

Littleton High School

56 King Street
Littleton, MA 01460
Main Office: (978) 952-2555
Fax: (978) 486-0758
www.littletonps.org

Littleton High School Student Handbook and Code of Conduct

- a) The district has a code of conduct for students and one for teachers.
- b) The principal of every school containing grades 9-12 prepares, in consultation with the school council, a student handbook containing the student code of conduct and distributes it to each student annually, as well as to parents and school personnel; the school council reviews and revises the student code of conduct every year.
- c) The principal of every school containing other grades distributes the district's student code of conduct to students, parents, and personnel annually.
- d) At the request of a parent or student whose primary language is not English, a student handbook or student code of conduct will be translated into that language.

Student codes of conduct contain:

- procedures assuring due process in disciplinary proceedings
- appropriate procedures for the discipline of students with special needs and students with Section 504 Accommodation Plans.

Student handbooks and codes of conduct reference M.G.L. c. 76, s. 5 and contain:

- a nondiscrimination policy that is consistent with M.G.L. c. 76, s. 5, and affirms the school's non-tolerance for harassment based on race, color, national origin, sex, gender identity, religion, or sexual orientation, or discrimination on those same bases
- the school's procedure for accepting, investigating and resolving complaints alleging discrimination or harassment; and
- the disciplinary measures that the school may impose if it determines that harassment or discrimination has occurred.

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

It is the policy of the Littleton Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, 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 978-486-8951.

Name: _____

Grade: _____

Advisor: _____

LITTLETON HIGH SCHOOL STUDENT HANDBOOK

The following rules and regulations are established for the purpose of guaranteeing the equal rights of students and teachers to live and learn in a clean, safe, fair and reasonable environment. To this end, all members of the Littleton High School community are expected to treat each other with courtesy, fairness and respect.

Teachers may make additional expectations for the student behavior in their classes. These expectations will be explained to students and issued in the classrooms.

All rules and regulations are subject to annual review by the School Council. Students and teachers are encouraged to discuss the rationale and enforcement of our rules, which are intended to make Littleton High School a safe and fair learning environment.

When the school has given its support to a college applicant and that student is subsequently suspended or expelled from the school, the Principal will make a determination as to whether or not the application is still endorsed by the school. If a determination to withdraw support is made, the student will be so notified five calendar days prior to the college being informed so as to provide the student with an opportunity to report the incident.

Disciplinary consequences may affect membership in organizations such as National Honor Society, Student Council and co-curricular activities and clubs. Students who hold leadership positions in co-curricular activities and interscholastic athletics may be removed from these offices/positions as a result of disciplinary infractions of the School Discipline Code as outlined in the Student Handbook.

The school will make all reasonable attempts to notify parents of all disciplinary actions.

**LITTLETON PUBLIC SCHOOLS
STUDENT HANDBOOK
2020-2021**

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GENERAL SCHOOL INFORMATION

LITTLETON PUBLIC SCHOOLS MISSION

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

CORE VALUES

RESPECT – RESPONSIBILITY – INTEGRITY – ACCOUNTABILITY

SCHOOL MISSION

The closely-knit community of Littleton High School is dedicated to maximizing the intellectual, social, physical, and emotional growth of all its students. In our pursuit of educational excellence, we maintain a safe environment where all students feel valued, respect themselves, develop a caring and compassionate attitude, use their minds effectively in learning and decision-making, and understand and appreciate the diversity and interdependence of all people. We believe that, provided the opportunity, every student, with effort, can and will meet high standards of achievement. To that end, students, teachers, administrators, support personnel, parents, and the community work in partnership to help students to become life-long learners and self-reliant, responsible, productive citizens in a constantly changing world.

EXPECTATIONS FOR STUDENT LEARNING

ACADEMIC EXPECTATIONS

- READ FOR COMPREHENSION & UNDERSTANDING
- WRITE EFFECTIVELY
- COMMUNICATE CLEARLY
- PROBLEM SOLVE CREATIVELY

CIVIC EXPECTATION

- COMMUNITY SERVICE LEARNING

SOCIAL EXPECTATION

- CO-CURRICULAR PARTICIPATION

CENTRAL OFFICE STAFF

SUPERINTENDENT OF SCHOOLS

Kelly Clenchy, Ed.D.

DIRECTOR OF CURRICULUM

Elizabeth Steele

**DIRECTOR OF PUPIL PERSONNEL SERVICES / DISTRICT EQUITY
COORDINATOR**

Lyn Snow

BUSINESS MANAGER

Steven F. Mark

SCHOOL PRINCIPALS

Littleton High School – John Harrington, Ed.D

Littleton Middle School – Jason Everhart

Russell Street Elementary School – Cheryl Temple

Shaker Lane School - Michelle Kane

SCHOOL COMMITTEE MEMBERS

Michael Fontanella –Chair

Brad Austin - Member

Matthew Hunt - Member

Justin McCarthy - Member

Timalyn Rassias - Member

SCHOOL DEPARTMENT PHONE NUMBERS

Central Office 987-540-2500

Shaker Lane School 987-486-3959

Russell Street School 987-540-2520

Littleton Middle School 987-486-8938

Littleton High School 987-952-2555

DISTRICT WEBSITE

www.littletonps.org

STUDENT ATTENDANCE POLICY

As stated by Massachusetts General Law Chapter 76, Section 1: 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 student is absent, it is the responsibility of the parent/guardian to keep the school informed each day of the absence. Parental communication is essential, as well as appreciated.

ABSENCE FROM SCHOOL PROCEDURE

Littleton High School asks a parent/guardian to call the **24 hour Absence Line - (978) 952-2555 Ext. 1**, before **8:00 a.m.** on the day(s) their child is to be absent from school. The following circumstances may be considered as an excused absence:

1. Illness
2. 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)
7. College visit with advanced notification*

*Documentation will be required upon return

Excused absences are for the reasons outlined above. A ‘Significant Family Event’ is a rare and extraordinary circumstance that cannot be avoided or re-scheduled during non-school hours. Student absence for a ‘Significant Family Event’ must be approved by the Principal prior to student absence. A policy for make-up work will be established at the discretion of each classroom teacher. Please consult your child’s teacher regarding his/her policy for make-up work.

Unexcused absences include being absent due to truancy, class cutting, or any absence from class without proper authorization from school staff.

All absences, excused or unexcused, are counted toward the total number of absences.

Regarding classes missed due to absence for truancy, class cutting or any absence from class without proper authorization from school staff, students may not receive credit for work assigned and/or due that day in the classes missed and may 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.

Students will not be allowed to participate in **co-curricular** activities on the day of an **unexcused** absence. Similarly, students must be in attendance for 3 ½ hours to participate in any school activities.

Student Absence Notification Program

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


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

Health Protocols For School Attendance

Fever: Definition: A change in the body temperature. The "normal" body temperature is 98.6 F but maybe slightly higher or lower for many individuals. A fever is any body temperature elevation over 100.0 F (37.8C)

Fever is a common symptom of viral infections such as influenza or more serious illnesses for which the child's physician should be contacted.

A student may **NOT** return to school until he/she is "fever free" for 24 hours without the use of medications which lower the body temperature.

Vomiting: Definition: The forcible voluntary or involuntary emptying of the stomach contents through the mouth.  Mosby's Medical Dictionary, 8th edition. © 2009, Elsevier

Vomiting may be symptomatic for various illnesses and the child's physician should be contacted if symptoms persists.

A student may **NOT** return to school until after 24 hours have elapsed since the last episode of vomiting has occurred without the use of medication.

Diarrhea: Definition: A change in the normal frequency of bowel movements or change in the fecal volume or change in the stool consistency.

A student may NOT return to school until 24 hours after the last episode of diarrhea has occurred without the use of medications.

Conjunctivitis (Pink Eye) Definition: Conjunctivitis is an inflammation or redness of the lining of the white part of the eye and the underside of the eyelid (conjunctiva) that can be caused by infection, allergic reaction, or physical agents like infrared or ultraviolet light.

Conjunctivitis can be highly contagious depending on the causative agent and the student should be evaluated by their physician.

Students receiving antibiotics for conjunctivitis may **NOT** return to school until having been treated for 24 hours with the antibiotics.

Strep Throat: Definition: Streptococcal [sore throat](#), or strep throat as it is more commonly called, is an infection of the mucous membranes lining the pharynx. Sometimes the tonsils are also infected ([tonsillitis](#)). The disease is caused by group A *Streptococcus* bacteria. Untreated strep throat may develop into [rheumatic fever](#) or other serious conditions.

With a positive strep culture, a student may **NOT** return to school until 24 hours after receiving their first dose of antibiotics **and** are fever free for 24 hrs. without the use of medications that lower the body temperature.

*If your child is seen by their physician, please obtain a MD note indicating the date and the reason for the medical visit. Send a copy of the note to the school nurse to be kept in your child's health records. The note will validate the child's absence from school.

*Any bacterial illness for which a student is taking an antibiotic the child **MUST** remain out of school for a minimum of 24 hrs. Contact the school nurse regarding the child's related illness.

*Please contact your child's school nurse if you have questions regarding your child's attendance if he//she presents any of the following symptoms/ illnesses:

Rashes

Cold/ Cough symptoms

Headache

Stomach ache

***The school nurse may use his/her discretion as to whether a student should be attending school. The school nurse will contact the parent /guardian to discuss the student's health related illness.
05/2011**

TARDY TO SCHOOL

A permissive attitude toward tardiness encourages the delay of starting school and class. Isolated incidents of tardiness do not seem to be a significant matter until you consider the matter of time. If each class were delayed only five minutes, the end result would be a loss of 35 minutes daily, 2 hours and 55 minutes weekly or a total of 26 hours and 15 minutes of instruction over the course of one term. This causes a significant disruption to the learning process and affects both students and teachers.

Building good habits is an important part of the high school experience. Students and parents are urged to discuss the importance of building good attendance habits throughout high school. Many of the habits students form in high school last throughout life. Students are well served to formulate the habits that will be expected of them in both college and the workforce.

Parents are asked to support their students in arriving to school on time each day. The school day begins at 7:25 a.m. Students are expected to be in their classroom at 7:25 a.m. Students arriving after this time are counted as tardy.

Students who are late to school must report to the office to sign in. A tardy slip will be issued and the student is to take the tardy slip to the teacher. Parents will receive an e-mail indicating that their student signed in late to school. Additional disciplinary action may include the Assistant Principal filing a CRA (Child Requiring Assistance) with the LPS School Resource Officer. Excessive tardiness – 10 days or more – will result in the loss of senior privilege.

FAILURE TO SIGN-IN DIRECTLY UPON ARRIVAL

Students arriving at school tardy must report immediately to the office and sign-in on the tardy register. Detentions will be issued to students who fail to sign-in immediately upon arrival.

TARDY TO CLASS

Students are responsible to be present in class when the bell rings in order to take full advantage of their educational opportunities. Students who arrive late to class not only lose instructional time, but also distract the teacher and students in the class.

- Consequences for tardy arrival to class will be at the discretion of the teacher and may include detention(s).

CLASS ATTENDANCE

Students are required to attend all scheduled classes, study halls and assemblies unless excused for a valid reason by a teacher, counselor, administrator or the school nurse.

Students reported as being absent from a class, study hall, and/or assembly without authorization will be given a notice of the alleged violation. If they do not clear the absence on the day they are notified it is recorded as a **class cut**.

Two detentions are assigned for class cuts. Standard consequences for **class cuts** also apply, which include not being able to participate in co-curricular activities on that day. In addition, the student may not receive credit for the work assigned and/or due that day in the class cut and may be given a grade of zero that day for tests, quizzes, presentations and participation.

CLASS CANCELLATION

Students who arrive at their classroom and find no teacher or substitute are to remain in the room until dismissed by a member of the administration or faculty. If no faculty member arrives within five minutes and there are no directions posted on the door, students are to report to the main office immediately to inquire whether the class has been cancelled.

SCHOOL DISMISSAL & LEAVING SCHOOL GROUNDS

Students are not to leave school grounds during the school day unless dismissed through the office. Students must have a parent/legal guardian phone call or must have presented a signed note from a parent/legal guardian in order to receive permission to leave the building for reasons unrelated to school programs (i.e. - field trips). The student must sign-out at the main office before leaving the building. Students are responsible for obtaining assignments and homework for all classes missed.

ACADEMIC SUPPORT CENTER

To be in compliance with the Massachusetts Learning Time standard, all students are required to have classes and/or directed study scheduled into all periods for the full academic year. Directed

Study periods are not “free periods” and will be held in rooms where a quiet environment conducive to studying will be maintained.

EMERGENCY INFORMATION/CHANGE OF ADDRESS

At the beginning of each school year parents should complete verification of student information via the parent portal on Aspen. It is imperative that this information is kept up to date throughout the school year. The following information will be maintained in the ASPEN student information system.

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

Please inform the school office personnel immediately if you have a change of address, email 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.

PERSONAL & SCHOOL PROPERTY

Students are expected to respect the possessions of other members of the school community as well as all school property.

Disciplinary consequences may be issued for handling, transporting, or using the school's or others' belongings without permission, as well as malicious destruction of property, which includes, but is not limited to altering, bending or damaging structures belonging to the school or others.

(STUDENTS MAY BE HELD FINANCIALLY RESPONSIBLE)

SECURITY OF PERSONAL BELONGINGS

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

GENERAL STUDENT INFORMATION

HEALTH / NURSE

- Students being dismissed for an unexpected medical reason or illness during school hours should be seen by the nurse prior to dismissal.
- Any medication, prescription or over-the-counter, that needs to be administered during school hours, must be done so with the authorization of the school nurse. No student may carry either prescription or over-the-counter medication including inhalers, at school without the permission of the school nurse.
- Health screenings: including vision, hearing, postural, nutritional growth and development assessments will be done for all students based on state regulations.
- Current physical examinations (within the last 13 months) are required prior to entering the Littleton school system, as well as upon entering the 4th, 7th, and 10th grades.

LOCKERS

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

LOCKER ROOMS

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

RESTRICTED AREAS IN THE BUILDING

Students are not to use the auditorium, stage, kiva, gymnasium, weight room facilities, band room and computer labs without supervision by a staff member. Students should not be in the faculty workroom.

CLASSROOM AREA RESTRICTIONS

Whenever possible, students are to avoid being in corridors while classes are in session. Students are required to refrain from any action, which could cause distraction to ongoing classes.

BUILDING USE

Students are not to be in the school building or on school grounds before 7:00 a.m. or after 3:00 p.m. on any day when school is in session or at any time when school is not in session except for the following purposes:

- a) To meet with or be under the supervision of a member of the school staff.
- b) To participate in a supervised co-curricular activity.
- c) To attend a scheduled event as a spectator and then only in the area designated.

RESTRICTED AREAS OUTSIDE THE BUILDING

To better ensure student safety and to protect student property, loitering in parking lots is not permitted. Students are to use the student parking lot only in approved transit to and from school. Any area on campus that is not being supervised by a member of the faculty, staff, an administrator or coach, should be considered a restricted area.

Disciplinary consequences may be issued for being in restricted areas without authorization.

FOOD AND DRINK

The sale of any food or beverage is prohibited unless approved by the Assistant Principal. Food and drink are permitted in the academic classroom areas and in corridors at teacher discretion. Food and drink are not allowed in the Tech Lab or Library/Media Center. Students may be asked to dispose of any opened container of food/drink outside of the cafeteria. Failure to comply may lead to disciplinary action.

Gum chewing in the classroom is allowed at the teacher's discretion.

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. Students are asked to recycle using the bins provided.

Disciplinary consequences may be issued for littering.

APPROVED POSTERS

Material posted in the corridors or other public areas in the school must have prior approval of the Assistant Principal. This is to ensure fair and equal access to posting, to prevent harassment and inappropriate advertising and to maintain public standards of taste. Teachers have the same authority to determine all postings within their classrooms.

VISITORS/SHADOWING

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

SAFETY

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

All operators and passengers of motor vehicles are required to properly fasten safety belts while on school property. Any operator of a vehicle in which the driver or any passenger is not wearing a safety belt or is not otherwise properly restrained may be subject to disciplinary consequences. Any school administrator, staff member or police officer may report a violation of this policy to the appropriate school administrator.

All outside doors of the school are locked for the safety and well being of the students and staff of Littleton High School. Any student who aids a fellow student or visitor to the school in accessing the inside of the building by opening or propping open a locked door may face a disciplinary consequence.

SCHOOL BUS SAFETY

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

Students should be constantly aware of traffic around the school bus and should take precautions when crossing streets or driveways going to or leaving the school bus.

LIABILITY

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

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

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

MOTOR VEHICLES

After arrival at school, students are not to use automobiles, motorcycles, mopeds, etc., during the school day. Students are expected to observe safe and courteous driving practices on school property at all times.

School authorities may conduct reasonable searches of students, their vehicles and possessions as necessary in investigating alleged violations of school rules or of local, state, or federal law or safety.

Drivers are not to pass school buses when passengers are being picked up or discharged. Offenders of this rule are subject to the same penalties that pertain throughout the town.

Violations of any of the above may lead to the loss of the right to drive or bring your motor vehicle onto the High School campus for a period ranging from ten school days to the end of the academic year.

TRAFFIC & PARKING REGULATIONS

Students are required to register for and display a parking pass in any vehicle parked on school grounds.

All members of the school community and their guests are expected to park in approved parking areas. Students who park in other parking areas on campus subject themselves to having the vehicle towed at their expense.

On school days during school hours student parking is designated to the paved parking lot in the lower section of campus and in the upper lot outside the white line. **The parking spaces inside the white line in the upper lot are reserved for LHS staff.** After school hours, students who move to the upper lot are required to park outside the white line. Students may not park in visitor parking spaces.

ANY ILLEGALLY PARKED
VEHICLE MAY BE TICKETED OR
TOWED AT THE OWNER'S
EXPENSE.

Parking privileges beyond the designated student parking may be extended to students at the principal's discretion.

RECREATIONAL ACTIVITIES

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

RECORDING DEVICES, TELEVISIONS, RADIOS

Students are not to impose on other students or staff by using tape recorders, video camcorders, radios, cell phones/cameras or portable television sets, except as required by school-approved activities. Use of these devices in the classroom, library and/or tech lab will be at the discretion of the staff member, teacher, librarian or tech lab supervisor. Learning Center usage of headphones will be at the discretion of the supervisor in that area. Failure to comply may lead to disciplinary action.

CELL PHONES + IPODS / MP3 PLAYERS / ELECTRONIC DEVICES

Students are expected to comply with any request made by a member of the faculty or staff regarding electronic devices/cell phones. A parent or guardian may be required to pick up a cell phone from the Main Office after a first infraction. There is a phone in the office that is available to students to make calls throughout the day.

Cell phones, I-pods/MP3 players may be allowed during study hall, lunch, passing times and at the classroom teachers' discretion. Students are expected to remove their ear buds/head phones any time that a teacher or staff member requests that they do so. Failure to comply may result in disciplinary action.

SENIOR PRIVILEGE / OPEN CAMPUS

The LHS Senior Privilege Program allows seniors who meet specific criteria to manage their own time during periods of the school day when they are not assigned to academic classes. During unscheduled course time (study halls and lunches), students may arrive later and/or leave earlier. All students remain responsible to be on time and present for scheduled courses.

We believe that this senior privilege provides an opportunity to support seniors in their transition to life after high school. Participating seniors take on more responsibility and prepare for the more independent life of college and career.

Eligibility for the senior privilege program depends upon the academic standing, attendance history, and conduct record of students. Criteria for eligibility and continued participation are clearly defined on the LHS Senior Privilege Application and reviewed by the high school administration. Seniors must satisfy the following requirements to be eligible:

- Senior Privilege will begin the Monday after February vacation.
- Students must have no failing grades in any courses during senior year.
- Students must have no more than 10 tardies to school prior to February or they may not be eligible after administrator review.
- Naviance accounts must be updated and signed off on by a guidance counselor.
- All transcript debts must be paid in the guidance office.
- Community Service Hours (50) must be completed.

Students who violate criteria/procedures may have their senior privilege suspended or revoked. The school administration reserves the right to amend and/or supplement rules as well as suspend and/or cancel this program.

Senior privilege cannot be exercised for school assemblies.

SENIOR FINAL EXAM EXEMPTION

Students who have an A- or better (90 or above) for the year in any year long course, and who earn an A- (90 or greater) in the fourth term are exempt from that course's exam. This exemption will not include semester courses or half year courses. There is no maximum number of exemptions so seniors might be exempt from all their exams. Students must also be in compliance with school attendance policies. Specifically, the student has not been tardy to school more than 12 times or has not been absent more than 10 times during the year. If a student is not in compliance with the attendance policy the Senior Final Exam Exemption will not be granted for any class.

18 YEAR OLD STUDENT POLICY

Students of Littleton High School who reach the age of 18 years while attending Littleton High School have the state given right to assume sole responsibility for their education.

Massachusetts State Board of Education regulation 1.4 reads as follows:

“If a student is 18 years of age or older, he/she alone shall exercise these rights. However, the parent may continue to exercise the rights until expressly limited by such students. Such student may limit the rights and provisions of these regulations which extend to his/her parent by making such request in writing to the school principal or superintendent of schools who shall honor such request and retain a copy of it in the student record”

Under the authority of Chapter 71, 71B and Chapter 76 of the General laws, The State Board of Education approved regulations relative to the maintenance of students' records by the public of the schools of the Commonwealth.

Should an 18 year old student wish to exercise these rights, they must obtain the proper form from the main office. The form must be signed by both student and parent and must be submitted to the assistant principal in the main office.

Student participation and consent at the age of majority for students receiving special education services. When the student reaches 18 years of age, he or she shall have the right to make all decisions in relation to special education programs and services. The school district shall have the obligation to obtain consent from the student to continue the student's special education program. The parents will continue to receive written notices and information but will no longer have decision-making authority, except as provided in 603 CMR 28.07(5)(a) through (c).

(a) If a parent has sought and received guardianship from a court of competent jurisdiction, then the parent retains full decision-making authority. The parent shall not have authority to override any decision or lack of decision made by the student who has

reached the age of majority unless the parent has sought or received guardianship or other legal authority from a court of competent jurisdiction

(b) The student, upon reaching 18 years of age and in the absence of any court actions to the contrary, may choose to share decision-making with his or her parent (or other willing adult), including allowing the parent to co-sign the IEP. Such choice shall be made in the presence of the Team and shall be documented in written form. The student's choice shall prevail at any time that a disagreement occurs between the adult student and the parent or other adult with whom the student has shared decision-making

(c) The student, upon reaching 18 years of age and in the absence of any court actions to the contrary, may choose to delegate continued decision-making to his or her parent, or other willing adult. Such choice shall be made in the presence of at least one representative of the school district and one other witness and shall be documented in written form and maintained in the student record.

STUDENT CONDUCT

CIVIC AND SOCIAL EXPECTATIONS

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

SCHOOL DISCIPLINARY ACTIONS

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

When an ongoing class or study area is being adversely affected by the behavior of a student, and that student fails to respond to the attempts of correction made by an adult supervisor, he or she will be sent to the Assistant Principal.

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

1. Reprimand the student and document the reprimand in the student's record.
2. Schedule a student-parent conference to discuss the matter.

3. Seek restitution for property damage.
4. Revoke privileges such as: parking; use of library, computers or cafeteria; participation in co-curricular or class activities; use of motor vehicle on campus.
5. Temporarily remove the student from a class or activity.
6. Place the student on disciplinary probation.
7. Assign teacher retention.
8. Assign detention.
9. Permanently remove the student from the class or activity.
10. Assigned Saturday Detention
11. Assign in-school suspension
12. * Assign Suspension
(up to 10 days).
13. * Assign Suspension
(over 10 days).

14. * Refer to the Superintendent for expulsion hearing conducted by the School Committee (for offenses including but not limited to physical fighting, assault, harassment, vandalism, deliberate destruction of property, possession of alcohol and repeated violations of other school rules).

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

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

Co-curricular activity directors, advisors, coaches, the Director of Athletics, and the Principal have the authority to restrict the participation of students in any school activity for reasonable cause.

PARENTAL NOTIFICATION

Parents will be notified of all student suspensions and expulsions either by e-mail or by postal mail or by a phone call home. Teachers and/or administrators may contact parents about after school detentions.

Detention

1. It is the responsibility of each student to provide his/her own transportation.
2. Detention will be held in an assigned room. Students should enter/exit school by main entrance doors.
3. Students arriving late will be re-assigned the time owed.
4. Students failing to report to their assigned detention (or failing to have been excused **in advance**) will be required to repeat the time owed, may have the time doubled, or may be suspended from school. Progressive discipline will be followed.
5. Work/Co-Curricular activities/athletics will not be considered an excused absence from detention. Students are responsible for adjusting their work schedule to complete detention hours.
6. Students not complying with the following behavioral expectations during detention may be sent home, receive no credit for that day and be re-assigned the time owed.
Behavioral expectations:
 - Students are expected to come to the assigned room with schoolwork or a book to read. Sleeping or lying with head on the desk is not permitted.
 - Students are not allowed to socialize or disturb others. Use of listening devices and cell phones is at the discretion of the detention supervisor.
 - Food and/or drink (except water in a covered container) may not be brought into detention.
7. Students serving detention may participate in the co-curricular activities on that day, providing that those activities occur after fulfilling detention responsibilities.
8. A parent phone call or note after a missed detention does not constitute an excused absence. Disciplinary consequences may be issued in these instances.

Students must serve all detentions assigned to them prior to the end of the year. Failing to do so will result in a discrepancy report that may interfere with participation in graduation and/or receipt of report cards, transcripts, etc.

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, photographing the test/quiz, text messaging information, illegitimately accessing the teacher's answer key for tests or quizzes, stealing the teacher's edition of the textbook, stealing another student's homework, notes or handouts

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

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

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

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

RESPONSIVENESS

Students are to comply, in a courteous and respectful manner, with any reasonable request from any member of the school staff. A request is "reasonable" when it has a legitimate educational purpose and is within the authority of the staff member to make. When doubt exists as to the

reasonableness of a request from a staff member, students are encouraged to consult with a department head or school administrator after compliance with the request. Disciplinary consequences may be issued for behaviors that are uncooperative and insubordinate.

CIVILITY

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

CONFLICT

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

ANTI-BULLYING

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

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

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

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

by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying...

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

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

The full text of the MA General Law about bullying in schools is available on the Littleton Public Schools' website.

DRESS CODE

We take pride in the appearance of our students. The dress of our students in many ways reflects the sense of purpose and quality of our school. Students are to dress neatly, cleanly, and appropriately while in attendance. Expressive clothing that causes disruption or disorder is not allowed on school grounds. Hoods may not be worn in the upright position. Hats may be worn. Per order of the board of health, footwear must be worn in the school building at all times. Clothing promoting alcohol, tobacco products or drugs, guns, weapons or violence are not permitted. Students who do not comply with the dress code may be asked to call home and remain in the office until appropriate clothes are brought to school. Questions or concerns about dress code should be directed to the Assistant Principal Principal and/or Principal.

MGLc71:83

School officials shall not abridge the rights of students as to personal dress and appearance except if such officials determine that such personal dress and appearance violate reasonable standards of health, safety and cleanliness.

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. E-cigarettes are not allowed on school grounds.

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

USE OF INHALANTS

M.G.L.A. 270 s18

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

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

ALCOHOL

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

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

DRUGS

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

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

WEAPONS, CONTROLLED SUBSTANCES, AND ASSAULT OF EDUCATIONAL STAFF

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

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

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

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

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. *The Spirit Rock, appropriately marked, may be an exception to this section.* Each incident of graffiti at LHS will be investigated and consequences will be determined depending on the circumstances and level of the offense.

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

Procedures for suspension up to 10 days and after 10 days: General requirements

1. Any eligible student may be suspended up to 10 days in any school year without implementation of procedures described in criterion SE 46.
2. After a student with special needs has been suspended for 10 days in any school year, during any subsequent removal the public school provides sufficient services for the student to continue to receive a free and appropriate public education.

3. The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

State Requirements

M.G.L. c. 76, sections 16-17

Federal Requirements

34 CFR 300.530-537

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.

Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district.

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
2. Prior to a suspension that constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP—"a manifestation determination."
3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer:

- a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
 - b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days
- a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or
 - b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is “substantially likely” to injure him/herself or others.

Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.

5. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise.
6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student’s current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

State Requirements

Federal Requirements

34 CFR 300.530-537

Procedure for recording suspensions.

The district has a procedure to record the number and duration of suspensions from any part of the student’s program, including suspensions from special transportation prescribed by the IEP.

Procedural requirements applied to students not yet determined to be eligible for special education.

If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the

student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

- a. The parent had expressed concern in writing; or
- b. The parent had requested an evaluation; or
- c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.

If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

State Requirements

Federal Requirements

34 CFR 300.534

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.

CO-CURRICULAR PARTICIPATION: MIAA & LITTLETON HIGH SCHOOL

The following standards apply to all co-curricular activities, including athletics.

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

Littleton High School is a member of the MIAA and will adhere to the athletic eligibility rules set forth by the MIAA. All MIAA rules, regulations and expectations can be found on the MIAA website www.miaa.net and are available in the Athletic Director's Office.

The Littleton High School academic eligibility rule will supersede MIAA rules. For a Littleton High School student athlete to be eligible to participate in interscholastic athletics, he/she must be passing twenty-five credits and have no grade of F in any course in a marking period.

Please see the Athletic Director for more detailed information on Interscholastic Athletics, The Student Athlete Handbook, as well as the Littleton High School Athletic Eligibility waiver.

Please see www.littletonps.org >athletics

APPENDIX OF FEDERAL LAWS, STATE LAWS, AND DISTRICT POLICIES

STUDENT RIGHTS AND RESPONSIBILITIES

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

1. Civil rights including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
 2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
 3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights.
 4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
 5. The right to privacy, which includes privacy in respect to the student's school records.
- It is the school committee's belief that as part of the educational process students should be made aware of their legal rights and of the legal authority of the school committee to make, and delegate authority to its staff to make rules regarding the orderly operation of the schools. Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior. The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through individual school handbooks that are distributed annually.

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

Adopted: June 10, 2004

CIVIL RIGHTS REGULATION / TITLE I / TITLE IX

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

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

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

504 POLICY

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

NOTICE OF NON-DISCRIMINATION

The Littleton Public Schools does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, age or disability in admission to, access to, employment in, or treatment in its programs and activities.

The Coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Chapter 622 of the Acts of 1971 is Dr. Rita Detweiler and can be reached at 978-486-8951.

Inquiries regarding the application of the non-discrimination policy of the Littleton Public Schools may be referred to Littleton's Coordinator as stated above or the Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, Mary E. Switzer Building, 330 C Street, SW, Washington D.C. 20202, telephone 800-421-3481. A Notice of Non-Discrimination will be posted in each school building. Such Notice will contain the names and telephone numbers of persons within the Littleton Public Schools who are responsible for receiving and investigating complaints of discrimination and shall be reviewed at least annually to ensure that the information is current.

Designation of coordinator(s); grievance procedures.

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

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

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

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

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

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

HEALTH EDUCATION

The School Committee is committed to a sound, comprehensive health education program as an integral part of each student's general education.

SOURCE MASC Policy, LEGAL REF M.G.L. 71:1, Adopted: August 21, 2003

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with General Laws Chapter 71, Section 32A, the Littleton School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues. At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). The notice will be provided to parents at least thirty (30) days prior to the start of the program. Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curriculum change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation. Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

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

2. inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools. A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute. The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year. Proposed: August 21, 1997, Reviewed: September 18, 1997, Approved: September 18, 1997

DISCIPLINE OF SPECIAL NEEDS STUDENTS

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

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

Federal Requirements 34 CFR 300.519 – 300.529

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

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

- 1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal or headmaster of a school in which the student is enrolled may suspend the student for a period of time

determined appropriate by said Principal or headmaster if said Principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent.

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

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

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

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

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

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 the Director of Pupil Personnel Services who can be reached at 978 486-8951. A copy of the regulations may also be obtained at www.doe.edu/lawsregs/603cmr46.html.

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

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.

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

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

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

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.

ACCESS TO STUDENT RECORDS

A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record.

Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
- (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- (d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing

services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or
3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student

records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Regulatory Authority:

603 CMR 23.00: M.G.L. c. 71, 34D, 34E.

PREGNANT STUDENTS

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

Adopted: March 13, 2008

HARASSMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

HAZING

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

CORI POLICY

As required by law, Littleton Public Schools will review criminal records of candidates under consideration for employment, individuals regularly providing school transportation for children in the district, or volunteer service, as well as current employees, volunteers and drivers. Per M.G.L. c. 71, Section 38R, Littleton Public Schools will obtain all available Criminal Offender Record Information (CORI) from the Criminal History Systems Board (CHSB) prior to hiring employees or engaging volunteers and subcontractors who may have direct and unmonitored contact with children. No volunteer will be allowed to have unmonitored contact with children prior to a CORI check. After hiring employees, subcontractors or engaging volunteers, the Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain CORI checks of these individuals. The Littleton Public Schools will require that independent entities, such as out of district special 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.

Adopted: June 8, 2006

RESPONSIBLE USE OF TECHNOLOGY

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.**

Signature

Date

Updated June 2017

Approval date 6/8/2017

Approved by School Committee

FIELD TRIPS / OVERNIGHT TRIPS

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

- Although the goal is that all students will participate, any student involved in chronic, serious disciplinary incidents may be barred from participation in field trips at the discretion of the principal.
- Any student who has been barred from a field trip or chooses not to participate should report to school on the day of the field trip and be prepared to remain in school for the entire day. A folder of teacher-assigned work will be complete by the student during the day. Students who are barred from a field trip and have previously paid for the field trip will receive a refund if available.
- Students experiencing financial hardship should contact the main office.
- Field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students and also bring about better

public relations. The School Committee will also encourage field trips as an integral part of the instructional programs in the schools.

- The Superintendent will establish regulations to assure that:
 1. All students have parental permission for trips.
 2. All trips are properly supervised
 - 3 All safety precautions are observed.
 4. All trips contribute substantially to the educational program.
- All out-of-state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the School Committee. Fundraising activities for such trips will be subject to approval by the appropriate Administrator.

SOURCE: MASC Policy

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

SCHOOL COMMITTEE

SCHOOL COMMITTEE POLICY DEVELOPMENT

The School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority. The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the school system. Through the study and evaluation of reports concerning the execution of its policies, the School Committee will exercise its control over school operation. The School Committee accepts the definition of policy set forth by the National School Boards Association: Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance. The policies of the School Committee are framed, and are meant to be interpreted, in terms of state law, regulations of the Massachusetts Board of Education, and other regulatory agencies of the various levels of government.

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

POLICY ADOPTION

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

1. First reading – first reading of proposed policy or policies; response from Superintendent; report from any advisory committee assigned responsibility in the area; committee discussion and directions for any redrafting.
2. Second reading – discussion, adoption or rejection. Amendments to the policy at the second reading stage will not require repetition of the sequence, unless the committee so directs.

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

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

POLICY REVISION AND REVIEW

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

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

PARENT/GUARDIAN COMMUNICATION MAP

September 2018

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/ placement Classroom	Principal Principal	Director of Pupil Personnel Services 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 Social Development	Teacher Teacher/Counselor	Principal Principal
Discipline	Classroom Lunchroom Playground/Recess/Bus	Teacher Teacher Teacher	Principal/Assistant Principal Principal/Assistant Principal Principal/Assistant Principal
Curriculum	Content Policy	Teacher Teacher	Principal/Curriculum Coordinators Principal/Director of Curriculum
Scheduling Issues	Building Based Inquiries	Guidance Counselor	Principal
Special Learning Needs	Regular Education/ Special Needs Preschool Screening Transportation Kindergarten Screening	Counselor/Special Educator Coordinator of Early Childhood Special Educator Kindergarten Teacher	Counselor/ Director of Pupil Services Director of Pupil Services Early Childhood Coordinator/Director of Pupil Services Principal/Director of Pupil Services
School Specific Staffing	School Assigned Staff	Principal	Superintendent
Counseling	Program/Student Performance	Counselor	Principal/Counselor/Director of Pupil Services
Extended Day Opportunities Tigers' Den	Programs Registration Information Extended Day Care	Tigers' Den	Tigers' Den
Private Tutoring	Referrals	Principal	Principal
Home and Hospital Tutoring and 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 Coordinators	Technology Coordinator Technology Coordinator
Athletics	Building based schedules or team events	Coach and Athletic Director	Athletic Director
Park and Recreation and Community Education	Recreational and Adult activities	Park and Recreation Department	Park and Recreation Department Director

District:

Superintendent	Dr. Kelly R. Clenchy	978-540-2500
Director of Pupil Services	Ms. Lyn Snow	978-540-2503
Direct of Curriculum	Ms. Elizabeth 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 Assistant Principal	Ms. Rebecca Deacon	978-486-3959
Russell Street Principal	Ms. Cheryl Temple	978-540-2520
Middle School Principal	Mr. Jason Everheart	978-486-8938
Middle School Assistant Principal	Mr. Matthew LeVangie	978-486-8938
High School Principal	Dr. John Harrington	978-952-2555
High School Assistant Principal	Mr. Keith Comeau	978-952-2555
Tigers Den	Martha Hull	978-540-2555
Park & Recreation Department	Alicia Day	978-540-2491

9.2018