grades.

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

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**Signature**

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**Date**

**Updated June 2017**

**Approval date 6/8/2017**

**Approved by School Committee**