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**Leominster Public Schools Central Office Administration**  
**24 Church Street • Leominster, MA 01453 (978)534-7700**

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*It is the policy of the Leominster Public Schools to prohibit discrimination based on race, color, sex, gender identification, religion, national origin, sexual orientation or disability.*

*The Title VI and IX and 504 Coordinator for the Leominster Public Schools is Ned Pratt.*

The student handbook can be translated into a different language for a student or parent who requires communication for the District in another language.

Este manual del estudiante puede ser traducido en diferentes lenguajes para estudiantes y padres que requieren comunicación del Distrito en otros lenguajes.



## LEOMINSTER PUBLIC SCHOOLS 2019-2020 CALENDAR

Approved by School Committee April 1, 2019



AUGUST 4

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER 15

M	T	W	T	F
2	3	HD	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 17

M	T	W	T	F
		HD	2	3
6	7	8	9	HD
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

August 26, 2019

1st Day for Teachers

August 27, 2019

1st Day for Students

Sept 2, 2019

Labor Day Holiday

Sept 3, 2019

1st Day for Kindergarten and PreK

Sept 18, 2019

Half Day for Students/Prof Dev

Oct 2, 2019

Half Day for Students/Prof Dev

Oct 14, 2019

Columbus Day

Nov 11, 2019

Veterans Day

Nov 25, 2019

1/2 Day (Parent/Teacher Conf.)

Nov 26, 2019

1/2 Day (Parent/Teacher Conf.)

Nov 27-29, 2019

Thanksgiving Recess

Dec 4, 2019

Half Day for Students/Prof Dev

Dec 23-Jan 1 '20

Winter Recess

Jan 20, 2020

Martin Luther King Jr. Day

Feb 3, 2020

Professional Development Day

Feb 17-21, 2020

Presidents Week Recess

March 9, 2020

Professional Development Day

April 1, 2020

Half Day for Students/Prof Dev

April 10, 2020

Half Day for Students and Staff

April 20-24, 2020

Spring Recess

May 25, 2020

Memorial Day

June 1, 2020

Half Day for Students/Prof Dev

June 6, 2020

LHS Graduation

June 12, 2020

Last Day for Students (if no snow days)

SEPTEMBER 20

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	HD	19	20
23	24	25	26	27
30				

JANUARY 21

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

MAY 20

M	T	W	T	F
			1	
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 10

M	T	W	T	F
HD	2	3	4	5
8	9	10	11	
15	16	17	18	19
22	23	24	25	26
29	30			

JUNE 10

M	T	W	T	F
			1	
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
HD	HD	HD	HD	29

MARCH 21

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

First Days for Teachers

First Day for Students

Holiday/No School

Professional Development Day  
(no students)

180TH DAY

Last Day for Students  
& Teachers (inc. 5 snow days)

Half Day for Students

First Day for Kindergarten  
and PreSchool

Half Day for Students and  
Staff

## Leominster High School and Center for Technical Education Innovation Mission Statement

The Leominster High School community promotes a rigorous educational environment that empowers students to take responsibility for their academic, personal, and social growth. Our community values diversity and creates a safe atmosphere for students to acquire the knowledge, the work ethic, and the academic, technical, and communication skills necessary to become responsible and productive members of society.

## Leominster High School and Center for Technical Education Innovation Core Values

The Leominster High School community values and exhibits **H.E.A.R.T.**

The Center for Technical Education Innovation values and exhibits our ranked core values:

Honesty  
Excellence  
Achievement  
Responsibility  
Teamwork

- 1) Safety
- 2) Student Achievement
- 3) Mutual Respect
- 4) Teamwork

## Leominster High School and Center for Technical Education Innovation Student Expectations:

Students at Leominster High School and the Center for Technical Education will:

### Academic Expectations

1. Write effectively in clear and correct English for a variety of purposes and audiences.
2. Read actively and critically to understand the meaning, uses, and purposes of language.
3. Speak thoughtfully and effectively for a variety of purposes to convey ideas, information, or emotions.
4. Think critically and apply knowledge and experience, individually or as part of a team, to solve problems and become independent learners.
5. Use technology, the arts, the creative process, and interdisciplinary knowledge to enhance scholastic performance.

### Social and Civic Expectations

1. Demonstrate respect for self, others, and the physical environment.
2. Assume primary responsibility for their education.
3. Demonstrate knowledge of the democratic process and participate proactively as informed citizens in their community.

## I. SCHOLASTIC INFORMATION

### a. Requirements for Graduation

The following requirements are based on four (4) years of study, grades 9-12. The number of credits allotted to a course depends upon the frequency of the class meeting and the duration of the course, that is, semester or full year. All required courses must be passed. Vocational program requirements must include shop and shop related course work.

Students take 70 credits per year. Full year courses receive ten (10) credits while semester long courses are awarded five (5) credits. Any course that meets for more than one period, each day, receives ten or five credits for each additional period, depending on whether it is a full year or half-year course. CTEi academic courses that meet on the A/B week schedule receive five credits. Students need the principal's permission to take a reduced load.

### Promotion and Graduation

Academic students must accumulate the following credits for promotion into the next grade.

	Sophomore	Junior	Senior	Graduation
Class of 2017-20	60	120	180	250

CTEi students must accumulate the following credits for promotion into the next grade.

	Sophomore	Junior	Senior	Graduation
Class of 2017-20	60	130	200	270

### Distribution of Required Courses

*Academic students must accumulate a minimum of 200 credits from the following academic areas, in addition to 50 elective credits for a total of 250 credits.\**

*CTEi students must accumulate a minimum of 160 academic credits from specific disciplines and 110 CTEi credits for a total of 270 credits.*

Subject Area	<u>Credits</u>	Subject Area	<u>Credits</u>
Class of...	<u>2017-20</u>	Class of...	<u>2017-20</u>
English	40	English	40
Mathematics	40	Mathematics	40
Social Studies	40	Social Studies	30
Science & Technology	40	Science	30
Physical Education/Health	25	Related Apps.	20
Fine & Performing Arts	15	Vocational Shop	110

*\*Elective offerings are described within this program and include diverse offerings across most subject areas. Students are encouraged to pursue elective offerings that align with their potential college major and career choices. Finally, it is highly recommended that all students who plan to continue on to college should take at least two years of World Language, the minimum requirement for most colleges and universities.*

**b. Certificate Requirements (CTEi)**

Students participating in CTEi's technical programs can earn a vocational certificate in addition to their high school diploma. The awarding of this certificate is based upon either successful completion of a number of laboratory hours in one of the approved career technical/vocational programs or through attainment of a high level of competencies articulated by a specific career technical program. With reasonable attendance over four years, a student can take two additional courses beyond their required course selections and still earn their career technical certificate. Additional courses may be taken, such as advanced Math class; however, the hours will not be credited to lab time. Requests for these extra courses should be submitted to the vocational guidance counselor and will be approved or denied by the Director depending on student grades and attendance. Lab and academic credits will be corrected to reflect changes in the schedule.

**c. MCAS (Massachusetts Comprehensive Assessment System) Graduation Requirements**

All students are required to pass the grade 10 MCAS tests in English Language Arts (ELA), Mathematics and one of the four high school Science and Technology Engineering tests as one condition of eligibility for a high school diploma (in addition to fulfilling local requirements). These tests are administered throughout the spring for all Grade 10 students. In addition, all grade 9 students will be given the MCAS science exam. Students who do not meet the minimum score requirement of 220 will have the opportunity for retesting several times before their projected graduation date. Repeating freshmen who have passed English and Algebra (including summer school) and are enrolled in Geometry may take the Grade 10 MCAS test even if they are listed as Grade 9.

**d. Education Proficiency Plan (EPP)**

An Educational Proficiency Plan (EPP) will be developed and required for every student who has not scored at least 240 on the 10<sup>th</sup> grade mathematics and/or English language arts (ELA) MCAS tests/retests. The purpose of the EPP is to increase the likelihood that graduates of Massachusetts high schools have the knowledge and skills needed to succeed in college and today's workplace. The Educational Proficiency Plan (EPP) is to be designed to help the student meet the proficient level on either the ELA or mathematics 10<sup>th</sup> grade MCAS.

At a minimum, the EPP must include the following:

- a. a review of the student's strengths and weaknesses, based on MCAS and other assessments results, coursework, grades, and teacher's input;
- b. identification of the courses the student will be required to take and successfully complete in grades 11 and 12 to make progress toward proficiency in the relative content area;
- c. a description of the assessment(s) the school will administer annually to determine if the student is moving toward proficiency, or has become proficient on the grade 10 standards.

Students can "fail" an EPP by not successfully completing the required program in grades 11 and 12 for the relevant content as described in the EPP and/or not participating in the annual assessment identified in their EPP. A student who does not fulfill the EPP will not

meet the competency determination requirement, a condition for earning a high school diploma. The high school principal or designee is responsible for determining whether a student has successfully fulfilled all requirements of an EPP.

e. **Grading System**

Leominster High School uses the following system of letter grades to evaluate student performance:

<b>Grade</b>	<b>Numerical</b>	<b>Quality Point</b>
A	93-100	4.0
A-	90-92	3.7
B+	88-89	3.3
B	83-87	3.0
B-	80-82	2.7
C+	78-79	2.3
C	73-77	2.0
C-	70-72	1.7
D+	68-69	1.3
D	63-67	1.0
D-	60-62	0.7
F	59 and below	0.0

**Quality Point Ratio for:**

**High Honors 3.7    Honors 3.0    Graduation with Honors 3.3**

Report cards are issued at the end of each term. The mid-year grade reflects an average of the first two terms and the mid-term exam, which represents 20% of the first semester average. The second semester grade is an average of the third and fourth terms and the final exam, which represents 20% of the second semester average. The final grade is an average of the first and second semester. Note – Seniors who possess a cumulative grade of 93 or higher will be excused from taking end of the year exams in full-year classes.

f. **Honor Roll/Graduation with Honors**

To qualify for the honor roll, a student must carry a 70-credit course load and earn a Quality Point Ratio of at least 3.0. An honor roll student may not have a grade of D, F, Incomplete, or Withdrawn-Failing. For the purpose of graduation lists, honors nights and the various publications of graduation, graduation with honors is determined by the student's standing after first semester of senior year. Seniors who qualify for graduation with honors after the fourth quarter would still be considered to have graduated with honors and will be entitled to wear the honor cord at graduation.

g. **Advanced Placement Courses**

All students enrolled in an Advanced Placement course are required to take the exam in the

course in which they are enrolled. No student can receive Advanced Placement credit who has taken a separate exam that is other than the Advanced Placement exam.

The cost of taking the Advanced Placement test for those eligible for free/reduced lunch will be supplemented by the Leominster School District in conjunction with College Board regulations.

**h. Independent Study**

Independent Study is an opportunity for juniors and seniors to investigate areas that the curriculum does not address. A special curiosity and love for learning should drive this program. It should not be viewed as simply an alternative for electives which are not particularly appealing. Interested students must locate a faculty member receptive to being the mentor teacher for their program. The student and mentor will jointly design the project, outline measurable objectives and arrange for regular meetings to review work and goals.

The student must use an independent study request form, available in Guidance, to outline the project and personal objectives. The form must be signed by the student, a parent, a guardian, mentor teacher, department head (*when applicable*), the head of guidance and finally the Principal. Final approval rests with the Principal. Independent Studies must be designed and approved prior to the end of the course selection process for the following year or the beginning of the second semester.

**i. Out of District Credit**

All out-of-district credit must be supported by a guidance counselor and approved by the Principal prior to the start of that coursework or program. This includes dual enrollment, night school and virtual high school. These programs will be applied toward course credit and GPA calculations, but will not be calculated into class rank.

**j. Dual Enrollment**

Seniors who are in good academic standing and recommended by their guidance counselor may apply for acceptance to a participating college or university. A cumulative GPA of 3.0 or higher is *required*. Dual Enrollment must be on a full-time basis. Full-time means enrolled in four or more courses each semester. Individual dual enrollment courses are also available after school and in the evenings by participating colleges. These courses are taken *in addition* to the student's full time high school schedule.

The spirit of Dual Enrollment is to provide students with an opportunity to become exposed to challenging academic opportunities generally not available within the high school curriculum, or for mature, motivated, independent students to experience a college atmosphere. Students enrolled in Dual Enrollment will apply their college credits to fulfill LHS graduation requirements. All dual enrollment classes will be considered honors level courses for the purpose of calculating a student's weighted rank. Dual Enrollment students remain eligible to participate in Leominster High School sponsored sports and activities.

Students electing Dual Enrollment must complete all graduation requirements. Two semesters of a subject, such as English, are necessary to complete any full-year course

requirement. Five credits will be awarded for one semester of course work. Students are also allowed to take one Dual Enrollment Portfolio class per semester to help attain the total credits required for graduation. Students must meet with their guidance counselor to map a course of study in order to ensure all graduation requirements are being met.

**k. Night School and Summer School**

Students who meet the school's criteria may be given permission to attend night school but may not take courses that are available to them through the school curriculum and which can be placed into their schedule. If a student has taken a course and failed it, they can make this credit up through a semester of night school. If the student needs additional credit and has never taken the course in night school, he or she will need two semesters of work to accumulate ten credits. Students interested in night school classes must have authorization forms signed by their guidance counselor.

Summer school is considered a privilege and is designed to aid students who have made an honest attempt to pass and have not met the minimum standards for promotion. Any student who wishes to attend summer school must achieve an average of no less than '40' in a course failed. To make up credit through summer school a student must have completed a full semester or full year, depending on the course failed. A student who withdraws before the course is completed is not eligible to make up this course through summer school. Students need to see their guidance counselor for appropriate permission forms.

When possible Leominster Public Schools will offer a summer school program to allow students to earn credits for courses they failed or, in some cases, for remediation. However, summer school is intended to be a safety net used during the full school calendar year. Thus, beginning with the Class of 2016, Leominster High School students may only receive credit for up to five (5) courses over their four-year period at LHS. If students are in need of additional credits, but have reached their summer school course limit, then they will be encouraged to enroll in a night program.

**l. Summer Courses**

Students who take summer courses to make up failed work need the approval of their guidance counselor prior to registration.

Students taking courses for enrichment, through college or private school, will not receive Leominster High School credit for such work. The course and grade will be added to the student's permanent record. Prior approval of the designated school administrator is required.

**m. Rank in Class**

Leominster High School uses a weighted rank system to determine class rank. The class valedictorian and the salutatorian will be determined by the weighted rank at the end of first semester senior year. A weighted ranking system is used in order to better recognize and reward those students selecting our most demanding courses and who exhibit a willingness to develop skills, seek knowledge and challenge themselves at the highest levels of reasoning. This standard of academic excellence should be coveted and encouraged.

Therefore, a student's rank will be determined as a product of the grade earned, the credit value and the weighted value of the courses selected. All courses of a student's program of studies will be used in determining rank. In addition, class rank will be calculated using first and second semester grades rather than individual term grades. Class rank for each individual graduating class will not be calculated until the end of their junior year.

n. **Academic Interim Reports**

Academic Interim reports are issued for most students four (4) times per year. Seniors will not receive a formal report during the fourth term. They are issued at mid term for each of the four terms. In the fall, a list of interim report dates will be available to parents/guardians. A phone message will be sent to remind parents of the issuance of interim reports. If a student is in danger of failing any courses a parent's/guardian's signature is required on the progress report and it is to be returned to his/her guidance counselor. Failure to do so may result in disciplinary action.

Parents/guardians may request weekly interim reports through the guidance department. It is the responsibility of the student to secure the form from the guidance office and to have it filled out by his/her respective teachers.

In addition to regular academic interim reports, all English Language Learners and Formerly Limited English Proficient (FLEP) students will receive a language skills interim report during each quarter. This report will document the development and presentation of language skills in the core courses.

**All parents should refer to the school calendar at the beginning of this Handbook for specific interim report or report card distribution dates.**

o. **Academic Eligibility Standards**

Leominster High School Academic Requirements for ALL Co-Curricular Activities:

- In order to be eligible to participate in athletic or extracurricular activities, Leominster High School students must be passing five (5) of their seven (7) classes at the conclusion of the most recent marking term while still meeting the minimum Massachusetts Interscholastic Athletic Association standard that all students must pass forty (40) credits per marking term.
- Any student who receives two (2) failing grades, regardless of the credit amount, will qualify for academic tutoring assistance as provided by the National Honor Society and the Athletic Leadership Council. Students who remain eligible by LHS (MIAA) standards, yet still fail two (2) classes in a marking term, may be suspended from the activity until significant progress, as determined by the coach and Athletic Director has been displayed.
- One week prior to the date of Academic Interim Reports being issued, each coach/advisor shall distribute progress reports to their students, asking them to have

these filled out by their teachers. Students must return these forms to the coach/advisor within seven days from receipt.

- If a student is passing fewer than 40 credits, according to these interim reports, he/she must be placed on probation for a 3-week period. The student will be allowed to continue participating in the sport or activity, but must submit weekly progress reports to the Athletic Director or club advisor.
- The coach/advisor should give a list of these probationary students to their appropriate supervisor (Athletic Director for sports and Principal for clubs and activities).
- If the student's average has not been brought up to a passing level at the end of this three-week probationary period, he/she becomes ineligible for participation in any sport/activity.
- **Activities Appeal Board:** This board will handle appeals from the student and/or faculty involving extenuating circumstances of grading and credits. The make-up of the board includes the Athletic Director or designee, faculty member (LHS/CTEi), and administrator.

These are the minimum standards for all co-curricular activities. Groups can make their requirements more stringent with the approval of the Superintendent and School Committee. These academic standards meet and exceed MIAA requirements.

Note: Co-curricular activities include all sports, clubs, competitive teams, theatrical productions and all forms of student government. Any activity that is related to course credit is exempt.

**p. Course Changes**

There is a great deal of time and thought devoted each year to student course selection and the creation of an appropriate number of class sections to most successfully meet the needs of all students. There will be a two-week period provided at the beginning of each school semester when the guidance department will make adjustments and necessary accommodations to students' schedules. After this period, course changes are discouraged.

It is the view of this high school that part of a student's education involves learning to adjust to various types of personalities, instructional/management styles, and work load. If a situation arises where a change seems necessary after this time period, a request for course change must be filled out and supported by the guidance counselor, teacher, department head, parent/guardian, and approved by the Principal. A parent/guardian must state in writing specific reasons for a change of course request.

If there is not a consensus, a prompt meeting of the above mentioned group should be held to discuss the issue. Everyone involved should keep in mind that Leominster High School's reason for being is to do all it can to help students succeed. The needs of our students are primary. The Principal should be contacted by any aggrieved party after the above consultation has occurred, as he or she has the prerogative to make the final decision on all

course changes. If the request is approved, the notation WP (Withdrawn Passing) or WF (Withdrawn Failing) will appear on the student's report card and permanent record.

q. **Leominster Center for Technical Education Innovation Admission Policy**

1. **Introduction**

An admission process is necessary for vocational technical programs where there are more applicants than openings. All applicants to the career technical education programs for grades nine through twelve at the Center for Technical Education Innovation (CTEi) will be evaluated using the selection criteria contained in the CTEi Admissions Procedure.

2. **Equal Educational Opportunity**

Leominster High School Center for Technical Education Innovation admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, gender identification, religion, national origin, sexual orientation, gender, disability or homelessness status.

3. **Eligibility**

Any eighth grade student in Leominster and ninth, tenth, or eleventh grade student who is a student in Leominster High School is eligible to apply for fall admission or admission during the school year subject to availability of openings to the vocational technical education programs at CTEi Admission shall be based on the following four categories:

- Grades
- Attendance
- Discipline/Conduct
- Recommendation (Guidance/Administration)

Priority for admission is given to district residents. Students who are not residents of Leominster are eligible to apply for fall admission or admission during the school year subject to the availability of openings to Leominster provided they expect to be promoted to the grade they seek to enter by their local district. Nonresident students will be evaluated using the criteria contained in this Admission Policy.

Transfer students from other chapter 74 state-approved vocational technical programs are eligible to apply for fall admission or admission during the school year to grades 912 at Leominster provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using the criteria contained in this Admission Policy.

4. **McKinney-Vento**

Students who are homeless, eligible for enrollment in the Leominster Public Schools in accordance with the McKinney-Vento Homeless Assistance Act, and wish to enroll in the Center for Technical Education Innovation will be accepted according to the selection criteria contained in this admission policy.

5. **Home Schooled Students**

Home schooled students may apply for admission to the Center for Technical Education Innovation, including admission during the school year, provided all admissions policy criteria are followed. The home schooled student's parent(s)/guardian(s) must submit a copy of the home school approval letter from the local school superintendent. Home schooled students will be accepted to the Center for Technical Education Innovation according to the selection criteria contained in this admission policy.

6. **Organizational Structure**

The Center for Technical Education Innovation is a public school located in Leominster, Massachusetts. CTEi is accredited by the New England Association of Schools and Colleges. CTEi is committed to providing quality vocational and career technical education programs.

The Center for Technical Education Innovation's Director will supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this admissions policy.

7. **Review**

The LHS/CTEi Student-Parent Handbook will be reviewed by the school committee and will be disseminated to students, parents and guardians.

8. **ELL Students, Equal Educational Opportunity**

If there is a student with limited English proficiency, a staff member will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process upon the request of the applicant.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process. Information on limited English proficiency and/or disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect the applicant's admission to the vocational technical education program.

9. **Organizational Structure**

The Director of the Center for Technical Education Innovation will form a review committee that will oversee the selection of high school CTEi courses.

Responsibilities of the admission committee include:

- a. Determination of standards for admission,
- b. Development and implementation of admission procedures,
- c. Processing of applications,

- d. Ranking of students,
- e. Acceptance of students according to the procedure and criteria contained in this admissions policy, and
- f. Establishment and maintenance of a waiting list of acceptable candidates.

The CTEi Director is responsible for disseminating information about CTEi's vocational technical education programs through local school assemblies, the guidance department, press releases, the middle school programs, and open house.

Leominster Public Schools participates in the school choice program. The Leominster School Committee will vote each year if changes in the School Choice policy are to be made for the admissions cycle for the following school year. All school choice applicants will be evaluated and ranked using the criteria set forth in this admissions policy.

10. Recruitment Process

The Center for Technical Education Innovation Director disseminates information about the programs through a variety of methods.

- a. Visitations with an informational presentation to 8<sup>th</sup> grade classes in local middle schools from January to March are scheduled. The CTEi admission policy is provided to all students to take home to parents.
- b. An open house is scheduled during February. Prospective students and their parents/guardians have an opportunity to visit all vocational technical programs and speak with teachers as well as view a presentation about all offerings.
- c. Parents/guardians may schedule individual visits at a mutually convenient time.
- d. Brochures, which describe vocational technical programs including academic courses, cooperative education, special education resources, and the CTEi admissions policy, are distributed during the 8<sup>th</sup> grade visitations and the open house.
- e. Freshman open house at CTEi in August prior to school opening.
- f. Third quarter presentations to middle school classes by CTEi students and their teachers.
- g. CTEi video information, including this policy and procedures will be posted on the Leominster Schools web site.

11. Application Process to LHS/CTEi Program

Grade 8 students who would like to participate in the CTEi should select Tech Awareness, Health or Computer Technology on their Course Selection Sheets which will be completed during the spring semester of their 8th grade.

**First Semester Exploration:**

The CTEi Exploratory Program is intended to provide all 9th grade students with an opportunity to explore technical education programs.

**Second Semester Placement:**

Students who participate in Tech Awareness are admitted into their program of choice based on a rubric. The final rubric score determines a student's placement. These rubrics will be used by the Tech Awareness instructors to evaluate students using the following categories:

- CTEi Tech Awareness grade average.
- Attendance & Punctuality
- Discipline/Conduct Record
- Academic (4 Core academics are average: English language arts, math, science, social studies)

Students are then selected to enter the grade nine CTEi program based on their rankings. Those students opting to remain in the program but were not selected are then placed on a waiting list. Students on the list may make a request to enter a different program if an opening exists. Written parental or guardian permission is necessary before any admissions can be made.

Performance in this course will determine future placement into the sophomore program. CTEi instructors will continue to use the rubric for determining promotion to the sophomore program.

12. Transfer Student

Admission

Transferring students from other chapter 74 state-approved programs are eligible to apply for fall admission or admission during the school year to the vocational technical education programs grades 9-12 at the Center for Technical Education Innovation provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be admitted based on the selection criteria contained in this Admission Procedure.

13. Selection Process

Grade Nine, 1<sup>st</sup> Semester:

Students are admitted into their program of choice based on a rubric score which consists of the following categories. The final rubric score determines a student's placement. Documented rubrics will be used by the technical program instructors to evaluate students using the following categories:

- CTEi Grades – Based on Freshmen tech awareness rubric scores
- Attendance in the CTEi tech awareness program

- Discipline/conduct in the tech awareness program
- Academic (4 core academics are averaged: English language arts, math, science, social studies)

At the end of the Technical Awareness Program, students are ranked according to the average of the scores they have earned. Academic grades are averaged into the total average for final student rankings. The avg. of academic grades (E,M,S,SS) + Attendance Score + Discipline Score + CTEi Exploratory grade = total score / 4.

Students are then selected to enter the grade nine CTEi program based on their rankings. Those students still wanting to be in the program but not selected are then placed on a waiting list. Students on a waiting list may make a request to enter a different program if openings exist. Written parent/guardian permission is necessary before any admissions can be made.

#### Grade Nine 2<sup>nd</sup> Semester:

The successful completion of the tech awareness program is a pre-requisite for placement into grade nine CTEi. The grade nine program placement is a continuation of the tech awareness first semester course. Performance in this course will determine future placement into the sophomore program. CTEi teachers will continue to use the rubric for determining promotion to the sophomore program.

#### 14. Selection Criterion for Sophomores

Final program placement into a career/vocational technical program is based on student's score. CTEi instructors will evaluate students using the following criteria:

- CTEi Grades (Jan – June see rubric)
- Attendance
- Discipline/Conduct
- Academic

Students are ranked according to the points they have earned. Students are selected to enter the sophomore program based on average point totals. Those students still wanting to be in the program but not selected are placed on a waiting list. Students on a waiting list may make a request to enter a different technical discipline if openings exist.

#### 15. Transfer Process

Students who wish to transfer from one CTEi program to another may apply for transfer. Transfer requests will be considered subject to the availability of openings in the requested programs. Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student. Transfers will be based on the student's grades received during the exploratory program.

16. Review

The applicant's parent/guardian, upon notification from the Center of Technical Education Innovation indicating that the applicant was not accepted or placed on a waiting list for particular program (major), may request a review of the decision by sending a letter requesting a review to the CTEi Director within thirty days of the notice. The CTEi Director will respond to the request with the findings of the review within thirty days.

## 2. SCHOOL ATTENDANCE AND SCHOOL HOURS

### **“Every Student, Every Class, Every Day, On Time”**

Students miss a great deal of the high school experience if they are absent from school and class. Missing one or two days of classes per year is a worthy goal for every student. Much of what a student learns in school centers around exchanging ideas with both peers and teachers, being able to orally defend one's position on a certain subject, and making discoveries through interchange in laboratory situations. These learning experiences are lost when a student is not in class/school. It should be noted that the Massachusetts Department of Elementary and Secondary Education, recognizing the importance of class participation and consistent school attendance, has mandated that speaking and listening skills be assessed along with reading, writing and computational skills. This is part of the Basic Skills Improvement Policy adopted by the Board. Therefore, attendance is essential.

The hours for a regular school day at Leominster High School and the Center for Technical Education are 7:30am-2:15pm. Every student must report to 'A' Block by 7:30 a.m. where attendance is taken. If a student is absent from school, parents/guardians are expected to call the office, (978-534-7715) followed by pressing "1", **prior to 8:30 a.m.** on each day of absence. Parents/guardians, in turn, will be contacted by the district's phone and electronic messaging service by approximately 11:00 a.m. to verify a student absence. This includes any student who is absent due to an extended tardy, early dismissal or suspension.

While we expect students to attend classes, we realize that due to circumstances beyond their control, the fulfillment of that goal may be unattainable. As such, the maximum number of absences allowed per semester without course failure will be eight (8) absences that have not been excused.

#### **State Law, Chapter 76, Section 1**

The superintendent, or teachers in so far as authorized by him or her or by the school committee, may excuse cases of necessary absence or other causes not exceeding seven day sessions or fourteen (14) half-day sessions in any period of six months.

Any student who exceeds the limit of eight (8) unexcused absences per semester will fail for the semester and be assigned an "Administrative Failure" a grade of 55, or lower if she/he has a lower average. All school sponsored functions such as field trips are exempt from the attendance policy.

Recording student class attendance will be the responsibility of the individual classroom teacher. Chronic class absenteeism will be addressed by the appropriate Dean of Students.

#### *Examples of Excused absences:*

- A. An absence with signed medical documentation which indicates the day of absence.
- B. An observation of a religious holiday, with a written note from a parent/guardian.
- C. Death in one's family, with a written note from a parent/guardian.

- D. Chronic illness, written verification from a doctor and daily written notes from a parent/guardian.
- E. Court appearance, with documentation from court.
- F. College visit, with dated documentation from the college/university.
- G. All out-of-school suspension days.
- H. Disability related absences

A phone call for a daily absence from a parent/guardian, however, is considered an excused absence that still will be counted towards the limited days allowed.

Written verification for these absences must be given to the appropriate dean **before the end of the semester**. Any additional late documentation must be a part of a student's attendance appeal package. If a student would like to appeal to the principal due to extenuating circumstances, they must submit a written request that explains the special circumstances that led to their excessive absences.

School suspension days will not be counted as a part of the eight (8) absences per semester.

Parents and guardians are reminded that family vacations that occur on dates beyond the district scheduled vacation weeks will count fully towards the attendance policy. This should be taken into consideration as families plan such events. There is no expectation that the teacher provide individualized assignments in advance. Instead, students should be prepared to make up missed assignments in a timely manner upon return.

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his or her character. Parents can help their children by not allowing them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

## **Student Absence Notification Program**

Each Principal will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

## **Dropout Prevention**

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

### **a. Tardiness to School**

The school expects parental cooperation in our efforts to instill a respect for punctuality. Tardiness to "A" Block will be excused only by a phone call from a parent/guardian or a parental note presented on the day of tardiness. The parent or guardian must sign all notes. The school views tardiness as a serious concern and obstruction to a proper and complete educational experience. Thus, the school will uphold strict consequences for excessive tardiness. Five (5) unexcused tardies will result in extended detention. **More importantly, for every ten (10) tardies a student accrues, he/she will be credited with one day of absence from school (and/or class period) which will count towards the eight (8) absences per semester limit that is described above.** Finally, when students sign in tardy at the reception desk, it must be legible. Failure to print the proper name may result in Inschool Suspension. Students who sign in at the front desk after 9:00 will be marked absent for the day, and parents can expect a call from the district's phone and electronic messaging service.

**b. Excessive Tardiness to Class**

After “A” Block a student reporting late to class for any block will not come to the office for a late pass. Rather, the student should report directly to his/her class. Recording tardiness to class is the responsibility of the classroom teacher. If the teacher does not excuse the tardy, a teacher detention will be imposed. Any student who comes into class over thirty (30) minutes from the start of the period will be charged with a class absence rather than a tardy.

**c. Excessive Class Cutting**

Cutting class is an unexcused absence. Cutting any class reflects poor decision-making on the part of the student and generally indicates an unwillingness to comply with the goals and objectives of Leominster High School. Teachers and administrators will make every possible effort to keep parents/guardians informed of class cutting. A class cut, upon verification by the Dean of Students, will result in two teacher detentions, and violators should receive no credit for any assessment, quiz, or test that occurred during that period. Further class cuts will result in progressive disciplinary action to be administered by the Dean of Students, which may result in up to ten (10) days out of school suspension.

**d. Dismissal Policy**

All high school students must be scheduled to receive a minimum of 990 hours of structured learning time per school year. Therefore, if for any reason a student needs to be dismissed from school all arrangements should be made prior to the dismissal. These include a note from home specifying the date and time of dismissal. The note must be brought to the office prior to the beginning of the school day. Students should contact all teachers about work due on or after dismissal. Only the Principal’s designee may dismiss any student leaving school because of illness or any other unforeseen emergency. Dismissal from school should only take place for a serious reason.

Students who leave the building without permission are subject to disciplinary action. Any dismissal prior to 10:55 (or in the case of half days, the mid-point of the school day), without the student returning to school, will be counted as an absence-dismissal. Excessive/chronic dismissals will be addressed through the dean’s office, as more than ten (10) dismissals per semester may result in disciplinary action.

**e. Open Ends Policy**

“Open Ends” refers to a privilege that will be granted to seniors only. This privilege will allow students with a scheduled study hall during “A” Block to arrive at school prior to the end of that period with no penalties. It is the student’s responsibility to indicate that they have open ends on the sign-in sheet. Additionally, those seniors with a scheduled “F” block study may depart early with no penalties. However, students must first check in with their study hall teacher before directly leaving the building. Also, students who leave early may not transport any other student off campus nor can they return to school until 2:15 p.m. Failure by the student to follow these rules will result in the revocation of the open ends privilege. In addition, excessive absences to physical education during the even days of the schedule also will result in the revocation of this privilege. Any senior who would like to

participate in open ends must have a signed parental permission form which can be obtained from and submitted to the appropriate Dean of Students.

f. **Dismissal from Nurse's Office**

Parents/Guardians or a designated emergency contact person will be contacted by the nurse when a student is ill and needs to be dismissed. They will be expected to pick up the student in the nurse's office. The nurse **cannot** dismiss ill students to drive themselves home without parental or administrative permission. Parents/guardians must phone the main office to arrange for this type of dismissal through an administrator. If the school nurse, **not a parent or guardian**, determines that a student **must** be dismissed due to health concerns and this dismissal will result in an absence, then this absence will be excused and excluded.

g. **Truancy**

A student will be considered truant when he/she is absent from school without the permission of parent/guardian or school administrator. A student truant from school once will receive a Saturday detention and will participate in a parent conference with the appropriate Dean of Students. A student truant from school a second time will receive inschool suspension for a period of 1-3 days and meet with his/her parents/guardians and the administrator prior to being readmitted.

h. **Withdrawal and Transfers**

Requests for withdrawals and transfers are initiated and coordinated by the student's guidance counselor. Monitoring and completion of all withdrawals and transfers are the responsibility of the guidance department. Guidance will not process withdrawal/transfer paperwork until all proper procedures have been completed.

i. **Enrollment**

Adults eighteen years of age or older will be admitted to Leominster High School only after consultation with guidance staff and with the recommendation of the Principal.

### **3. DISCIPLINARY GUIDELINES**

Students are expected to respect the rights of others in our school community. Through our educational process, students, staff and community will develop values which will encourage a sense of respect for the point of view of others.

Students are expected to conduct themselves in a manner which reflects favorably upon themselves, their families and their school. In any community, unfortunately, certain individuals insist upon behaving in such a manner as to interfere with the rights of others. The term "rights of others" refers, at a minimum to the need/right of staff and students to be free from discrimination based upon race, national origin, religion, sexual preference, gender, gender identity or disability. Such discrimination may include verbal or physical attacks directed at racial, ethnic or religious background, sexual persuasion or physical or mental disabilities. These disciplinary guidelines have been developed to ensure that the rights of all individuals are equally protected, whether it be during the school day, on the school bus or school property, and/or at extracurricular school-sponsored activities. (*See Non Discrimination Policy, Appendix B*). These disciplinary guidelines attempt to explain the code of conduct and school rules students are expected to follow as well as explain the specific types of disciplinary action that may be taken against a student for a violation of the code of conduct or school rules. However, this is not an exhaustive list of violations or specific consequences. Students should be aware that they may be subject to detention, Saturday detention and/or suspension (in or out of school) for any violation of the disciplinary guidelines or school rules defined in this handbook or for any behavior not specifically mentioned within this handbook that places any member of the school community (student, staff member or visitor) in danger or disrupts the educational process. In addition, at the discretion of the Principal, other consequences may be imposed on the student, including, but not limited to, time out, letters of apology, restitution, community service and the like.

The disciplinary guidelines are meant to cover conduct ranging from personal appearance and grooming to more extreme behavior, such as the use of controlled substances and weapons. These guidelines have important sources, including the United States and Massachusetts Constitutions; laws passed by federal, state and local governments; cases decided by our courts; School Committee policies; (rules and regulations of the school committee's handbook review committee); and school administrator's rules. Though all of these guidelines have their basis in the simple principles of fairness, common courtesy and respect for others, it is obvious that no disciplinary guidelines/code of conduct can be expected to describe and list every possible or potential violation of standards of conduct. Simply stated, we are all expected to behave appropriately and be on "good behavior" at all times, and so long as the offender is warned and informed, appropriate disciplinary action may be taken against any action or activity which interferes with the interests set forth above.

It is important to note that the Principal may apply and enforce disciplinary guidelines against student conduct occurring after school hours and off school grounds. (*Nicholas B. V. The School Committee of Worcester - Feb. 24, 1992*). Students may be subject to disciplinary consequences as a result of behavior occurring off of school grounds and outside of school hours to the extent such misconduct has an intrinsic connection to behavior occurring during the school day.

Lastly, the school disciplinary guidelines are not exclusive, and when needed or appropriate, other officials or the police shall be notified and involved. These guidelines help to make Leominster High School a safe and pleasant place to learn. Students who attend school with the proper attitude will find these rules easy to follow. The cooperation of all is expected and appreciated.

Any act, not herein specified, which is unfavorable to the best interest of the school and its community, may result in disciplinary action. A student charged with a criminal offense which may affect school climate, may adversely affect the educational process, or which may endanger the health or safety of students/staff may be subject to disciplinary measures up to and including expulsion.

### **Disciplinary Statement**

The following disciplinary guidelines have been developed to ensure that the rights of all individuals are equally protected during the school day; on the school bus or school property, and/or AT EXTRA-CURRICULAR ACTIVITIES. These disciplinary guidelines attempt to explain the code of conduct and school rules students are expected to follow as well as explain the specific types of disciplinary action that may be taken against a student for a violation of the code of conduct or school rules. However, this is not an exhaustive list of violations or specific consequences. Students should be aware that they may be subject to detention, Saturday detention, and/or suspension (in or out of school) for any violation of the code of conduct or school rules defined in the handbook or for any behavior not specifically mentioned within this handbook that places any member of the school community (student, staff member or visitor) in danger or disrupts the educational process. In addition, at the discretion of the Principal, other consequences may be imposed on the student, including, but not limited to, time out, letters of apology, restitution, community service and the like.

### **Detention**

The goal of the district is to maintain a safe, secure and engaging learning environment. Students who disrupt the learning process may be assigned detention. Students may be assigned detention for disciplinary/academic purposes with a 24-hour notice, or on the same day with parental arrangement. Transportation home from detention must be provided by the parent/guardian of the student, unless the student is attending Saturday detention; if so, the student needs to be transported round trip by the parent/guardian. Detention is a disciplinary consequence during which the student is kept at school at the end of the school day or on Saturdays. During the school week, detention begins at a time designated by the building administrators. Students should report to the main office to receive their room assignment for detention. The student will be required to bring appropriate study materials. Failure to attend will result in assignment of additional detentions or suspensions.

### **In-School Suspension**

In-school suspension means that a student will be assigned to one room under the supervision of a person selected for the task. The student will study and perform all the requirements of his/her classes while on in-school suspension. The completed work will be returned to the respective teacher in order to receive academic credit.

### **Principal's Discretion**

Suspension is a disciplinary consequence where the student is kept out of school for a full school day. In every case of student misconduct for which suspension may be imposed, the principal, or his/her designee, shall exercise discretion in deciding the consequence for the offense. The principal shall consider ways to reengage the student in learning and shall attempt to avoid long term suspension as a consequence until alternatives have been tried. These alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

### **Procedures for Short Term Suspension**

**(exclusion of a student from school premises and regular classroom activities for a specified period of not more than ten school days.)**

The principal, or his/her designee, may suspend students on a short-term basis. Unless a student poses a danger to persons or property, substantially and materially disrupts the order of school, possesses a firearm, controlled substance, or assaults a school staff member, the student will receive the following prior to a short-term suspension:

1. Oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
  - i. The disciplinary offense;
  - ii. The basis for the charge;
  - iii. The potential consequences, including the potential length of the suspension; iv. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
  - v. The date, time, and location of the hearing;
  - vi. The right of the parent and student to interpreter services at the hearing; and
  - vii. If the student may be placed on a long-term suspension following the hearing with the principal;
1. The rights set forth under the "Procedures for Long-Term Suspension"; and 2. The right to appeal the principal's decision to the superintendent.
2. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
3. Based on the available information, the principal shall make a determination as to whether the student committed the disciplinary offences and what remedy shall be imposed. The principal shall notice the student and parent in writing of his/her decision, the reasons for it, and, if applicable, the type and duration of the suspension and the opportunity to make up assignments and other academic work.

4. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

### **Procedures for Emergency Removal**

If the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption, the principal shall temporarily remove the student from the school. This temporary removal shall not exceed two (2) days following the day of the emergency removal and the superintendent shall be immediately notified of the removal.

Additionally, the principal shall make immediate and reasonable efforts to orally notify the student and student's parent of the emergency removal, the reason for the emergency removal, and the other information required in a short-term suspension notification. The short-term suspension notice shall be provided in writing to the student and parent. The opportunity for a hearing with the principal shall occur within two (2) school days, unless otherwise extended by the school and parent. A decision regarding the student's continued suspension or other removal shall be rendered the same day as the hearing and written notice shall be provided the following school day. This written notice shall include all the information required based on the type of discipline imposed (short-term suspension, in-school suspension, long-term suspension, or expulsion).

The principal may also remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a student's misconduct. This type of removal is not subject to the procedures for suspension and expulsion outlined in this policy.

### **Procedures for an In-School Suspension**

An in-school suspension may be used as an alternative to short-term suspension for disciplinary events. An in-school suspension means the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions in one school year.

If the principal chooses this alternative, the principal shall inform the student of the disciplinary offense charged and the basis for that charge and provide the student an opportunity to dispute the charge and explain the circumstances surrounding the charge. If an in-school suspension is issued, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the offense, and the length of the in-school suspension.

The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. This meeting shall be scheduled on the day of the event, if possible, or as soon as possible thereafter. The principal shall also send written notice to the student and parent about the in-school suspension, including the reason and length of the in-school suspension, and inviting the parent the above described meeting, if such meeting has not already occurred.

## **Procedures for Long-Term Suspension**

**(exclusion of a student from school premises and regular classroom activities for more than ten school days).**

The principal, or his/her designee, may issue long-term suspensions at the building level. The principal may also issue expulsions for the offenses set forth in M.G.L. c. 71, §37H, §37H $\frac{1}{2}$  and §37H $\frac{3}{4}$ . Expulsions for other offenses are handled by the School Committee pursuant to M.G.L. c. 76, §16 and §17.

1. In the event of a long term suspension or expulsion, the student will be provided oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
  - i. The disciplinary offense;
  - ii. The basis for the charge;
  - iii. The potential consequences, including the potential length of the suspension;
  - iv. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
  - v. The date, time, and location of the hearing; and
  - vi. The right of the parent and student to interpreter services at the hearing.
2. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
3. In advance of the hearing, the student shall have the right to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student.
4. The student shall also have the right to be represented by counsel or a lay person at the choice and expense of the student/parent.
5. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The student shall also have the right to produce witnesses and the right to cross-examine witnesses presented by the school. The student may request that the hearing be audio recorded by the principal and may request a copy of the recording. All parties must be made aware that the hearing is recorded in advance of the hearing.
6. The parent, if present, shall have the opportunity to discuss the student's conduct and other information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
7. The principal shall make a determination as to whether the student committed the disciplinary offences and what consequences shall be imposed. The principal shall notify the student and parent in writing of his/her decision, including the following information:
  - i. The disciplinary offence, the date on which the hearing took place, and the participants in the hearing;
  - ii. The key facts and conclusions reached by the principal;

- iii. The length and effective date of the suspension and the date of return to school;
- iv. The notice the student's opportunity to receive education services to make academic progress during the suspension;
- v. The student's right to appeal the principal's decision to the superintendent or his/her designee if a long-term suspension has been imposed. This notice of appeal shall include the process for appealing the decision, which requires the parent or student to file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension.
  - a. The superintendent shall hold the hearing within three (3) school days of the student's request, unless an extension is mutually agreed to.
  - b. The superintendent shall make a good-faith effort to include the parent in the hearing.
  - c. The hearing shall be conducted to determine whether the student committed the disciplinary offense and, if so, what the consequence shall be. The hearing shall be audio recorded and a copy of the recording shall be provided to the student or parent upon request.
  - d. All the same rights as are afforded in the above long-term suspension principal's hearing shall apply to the student in a superintendent's hearing.
  - e. The superintendent shall issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or lesser consequence than the principal.
  - f. The decision of the superintendent shall be the final decision of the school district.
- vi. If the student is in grades K-3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for the suspension before the suspension takes effect.

### **Expulsion**

Expulsion is the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) days, indefinitely, or permanently. Conduct that may lead to expulsion includes but is not limited to possession of a dangerous weapon, assault on school personnel or upon other students, possession of a controlled substance, and certain criminal convictions and charges. See also, the Policies and Laws Relating to Student Conduct section of the handbook. Procedures associated with expulsion are set forth under the Procedures for Expulsion section of the handbook.

### **Additional Procedural Protections**

In general, special education students may be excluded from their programs for up to ten school days per school year just as any other student. However, when the district seeks to exclude a special education student from his/her program for more than ten school days in the school year, the student's special education team must first determine whether the student's behavior was caused by, or was directly and substantially related to his/her disability or whether the conduct in question was

the direct result of the district's failure to implement the student's IEP (a "manifestation determination"). If the team determines that the behavior was a manifestation of his/her disability or was caused by a failure to implement the IEP, it must conduct a functional behavioral assessment and develop a behavior plan (or review and modify an existing plan, if necessary), and return the student to his/her current program, unless the student's parents and the district agree to a change in placement.

If the team determines the behavior was not caused by, or directly and substantially related to the student's disability or failure to implement the IEP, the school may discipline the student according to the school's code of student conduct, except that during the period of suspension or expulsion, the district must continue to provide the student with a free appropriate public education (FAPE) and, if appropriate, conduct a functional behavior assessment and provide intervention services and modifications to prevent the conduct from recurring. If the conduct involves weapons, drugs, or serious bodily injury, a special education student may be removed to an interim alternative educational placement for up to 45 school days regardless of the behavior's relationship to his/her disability.

Additional information regarding the procedural protections for students with disabilities can be obtained from the Director of Pupil Services at 978-567-6111.

#### **Possession of Weapons or Controlled Substances Assault of Educational Personnel**

Massachusetts General Law Ch. 71, §37H authorizes the principal to expel students as follows:

1. 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 a 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.
2. 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 school district by the principal.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, at his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2).

4. 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 appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

6. Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.
7. Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

A copy of this law may be obtained in the main office.

**Suspension/Expulsion Based Upon a Felony Charge/Conviction M.G.L. c. 71, § 37H½**

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 of a school may suspend a student for a period of time determined appropriate by the principal if the principal 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 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 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 and written testimony on his 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 decision shall be the final decision of the city, town or regional school district with regard to the suspension.

The principal may expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony or felony delinquency, if the principal 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 reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his 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 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 calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his 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 decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

A copy of this law may be obtained in the main office.

### **Educational Services and Academic Progress During Suspensions and Expulsion**

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, test, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom. The principal shall inform the student and parent of such opportunity in writing when such suspension or expulsion is imposed.

Any student expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through a school-wide education service plan. This plan will be developed by the principal and shall describe the services that the school district will make available to students who are expelled or suspended for ten (10) or more consecutive days. The plan will include the process for notifying such students and their parents of the services and arranging the services.

**LEGAL AUTHORITY:**      M.G.L. c. 71, § 37H  
    M.G.L. c. 71, § 37H ½  
    M.G.L. c. 71, § 37H ¾  
    M.G.L. c. 76, § 21  
    603 CMR 53.00

### **MGL Chapter 71, Section 37H**

Section 37H. The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with Section 16B of Chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in Section 370 and shall include the student-related sections of the bullying prevention and intervention plan required by said Section 370. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special

needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informal purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting for the rules pertaining to the conduct of students. The student handbook shall include an age appropriate summary of the student-related sections of the bullying prevention and intervention plan required by Section 370. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

- 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 a knife; or a controlled substance as defined in chapter 94C, 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 school 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; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- 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 appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.
- f. Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary

education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

- g. Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

**MGL Chapter 71, Section 37H ½**

Section 37H 1/2. Notwithstanding the provisions of Section 84 and Sections 16 and 17 of Chapter 76:

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 such 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 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 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 and written testimony on his 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 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 on 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 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 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 calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his 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 decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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

### **Behavioral Guidelines**

The behavioral guidelines and prohibited conduct outlined below are not all inclusive of the kinds of conduct for which a student may be disciplined. Therefore, please understand that these are examples of various kinds of conduct that may lead to discipline, but, at the discretion of the principal, other types of conduct including, but not limited to, lying, disobeying a directive of a teacher, and/or plagiarism may warrant a disciplinary penalty.

#### **Students Identified as Having a Disability and Provided with a Section 504 plan**

Students are expected to meet the expectations for behavior identified in this handbook. A student on a Section 504 plan may be disciplined like any other non-disabled student. However, if the student is going to be suspended for ten (10) or more consecutive days, expelled or suspended for more than ten (10) cumulative days (and there is a change in placement as a result), then a manifestation determination review shall be conducted. The student's 504 team shall convene, and answer two questions, after reviewing relevant documents and the misconduct of the student:

Is the misconduct the result of failure to implement the student's 504 plan?

Is the misconduct caused by, or does it have a direct and substantial relationship to the student's disability?

A summary of the manifestation determination review will be written and a copy provided to the Parent(s)/guardian(s) as soon as possible after the review, but no later than five (5) school days after the review.

b. **Communications Protocol Response (CPR)**

School, police, probation officers and social service professionals must share information so that the Criminal Justice System can prioritize the prosecution of those cases involving students most likely to pose a danger or safety concern to the community and identify those students in the court system who are in need of support services. The CPR initiative is designed to ensure a safe and secure school environment for all students to foster a zero tolerance attitude regarding violence and the illegal use of drugs, alcohol, weapons, and to provide teachers and parents/guardians with confidence that there is a consistent, cooperative effort by appropriate officials to prevent crime in the Leominster Public Schools.

The objectives of the initiative as outlined in the Memorandum of Understanding between the Leominster Police Department and the Leominster Public Schools are:

1. To provide a system of prompt reporting to law enforcement of any violent criminal or delinquent acts and
2. To implement a court team approach for the sharing of information regarding the behavior and background of students appearing before the court system; and
  - A. are charged with a felony offense/or a delinquency in the nature of a felony and/or B. represent a danger or safety concern to school personnel and other students.

The school principals are responsible for reporting the occurrence of all mandatory reportable acts to the police. The chief of police will designate an officer(s) to coordinate a police response to all reportable acts. A mandatory reportable act shall include, but not be limited to:

1. Any serious incident of assault, destruction of property, or theft;
2. Violation of restraining order;
3. Possession of a firearm or other illegal weapon; or
4. Illegal possession, actual or constructive, or the sale or distribution of what is reasonably believed to be a controlled substance as defined by state law.

A discretionary reportable act may be reported and shall include, but not be limited to:

1. Any student's violation of a state criminal statute which warrants reporting, but is not as serious as a mandatory reportable act; and
2. Finding any student, regardless of age, who is reasonably believed to be under the influence of alcohol or drugs.

Any teacher or other school employee who has reasonable grounds to believe that a student has committed a mandatory or discretionary reportable act, as defined above, shall report the student to the Principal or Superintendent.

In addition, the School Resource Officer will act as an agent of the school and will assist in the enforcement of all school rules and or policies.

c. **Disciplinary Infractions and Responses**

1. **Drug, Alcohol and Inhalant Abuse Policy**

**Policy Violators:** Any student found to have possessed or distributed a controlled substance while on school property or at a school-sponsored event can expect immediate administrative disciplinary action according to the following policy.

Any student found on school premises or at school-sponsored or school-related events in possession of a controlled substance may be suspended or expelled by the Principal pursuant to MGL c. 71 §37H. For full text of MGL c. 71 §37H please see Appendix A of this student handbook.

Violation of the drug, alcohol or inhalant policy by a student forfeits his/her privileges to participate in any and all extra-curricular school activities for a time determined by the principal.

Suspended students will be allowed to make up all school work missed, including tests and quizzes.

In select instances, at the discretion of the Principal, a violator may commit to community service and/or a treatment program. The eligibility of this agreement is solely at the discretion of the Principal.

All cases of actual possession, use, sale and distribution of alcohol or a controlled substance in school, upon school property, or at school-sponsored events will be reported to the School Resource Officer and/or the police department for appropriate action.

The use of non-prescriptive inhalants is prohibited. Non-prescription inhalants include but are not limited to aerosol, cooking and adhesive sprays. Using or providing any or all of the above to others, may result in a suspension.

During any period of suspension or expulsion, the student is prohibited under trespass legislation Chapter 266 M.G.L. Section 120 from coming onto any school property, except for the purpose of keeping appointments for hearings, counseling or treatment. The names of involved students will be reported to the School Resource Officer and/or the police department for enforcement.

**Students seeking voluntary Drug and Alcohol assistance:** The school will provide, without penalties, assistance to any student voluntarily seeking drug or alcohol treatment or advice. If a student voluntarily seeks information about or treatment for illegal substance or alcohol use, and has not been apprehended for any such violation by school authorities, staff will take the following action:

- a. Involve parents/guardians as soon as possible as they are an important factor in helping the individual student.

- b. Immediately consider the best possible means of helping the student, including the use of members of the school staff, pupil personnel services, team conferences or private and community resources.

## **2. Weapons**

“Any student who is found on the school premises or at a school-sponsored or school related event, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife...may be subject to expulsion from the school or school district by the principal.” For the full text of MGL c. 71 §37H please see appendix A of this student handbook.

The determination of whether an object is a dangerous weapon for purposes of MGL c. 71 §37H is left to the discretion of the principal. For purposes of this policy, a dangerous weapon may include, but is not limited to, a gun or knife or another object that has the purposes of inflicting harm. Facsimiles of weapons, including but not limited to toy or model guns are prohibited from school, school grounds and school events. Possession of such an object may subject a student to disciplinary consequences up to and including expulsion by the superintendent.

Any student who is charged with a violation of MGL c. 71 §37H shall be notified in writing of an opportunity for a hearing. The student may have representation, along with the opportunity to present evidence and witnesses, at said hearing before the principal.

Any student who has been expelled from a school district pursuant to MGL c. 71 §37H shall have the right to appeal to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

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

## **3. Assaults on School Personnel**

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 school district by the principal. MGL c. 71 §37H. For full text of MGL c. 71 §37H please see Appendix A of the Student Handbook.

#### **4. Physical Fight**

Any student who physically abuses or fights with another student may receive a suspension by the principal or his/her designee. Re-admittance will include a hearing with parents/guardians, the student and suspending authority. The school administration reserves the right to determine what is fighting, such as applying physical contact that has the potential to do physical damage to another person. Students who fight may also be subject to legal action. Finally, it is understood that a student's claim of self-defense is a subjective assertion and the nature of self-defense will be determined through an investigation by school personnel. If there is no mitigating evidence (i.e. witness testimony or videotaped evidence) of self-defense, the student will be assumed to be a willing participant in the fight. Furthermore, behavior such as goading or any action taken to prearrange a fight is considered a violation of this policy and is subject to school discipline.

#### **5. Physical Attack**

Cases where one student physically attacks another student without an in-kind response by the victim will be considered a physical attack. The determination of this status will be made by administration following an investigation. Such an attack may result in suspension by the principal or his/her designee and may result in police involvement.

#### **6. Robbery, Stealing and Destruction of Personal Property**

Robbery, stealing or destroying the property of other students will not be tolerated. First time offenders subject themselves to a suspension of up to five (5) days and police notification. A second instance will earn up to ten (10) days of out of school suspension, and police notification. Restitution will be a condition of readmission.

#### **7. Harassment and Hazing**

Hazing is defined, according to M.G.L. Chapter 269, § 17, as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or person. Such conduct shall include whipping, branding, beating, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage or drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Offenders subject themselves to severe disciplinary action such as long-term suspension, and delinquency proceedings in juvenile court. Additionally, violation of M.G.L. Chapter 269, §§ 17 and 18 and/or 19 (Hazing Statutes), will result in exclusion from the organization in question. Please see Appendix D of this Student Handbook for the full text of the Massachusetts laws regarding hazing MGL c. 269 §§17, 18, and 19.

## **8. Leominster Public Schools Bullying Prevention and Intervention Plan**

**UPDATED November 2016**

**Adapted from Massachusetts Department of Elementary and Secondary Education**

The Department of Elementary and Secondary Education (Department) created the Model Bullying Prevention and Intervention Plan required under M.G.L. c. 71, § 37O, in consultation with state agencies, school personnel, advocacy organizations, and other interested parties. The Model Plan's format parallels the draft *Behavioral Health and Public Schools Framework*, and is designed to be used by schools and school districts as a framework for developing local plans. Leominster Public Schools thoroughly reviewed the Department's Plan and developed the following document to be representative of our community's commitment to anti-bullying.

Please note that in the model plan and in other Department publications, the word "target" is used instead of "victim" and "aggressor" instead of "perpetrator."

Schools and districts should make clear that the plan applies to students and members of a school staff, including, but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.

### **LEADERSHIP**

Leominster Public Schools expects that all members of the school community treat each other in a civil manner and with respect for differences. Leominster is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

As required by M.G.L. c.71, §37O, the Plan was developed in consultation with teachers, school staff, students, administrators, parents, guardians, and local law enforcement agencies. A task force was established during a school leadership meeting. As the plan emerged, each building principal actively participated in the work by sharing working drafts with school staff, local school councils, and student government. Input was encouraged following a community forum in 2010 and lasted throughout the development process. Finally, public comment was made available during a School Committee meeting in which the Committee was asked for its consideration/approval. Building based administrators disseminated the information to the school based councils during the month of November, 2010. Moving forward, constituent meetings will assess a variety of data (such as survey data, office referral data) to then drive considerations for further intervention.

Leominster is committed to enhancing our capacity to prevent and respond to issues of bullying. Students in our district are being taught through prevention programs to identify, refuse to tolerate, cope with and report bullying behavior. As part of our commitment, this Plan will be reviewed regularly. School leaders will:

- review procedures;
- review available data on bullying and behavioral incidents; and
- assess available resources including curricular products, training programs, and behavioral health services.

Information gathered will be used to revise and enhance procedures and establish a working, trustful relationship with the community.

Building-based principals/designees are responsible for the following tasks: 1) receiving reports on bullying, 2) investigating bullying reports, 3) collecting and analyzing building and /or school-wide data on bullying to assess the present problem and to measure improved outcomes, 4) creating a process for recording and tracking incident reports, and for accessing information related to targets and aggressors.

## **PROHIBITION AGAINST BULLYING AND RETALIATION**

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Leominster Public Schools prohibits bullying, cyberbullying and retaliation as defined in the following definitions. Students who engage in bullying or retaliation are subject to disciplinary action in accordance with administrative disciplinary policies and applicable to state and federal laws.

Acts of bullying, which include cyberbullying, are prohibited:

- (i) on school grounds and 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 through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

*According to guidelines developed by the Department, nothing in this plan requires Leominster Public Schools to staff any non-school related activities, functions, or programs.*

## **DEFINITIONS**

*The following definitions derive from M.G.L. c. 71, § 37O and 603 CMR 49.03.*

**Aggressor** is a student or a member of a school staff who engages in bullying, cyberbullying, or retaliation towards a student.

**Bullying**, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the target or damage to the target's property;
- ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

**Cyberbullying** is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. Cyberbullying also includes:

- i. The creation of a web page or blog in which the creator assumes the identity of another person;
- ii. The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation results in bullying; or
- iii. 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 results in bullying.

**Department**, as used in this Plan, is the Massachusetts Department of Elementary and Secondary Education.

**Hostile environment** as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**Retaliation** is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

**School Staff** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

**Target** is a student against whom bullying, cyberbullying, or retaliation has been perpetrated. The Bullying Prevention and Intervention Plan (“Plan”) is a comprehensive approach to addressing bullying and cyberbullying, and the school or district is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation.

The principal is responsible for the implementation and oversight of the Plan except when a reported bullying incident involves the principal or the assistant principal as the alleged aggressor. In such cases, the Superintendent or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged target. If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged target.

## **TRAINING AND PROFESSIONAL DEVELOPMENT**

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Annual training for all school staff takes place at the start of each school year. Staff members hired after the start of the school year are required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development builds the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, §37O, the content of school wide and district wide professional development is guided by research-based information on:

- developmentally or age appropriate strategies to prevent bullying;
- developmentally or age appropriate strategies for immediate, effective interventions to stop bullying incidents;
- the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
- research on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
- the incidence and nature of cyberbullying; and
- internet safety issues as they relate to cyberbullying.

Additional areas identified Leominster Public Schools include building pro-social behaviors, developing healthy relationships, fostering supportive behavior management in the school and classroom and increasing coping strategies.

Leominster Public Schools provides all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties in the school or district employee handbook and in the code of conduct. Staff sign that they have received this notice.

### **ACCESS TO RESOURCES AND SERVICES**

Each school in Leominster provides a continuum of supports and services to which targets, perpetrators, or their families may be referred as a result of a bullying incident. In addition, Leominster Public Schools recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more such characteristics. The district shall offer a continuum of supports and services to support such vulnerable students, including access to the counseling and therapeutic resources described below.

Every school has a guidance counselor and school psychologist, and some have social workers and school adjustment counselors, all of whom are available to provide counseling support to students. Further, each building negotiates with community resources to provide in-school therapeutic support to at-risk students who otherwise would not be able to access such support within the community. Some of the community resources who work within the school buildings include: LUK, Community Healthlink, YOU, Inc., SouthBay Mental Health, and Valley Psychiatric. These resources are able to develop individual safety plans, conduct student intervention groups, and provide education regarding bullying prevention.

Not only does each school building have community resources available for support within the school building and during the school day, but the counseling/guidance team works collaboratively with various community resources including Departments of Developmental Services, Mental Health, and Child Family Services.

### Special Education Considerations:

*As required by M.G.L. c.71B, §3, as amended by Chapter 92 of the Acts of 2010, when the IEP team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/ her disability, the team considers what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.*

## **ACADEMIC AND NON-ACADEMIC ACTIVITIES**

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The Plan, including all curricular and school-based initiatives is designed to disrupt a negative pattern of bullying behavior. It is an integrated approach which incorporates disciplinary action, behavior management, preventative education, and positive behavior supports. Students in our district will do the following to prevent bullying:

- treat others with respect;
- refuse to bully others;
- refuse to stand by and let others be bullied;
- refuse to watch, laugh, or join in when someone is being bullied;
- try to include everyone, especially those who are often left out; and
- report bullying to an adult.

Leominster Public Schools provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the school's or district's curricula.

Curricula are evidence-based.

Effective instruction includes classroom approaches, whole school initiatives, such as the development and implementation of Positive Behavior Intervention Schools (PBIS), and focused strategies for bullying prevention and social skills development.

*A. Specific bullying prevention approaches.* Bullying prevention curricula is informed by current research which, among other things, emphasizes the following approaches:

- using scripts and role plays to develop skills;
- empowering students to take action by knowing what to do when they witness other students or school staff engaged in acts of bullying or retaliation, including seeking adult assistance;
- helping students understand the dynamics of bullying and cyberbullying, including the underlying power imbalance;
- emphasizing cybersafety, including safe and appropriate use of electronic communication technologies;
- enhancing students' skills for engaging in healthy relationships and respectful communications; and
- engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Initiatives also teach students about the student-related sections of the Bullying Prevention and Intervention Plan.

B. General teaching approaches that support bullying prevention efforts. The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our bullying intervention and prevention initiatives:

- setting clear expectations for students and establishing school and classroom routines;
- creating safe school and classroom environments for all students, including for students with disabilities, lesbian, gay, bisexual, transgender students, and homeless students;
- using appropriate and positive responses and reinforcement, even when students require discipline;
- using positive behavioral supports;
- encouraging adults to develop positive relationships with students;
- modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- using the Internet safely; and
- supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

## **POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION**

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Leominster Public Schools responds promptly and effectively to bullying and retaliation. These policies and procedures ensure that members of the school community – students, parents, and staff – know what happens when incidents of bullying occur.

**Reporting bullying or retaliation:** Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A district staff member is required to report immediately to the principal or designee, or to the superintendent or designee when the principal or assistant principal is the alleged aggressor or to the school committee or designee when the superintendent is the alleged aggressor any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. Leominster makes a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a dedicated email address, a phone call to the school's main number, or note/letter received by postal mail.

Use of an Incident Reporting Form is not required as a condition of making a report. Leominster Public Schools: 1) includes a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) makes it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) posts it on the school's website. The Incident Reporting Form is available in English, Spanish, and Portuguese.

At the beginning of each school year, Leominster Public Schools provides the school community, including , but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, paraprofessionals administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal or designee, and the superintendent or designee when the principal or the assistant principal is the alleged aggressor is incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

### **Reporting by Staff**

A staff member reports immediately to the principal or designee, or to the superintendent or designee when the principal or the assistant principal is the alleged aggressor, or to the school committee or designee when the superintendent is the alleged aggressor when he/she witnesses or becomes aware of conduct that may be bullying or retaliation.

The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

### **Reporting by Students, Parents or Guardians, and Others**

Leominster Public Schools expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee or superintendent or designee when the principal or assistant principal is the alleged aggressor. Reports may be made anonymously, but no disciplinary action is taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students are provided with practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee or superintendent or designee when the principal or assistant principal is the alleged aggressor.

### **Responding to a report of bullying or retaliation: – Allegations of Bullying by a Student**

Safety: Before fully investigating the allegations of bullying or retaliation, the principal or designee takes steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The principal or designee may take additional steps to promote safety during the course of and after the investigation, as necessary.

Likewise, the principal or designee implements appropriate strategies for protecting a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

***Obligations to Notify Others:***

**Notice to parents or guardians:** Upon determining that bullying or retaliation has occurred, the principal or designee promptly notifies the parents or guardians of the target and the student aggressor of this determination, and of the procedures for responding to it. The principal or designee will inform the target and/or target's parents of the actions that the school will take to prevent further acts of bullying or retaliation. However, the principal or designee will not disclose information from a student record of a target or aggressor to a parent unless the information is about the parent's own child. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice is consistent with state regulations at 603 CMR 49.00.

**Notice to another school or district:** If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident promptly notifies by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications are in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

**Notice to law enforcement:** At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal notifies the local law enforcement agency. Notice is consistent with the requirements of 603 CMR 49.00 and established agreements with Leominster Police Department. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the student aggressor.

*In making this determination, the principal consults with the school resource officer and any other individual the principal deems appropriate.*

**Investigation:** The principal or designee promptly investigates all reports of bullying or retaliation and, in doing so, considers all available information known, including the nature of the allegation(s) and the ages of the students involved. During the investigation, the principal or designee interviews students, staff members, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) reminds the alleged student aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action. Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee maintains confidentiality during the investigative process. The principal or designee maintains a written record of the investigation. Procedures for investigating reports of bullying and retaliation are consistent with school or district policies and

procedures for investigations. If necessary, and following a discussion with the superintendent, the principal or designee may consult with legal counsel about the investigation.

**Determinations:** The principal or designee makes a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee takes steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee: 1) determines what remedial action is required, if any, and 2) determines what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or student's aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee promptly notifies the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents complies with applicable state and federal privacy laws and regulations. *Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.* If bullying or retaliation has been determined to have occurred, the principal or designee shall also inform the target's parents or guardians about the Department's problem resolution system and the process for seeking assistance or filing a claim through that system.

### **Responses to Bullying:**

***Teaching Appropriate Behavior through Skills-building:*** Upon determining that bullying or retaliation has occurred Leominster Public Schools will use a range of responses that balance the need for accountability with the need to teach appropriate behavior by:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and/or
- making a referral for evaluation.

***Taking Disciplinary Action:*** If the principal or designee decides that disciplinary action is appropriate, the disciplinary action is determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to

balance accountability with the teaching of appropriate behavior. Discipline is consistent with the Plan and with the district's code of conduct.

In addition to taking disciplinary action, the following are strategies that may/may not be implemented: holding parent conferences, transferring student's locker, classroom or school, enhancing adult supervision, excluding participation in school-sponsored or school-related functions, after school programs or extracurricular activities.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

**Promoting Safety for the Target and Others:** The principal or designee considers what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee contacts the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

### ***Reporting Bullying Incident Data to the Department***

The Leominster Public Schools shall collect and maintain data on the bullying incidents reported each school year. Annually, the district shall provide this data to the Department in the manner and form determined by the Department.

### ***Responding to a report of bullying or retaliation: – Allegations of Bullying by School Staff***

The Leominster Public Schools takes allegations of bullying by school staff extremely seriously. When the principal or designee (or the Superintendent, if the principal is the alleged aggressor, or the School Committee, if the Superintendent is the alleged aggressor) receives a report of school staff bullying a student, the principal or designee shall proceed with the same notification, investigation, and determination process described above. Any and all student witnesses or students interviewed pursuant to the investigation will be reminded of the importance of being truthful and that retaliation is strictly prohibited.

If, after investigation, the principal or designee determines bullying to have occurred, additional responses and disciplinary action may be imposed based on the employee handbook and relevant provisions of the applicable collective bargaining agreement or employment contract. In all cases where it is determined that a staff member bullied a student, the principal or designee will take appropriate action to separate the student from the staff member during the school day.

## **COLLABORATION WITH FAMILIES**

Parent education and resources: The school or district will offer education programs for parents and guardians that are focused on how parents can reinforce the anti-bullying curricula at home and any social competency curricula used by the district or school. The programs offered will be in collaboration with the PTO, PTA, School Councils, Special Education Parent Advisory Council, or

similar organizations. Additional information about bullying resources for parents is available on the district's and school's website and on the Department's website at <http://www.doe.mass.edu/bullying/>.

**Notification requirements:** Each year the school or district informs parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice includes information about the dynamics of bullying, including cyberbullying and online safety. Leominster Public Schools provides parents written notice each year about the student-related sections of the Plan and the district's Internet safety policy.

All notices and information made available to parents or guardians are in hard copy and electronic formats, and are available in English, Spanish and Portuguese. The Plan and related information is posted on Leominster Public Schools' website.

## **RELATIONSHIP TO OTHER LAWS**

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Consistent with state and federal laws, and the policies of Leominster Public schools, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, or sexual orientation. Nothing in the Plan prevents Leominster Public Schools from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the Leominster Public Schools to take disciplinary action or other action under M.G.L. c. 71, §§ 37H, 37H½, or 37H ¾, M.G.L. c. 71, §§41 and 42, other applicable laws or local school or district policies or collective bargaining agreements in response to violent, harmful, or disruptive behavior, regardless of whether the behavior is determined to be bullying or retaliation.

### **9. Vandalism/Destruction of School or Staff Property including by Arson**

Students must exert every effort to preserve the school, including its equipment, facilities and grounds from damage and misuse. Students who willfully or through neglect, damage or misuse school property, or the property of a staff member, may be subject to suspension, plus restitution in full, including costs of material and labor. Restitution must also be made for any loss or mitigation of the quality of school property.

Destruction of property valued at more than \$150.00 may result in legal action. In cases where the destruction is a result of arson, a student may receive suspension and the case will be referred to the police department and fire department. Any destruction that results in felony charges or a felony conviction may be subject to suspension or expulsion in accordance with MGL c. 71 §37H ½.

### **10. Insubordination**

Students must show proper respect for the legitimate requests of all members of the school staff. Blatant disregard of a request by a teacher, administrator or staff member of a student would be considered insubordination and may be punishable by one (1) to three (3) days suspension.

## **11. Disruptive Behavior/Profanity**

Behavior or inappropriate language that disrupts learning or is potentially dangerous to the health, safety, and well being of students or staff members will result in disciplinary action. This includes actions that occur anywhere on school grounds before or after school as well as at all school events and athletic competitions.

## **12. Safety Hazard**

Safety is paramount for all students enrolled in programs at the Leominster Center for Technical Education Innovation. Personal protective equipment must be used in all designated areas. Failure to do so may result in disciplinary action, such as teacher detention, Saturday detention, or I.S.S. If a student violates the posted safety standards of a particular shop, he/she will receive similar discipline. A complete list of all safety regulations for CTEi students in their programs can be found in the CTEi Vocational Technology Health Safety Plan available at the CTEi Office.

## **13. Leaving School without Permission**

No student is allowed to leave the school building during the school day without the authorization of an administrator. Any student who leaves the school building without permission is subject to a Saturday detention. Non-response to all call announcements will be considered as a violation.

## **14. Wandering or Loitering**

Any student who is not where he/she is scheduled to be is loitering. Anytime a student is in the halls or outside on school grounds during a class period, he/she must have a pass and must be in the area indicated on the pass. Those students on special programs, such as work study, Open Ends, community service or school to work must leave the school grounds as scheduled or they are considered wandering or loitering. Students identified as wandering or loitering will be subject to Saturday detention.

## **15. Smoking**

The sale of tobacco products and delivery devices to minors is illegal in the Commonwealth of Massachusetts. This means that both the possession and use of tobacco products and delivery devices (including but not limited to electronic cigarettes) by students at Leominster High School is not permissible. It also means that teachers and administrators have the right to confiscate these items from any student.

Leominster Public Schools has implemented tobacco policies which utilize the noncriminal method for the disposition of violations which include the following components:

- a. Notification of an infraction to the parent or legal guardian by school personnel.
- b. Monetary sanctions (\$100.00 fine per infraction).

Parental/guardian notification of tobacco policy infractions serves the dual purposes of informing parents/guardians that their child is using tobacco products and fostering

cooperation between the school department and the violator's family in an attempt to modify that person's behavior.

This non-criminal method of disposition allows the high school to enforce this tobacco policy through the issuance of a ticket which requires the offender to either pay a specific sum of money or request, in writing, a hearing before a designated court.

The Board of Health will designate appropriate personnel, at the recommendation of the building Principal, to act as agents for purposes of writing tickets under the Board's regulation affecting the use or possession of tobacco products on school property, e.g. Dean of Students and/or school nurses.

### **FIRST OFFENSE**

Violator will receive a \$100.00 fine. In lieu of paying this fine, the violator may opt to enter and complete a Tobacco Education program offered by the school nurse after school for a total of six (6) hours. Upon completion, the fine will be waived. If the violator is a senior, and the smoking offense has occurred after the second session of the program has been completed, that senior must pay the \$100.00 fine. Furthermore, any underclassman that violates the policy after April vacation must also pay the \$100.00 fine, as it is too late to offer additional programs.

### **SECOND OFFENSE**

Violators will be mandated to enter and complete the Tobacco Education program *and* must pay the \$100.00 fine. Failure to comply may result in up to a five (5) days out of school suspension.

### **THIRD AND SUBSEQUENT OFFENSES**

Violators will receive an out-of-school suspension for up to ten (10) days and must pay a fine of \$100.00.

Finally, a violation of the smoking policy does not require the possession of tobacco products. Students may be subjected to the above penalties if substantial evidence indicates a violation has occurred.

## **16. Forgery**

Forgery is forbidden. Students commit forgery when they falsely sign someone else's name to a school document (i.e. progress report, dismissal note, doctor's note, etc.). An act of forgery may result in a Saturday Detention. Second and subsequent offenses may result in a suspension.

## **17. Student Identification**

All students will be issued an identification card in late September. These IDs may be used for certain attendance procedures, to access school library services and, most importantly, for student identification as a security precaution. Students must produce a current ID and present it to proper authorities upon request. Failure to do so may result in a Saturday detention. Failure to follow established guidelines, or defacement or

alteration of any ID will result in disciplinary action. Also, students who give a false name when asked by school department personnel may be subject to disciplinary action.

**18. Gambling**

Leominster High School will make every effort to assist students who seek help to avoid gambling. Gambling is not allowed on school premises. Failure to obey this rule may result in an office detention. For second and subsequent offenses, students may receive a suspension.

**19. Unauthorized Entrance, Use, or Trespassing**

After 7:30 a.m., anyone entering the high school complex must do so through the main high school entrance and must sign in tardy at the reception desk. Unauthorized entrance to sections of the building (ex. office areas, teachers rooms, storage areas, etc.) and/or use of certain equipment (ex. teachers' computers, copy machines, etc.) is strictly prohibited. Failure to observe this rule may result in a Saturday detention. A second offense could result in suspension.

**20. Unauthorized Access to Computer Accounts**

Any student who intentionally and without authorization accesses or causes to be accessed any computer, computer system, computer network, computer account or any part thereof or who transfers, conceals, deletes or takes possession of another's private data may be subjected to suspension of computer privileges, out-of-school suspension and police notification for legal action.

**21. False Fire Alarms/Bomb Threat/Threat to School Safety**

Any student who causes a false fire alarm or false bomb threat may be suspended out of school by the Principal or his/her designee and referred to the Leominster Police and Fire Departments for legal action. This includes any threat in writing, including graffiti, or by telephone that is made towards the general school population. Said student and his/her parents/guardians may also be required to meet with the Principal or designee and School Resource Officer before he or she can return to school.

**22. Student Dress Code**

Personal appearance, dress, hygiene or grooming must not disrupt the educational process or threaten the health or safety of any individual. Student dress should be within reasonable limits and should not be extreme. Students should dress in a manner conducive to a positive, productive school environment.

No clothing or jewelry which can cause disruption may be worn, including but not limited to:

- a. Tube tops, halter tops, tops that bare any part of the body chest to waist, or short skirts/short shorts;
- b. Clothing that intentionally reveals, or is worn in a manner to reveal undergarments;
- c. Hats, caps, hoods, bandanas, scarves or other headgear, with exception given for medical and religious reasons;

- d. Clothing, jewelry, or related apparel which refers to alcohol, drugs, tobacco, profanity, sexual connotations, or which have a suggestive double-meaning or inappropriate message;
- e. Chains worn on pants, protruding studs from clothing, or sharp objects on clothing or jewelry will not be permitted due to the potential for damage and/or injury;
- f. Items worn or displayed that refer to affiliation with gangs or illegal activities;
- g. Heavy winter coats worn indoors.

Students will have the opportunity to correct the offensive appearance or attire before being disciplined. Building administrators shall have within their authority the right to determine inappropriate dress, and to discipline students for repeated infractions.

### **23. Electronic Devices**

Leominster High School recognizes the role that personal electronic devices – iPods, iPads, laptops, cell phones, etc. – might play as a learning tool specifically within a classroom environment. However, student use of such devices in the classroom should only occur with the explicit authorization of a teacher and no student should assume such authorization at any time. The attempted use of an electronic device by a student in a classroom without specific authorization of the teacher is unacceptable and may result in confiscation of the device, a Saturday detention or even a suspension based on the frequency of the offense. Furthermore, it is understood that students accept all responsibility for destruction, theft or loss if they bring such a device to school. Use of such devices in open spaces including areas such as the cafeteria, Media Center and hallways is acceptable. However, whether in an open space or classroom, volume of such devices should never interfere with a student being able to hear emergency calls nor should it be intrusive to other students or teachers. Similar to above, failure to modify volume when requested by a faculty member will result in anything from confiscation to a suspension based on frequency of the offense. Finally, students are particularly reminded that the use of cell phones is entirely limited to educational purposes. The use of a cell phone to make a call, send/read a text message, access social media, or to take pictures or videos during the school day is never acceptable. In particular, students should ensure that cell phones are stored and put away during any assessment. Parents are urged to help with this policy by refraining from calling or texting students during school hours.

**Audio and video recording is not allowed without specific permission of the classroom teacher and all persons involved in the recording.**

### **24. Cafeteria Regulations**

Anyone throwing food in the cafeteria may be subject to disciplinary action. A first offense may result in an extended detention or In-school Suspension and subsequent offenses may result in a suspension of up to three (3) days based on the specifics of the incident. Anyone who refuses to cooperate with any staff member on assigned duty, such as refusing to give his/her name when asked or to pick up paper, may be assigned to In-school Suspension.

## **25. Plagiarism and Cheating**

Plagiarism is serious academic dishonesty and is grounds for expulsion in college. Credit will not be given at Leominster High School for any plagiarized paper. In order to assist students with proper research techniques and citations, all students have access to a copy of the *LHS Research Paper Handbook* in their ELA classes. Additionally, it is posted on the school's Media Center website -- <http://www.leominster.mec.edu/lhs-media.php>.

Anyone who is caught by his/her teacher in the act of cheating will receive a "0". The teacher will then notify the parents/guardians. The teacher may also notify the student's Headmaster or Dean of Students for disciplinary action. It is the responsibility of the teacher to prove cheating.

## **26. Statutes Prevail**

All statutes cited above are incorporated herein by reference and prevail in any area of ambiguity or conflict.

# **4. TYPES OF DISCIPLINE - OVERVIEW**

## **A. Detention**

Detention is a disciplinary exercise that is conducted after school for 45 minutes. Detention may be postponed under exceptional circumstances and only with the approval of the administrator or the teacher.

### **1. Teacher Detention**

The student must report to the assigned room for the teacher's detention within five (5) minutes of the close of school. If a student has two detentions to report to, he/she must report to the teacher who gave him/her the detention first and then to the second teacher on the following day. If a student fails to report to a teacher's detention (*without just cause as determined by the teacher*), he/she will be referred to the appropriate Dean of Students and be assigned two days of office detention to be served after the student serves the teacher detention. Failure to report to either one of the two detentions will result in Saturday detention. Duration of a teacher detention should not exceed a traditional class period.

### **2. Office Detention**

Office detention will start five (5) minutes after the close of school in the classroom designated by the administration. Students should bring school work with them to the office detention. If a student has been assigned office and teacher detention, the student must report to the teacher detention first and take the office detention the next day. He/she must notify the office of this situation, or there will be further detentions. Failure to report for the office detention will result in a Saturday Detention and the office detention must still be served.

### **3. Saturday Detention (if implemented)**

- a. Detention will run for four hours, from 8:00 AM until 12:00 noon. The flagpole doors will be opened by 7:40 AM for entrance into the cafeteria where detention will be held. No one will be admitted after 8:00AM. Students who are tardy will be considered non-attendees.
- b. Non-attendance: If a student does not attend on the assigned date he/she will be assigned an In-School Suspension for the following week. If a

- student misses Saturday Detention a second time, he/she will receive up to a three-day suspension. The student will then have to make up the Saturday Detention on the following Saturday.
- c. Non-completion: If for any reason, the entire four hours is not completed by the student, he/she will have to return the next week and serve four hours.
  - d. Anyone sent home from Saturday detention for disciplinary reasons will be given a one day in-school suspension and must serve the scheduled Saturday detention during the following week.
  - e. Transportation: No transportation is provided. Parents/guardians must get their child there by 8:00, and they are expected to be on time to pick up the student at 12:00.
  - f. There will be no Saturday Detention during the weeks of school vacation, or if school is cancelled on Friday due to snow.
  - g. No food or drinks will be brought to the Saturday Detention.
  - h. Students must enter at the flagpole doors and go directly to the cafeteria. Students will not be allowed in any other part of the building.
  - i. Students must bring all of their materials so that school work can be done. High school students will not be allowed to go to their lockers. There will be no talking or wandering around the cafeteria. Students will be assigned a table and will be expected to work by themselves.
  - j. Students will be expected to complete the work assigned by their teachers, and, if necessary, additional reading. If a student brings no work or is not working on assignments, he/she will be sent home. This will result in an in-school suspension and another Saturday Detention the following week.

**B. In-School Suspension Program (I.S.S.) at LHS**

In order to support the reduction of absences due to out-of-school suspension, Leominster High School has initiated an In School Suspension (I.S.R.) Program. The purpose of I.S.R. is to allow the school to implement significant consequences for inappropriate actions while still allowing the student to remain in the school environment, complete school assignments, and, when necessary, receive support from the I.S.R. tutor. Students who receive I.S.R. will be brought to the cafeteria for lunch approximately 20 minutes before the first lunch of the day, and eat lunch separately from the other students. Students who are disruptive during I.S.R. will be sent home and then rescheduled for the next I.S.R. session.

During I.S.R., students will be expected to complete classroom assignments and homework. Once a student has been assigned I.S.R., he/she will be added to the I.S.R. roster. This list will be maintained by the administration and disseminated to teachers each day so that work can be sent to the I.S.R. room. If a student refuses to do work, he/she will be sent home and I.S.R. will be rescheduled for the next day. The assignment of I.S.R. to a student will be determined by the Dean of Students for each small learning community with approval of the Headmaster. I.S.R. will primarily be assigned to students who are absent from extended detention, accrue more than twenty days tardy to school in a semester, are truant from school or exhibit disruptive classroom behavior.

**C. Suspensions and Parent/Guardian Conferences**

Students suspended from school are restricted from school grounds and may not participate in any school activity. Anyone who is suspended and returns to any part of the campus is trespassing and can be prosecuted, unless proper administrative clearance has been given. During any period of suspension or expulsion, the student is prohibited under M.G.L. Chapter 266, Section 120 (criminal trespass) from coming onto any school property except for the purpose of keeping appointments for hearings, counseling, special education assessments, or treatment. The names of involved students will be passed to the police department for enforcement.

Out of school suspension days will not be counted as a part of the eight (8) absences per semester.

**D. Searches**

Searches of Students and School Property - All parents/guardians and students must understand that:

1. A student may be searched by the principal, assistant Principal, or a teacher whenever there is reasonable suspicion that the student is, or has been, in possession of contraband or materials indicating a violation of the disciplinary guidelines or the law or where the student has violated or is violating either the disciplinary guidelines or the law. The search itself will be conducted in a reasonable manner, given the age and sex of the student as well as the nature of the infraction. Additionally, school lockers are school property and, therefore, lockers may be searched at any time for any reason, and students have no expectation of privacy in the contents of the locker.
2. The principal or designee may conduct a search of the physical plant of the school including student lockers. A student's vehicle located on school property or at a school related event will be searched when there is reasonable cause to believe that the student has violated or is in violation of the law or rules of the school.
3. Storage of contraband (*e.g. weapons, narcotics, alcohol, stolen property, etc.*) in school lockers is not permitted. Lockers are provided only for use consistent with legitimate school functions. Lockers are subjected to periodic inspections to insure compliance with these policies.

When a student is reasonably suspected by a member of the staff, faculty or administration of being under the influence or in possession of a controlled substance (*MG.L.C.94C.*), and/or alcohol or in possession of a weapon, the student will immediately be brought to an administrator and/or designee who may immediately search the student's person (*clothing, pocket, wallet, purse, athletic-type bag, locker, and/or vehicle*).

"Suspected" may refer to, but is not limited to, the following situations:

- Unusual behavior and/or appearance.
- Obvious paraphernalia
- Student smelling of alcohol and/or controlled substance.

- Student being in an area that smells of alcohol and/or controlled substance.
- Other students report illegal possession to appropriate school personnel.

## **5. MISCELLANEOUS**

### **A. Corridor Passes**

No student is permitted to be in the corridors or lavatories during a class period without a pass. Passes are to be issued and signed by teachers and office staff only and must be presented to staff upon request.

### **B. Security**

All doors except the front door are locked at 7:30 a.m. All visitors must report to the reception desk outside the front office to sign in and obtain a building pass. Visitors will not be allowed to loiter in the school building or on school grounds. Students who open locked doors to admit outsiders to the school will be subject to suspension.

Depending on the availability of police department funding, the Leominster Police Department will patrol the outside building grounds during school hours.

### **C. Student Parking**

Please note that because of the High School building project parking spaces will be limited and the Administration reserves the right to modify this policy.

Only students with parking permits may park on campus at Leominster High School. All students must obtain a \$10.00 parking sticker. **This fee is a registration fee only and does not guarantee an individual parking spot.** Parking space is limited. Therefore, student parking will be on a first-come, first-serve basis. A designated parking sticker must be visible at all times when a car is parked on campus. Repeat parking violations will result in loss of parking privileges.

**Once student parking spaces on campus are full they must park on Kingman Drive. Students parking on Kingman Drive do so at their own risk.** Please note that parking is allowed on the left hand side only of Kingman Drive (*coming toward the school from Exchange St.*).

#### **1. Sticker Parking Areas:**

- a. Two large lots across from the High School (bordering Kingman Drive).
- b. Lots on Kingman Drive, except the small faculty lot in the front of CTEi.
- c. The Barn lot – unpaved area across from the main entrance.
- d. The first two rows in front of the island in the main faculty lot.
- e. The area on the downward side of the flagpole entrance.

#### **2. Areas Where Student Parking is NOT Allowed:**

- a. The administrative lot in the front of the school and all “yellow curbed” areas.
- b. The teachers’ section of the lots on the side of the school. (spaces marked with

- white lines)
- c. The CTEi wing either in front, on the side, or behind the school.
  - d. Granite Street – where posted
  - e. Kingman Drive in front of the school parking lots and the E-wing parking lot.
  - f. Any area of grass, anywhere at anytime.
  - g. Anywhere that causes a safety hazard and any marked fire lane or no-parking areas.

**3. Penalties for Violating This Policy:**

- a. Any student violating this parking policy will be subject to have his/her car towed without further warning.
- b. Any subsequent offense will result in loss of parking privileges for the year, as well as towing and/or suspension.
- c. Students who use a parking sticker they have not been issued or who give their parking sticker to another student will receive a (1) day in-school suspension.
- d. Fire Lanes: Police will be notified of all fire lane violations

*Note:* Driving a vehicle to school is a student privilege. Students who abuse this privilege by failing to be present for all academic responsibilities will lose the privilege to park on school property. Students are not allowed to visit their vehicles during the school day for any reason, except with the approval of building administration. Any student who leaves the school grounds in his/her car during the school day without permission will have LHS parking privileges suspended for an amount of time to be determined by the Dean.

Any student who is witnessed by school officials or cited by the Leominster Police Department for driving to endanger on or around school grounds may be subject to school discipline including I.S.S., Saturday Detention, and/or the loss of school parking privileges.

A student's vehicle located on school property or at a school related event may be searched when there is reasonable cause to believe that the student has violated or is in violation of the law or rules of the school.

**D. Visiting and Shadowing Policy**

No visitors are allowed at LHS without the permission of the main office. Student requests to have visitors should be directed to an administrator. Leominster High School/Center for Technical Education Innovation does not have an open visitors' policy. The visiting/shadowing policy must be adhered to. It is an expectation of the school that students who are shadowing are only prospective students.

Shadowing is not to be used as an opportunity to spend a day with a friend. Thus, the period for shadowing will be limited to the time between February and April vacations. Further, the school must have a minimum of 24 hours notice in order to approve a shadowing request.

**E. Parent Observation of Classes**

M.G.L. c.71B §3 governs observations of current and proposed special education programs. The purpose of that portion of the law is to ensure parents/guardians can participate fully and effectively in determining the child's appropriate educational program. Leominster Public Schools complies with M.G.L. c. 71B §3 by implementing the following observation policy:

1. Parents'/guardians' request to observe their child's current program or a potential placement must be made to the Special Education Director or designee. 2. The Special Education Director or designee shall contact the parent(s) /guardian(s) for an initial scheduling conversation within five (5) school days of receipt of the parents'/guardians' request. At that time the parent/guardian will be notified of the need for a CORI for all observers prior to the visit, as is the policy for all visitors to Leominster Public Schools.
3. When a parent/guardian requests an observation of a special needs student or program, the Special Education Director or designee will seek approval from the building principal before it is processed. Such approval may only be withheld for those reasons outlined within law and DESE regulation.
4. The special education director or designee will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom). The school reserves the right to avoid scheduling observations during state testing times or on school days with special schedules (i.e. exam days, professional development days, etc.)
5. The number, frequency, and duration of observation periods will be determined on an individual student basis in accordance with law and regulation. The start and end time of observation periods and a schedule of observation periods will be communicated in advance. In order to minimize classroom or student disruption, the length of individual observation periods may be limited.
6. If the observer is not the parent/guardian, the parent/guardian must sign a release for the individual to observe. Again, that individual must first go through the CORI process.
7. The number of observers at any one time may be limited by the special education director.
8. The observer will be informed that he/she is not to interfere with the educational environment of the classroom. If his/her presence presents a problem, he/she will be required to leave. This notice is particularly important, since the presence of parents/guardians can influence both the performance of their child(ren) and that of others.
9. The observer will be informed that he/she is there to observe the specific educational program. He/she is not there to evaluate a teacher's ability to perform his or her contractual job duties.
10. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials which may be part of students' records from plain view. In the event that removal is not possible, the observer may be asked to sign a non-disclosure agreement.

11. A school administrator, or designee, will observe at the same time and take notes as to what is observed, paying particular attention to note anything that is not typical concerning the period. This observation summary will be placed in the student's file and provided to the parent(s) /guardian(s) prior to any follow-up TEAM meeting.
12. The district may restrict program observations when necessary to protect the **safety** of the children in the program during the observation, the **integrity** of the program during the observation, and children in the program from **disclosure** by an observer of confidential or personally identifiable information he or she may obtain while observing the program.
13. An observation report will only be considered at the next follow up Team meeting if the report is received in advance of the Team meeting.

#### **F. Parental/Guardian Concerns**

If a parent/guardian feels as though his/her child's needs are not being met in a particular area, he/she is encouraged to call the teacher and the child's guidance counselor. If the concern lingers, parents/guardians are encouraged to notify the Headmaster. If no satisfaction is gained, please notify the Principal directly.

#### **G. Homework**

##### Leominster Public School District Homework Policy

Leominster Public Schools support our students in becoming life-long learners. Homework is an opportunity to extend lessons, revisit skills, engage in critical thinking/writing and develop good work habits through progressive practice. Homework, as a learning strategy, is an important part of each student's academic year and it increases in complexity with the maturity of the student. Therefore, the Leominster Public Schools will align the NEA (National Education Association), recommendation of 10 minutes per grade level (i.e.; Grade 3 x 10 mins = 30 minutes). Homework can also serve as one form of communication between the teacher and the family. It is up to the student, family, and teacher to share the responsibilities for homework. Students are encouraged to read non assigned, independent leisure reading as research states that reading directly contributes to a child's intellectual development.

Staff shall:

- Create a system for communicating homework guidelines for parents and students. The maximum contribution for homework will not exceed 10% of final grades.
- Consider individual differences such as health, ability, conditions at home and access to educational resources.
- Review homework and provide feedback to promote steps towards mastery of skills.
- Design and assign quality practice that is rigorous and developmentally appropriate.
- Make an effort to coordinate long-range or daily assignments to allow time commitments amongst other teachers within the same grade levels, to avoid calendar chokepoints and unnecessary work overloading.
- Allow for varied learning styles by including choices in types of assignments when possible.
- Provide explanation, rubric, and/or model of expectations to ensure student success.

- Encourage students to ask questions to clarify assignment before leaving school.
- Accommodate for ELL and Special education students aligned with proficiency level(s) and/or IEPs.

Students shall:

- Understand that practice at home is part of their daily learning routine.
- Ask questions to clarify homework assignments before leaving school.
- Complete homework in a timely manner.
- Negotiate with the teacher an appropriate deadline should an obligation or extracurricular activity conflict.
- Complete homework to the best of their ability.

Parent(s)/Guardian(s) are encouraged to:

- Provide a suitable work area in the home.
- Remind their child of their responsibilities.
- Guide and encourage their child to work to the best of their ability and openly communicate their needs with their teacher(s).
- Monitor your child's interaction and perseverance.
- Communicate with the classroom teacher.

Makeup Work:

- Students who miss school work due to an absence shall be given the opportunity to complete all assignments that can be reasonably provided as determined by the teacher or as outlined in the student handbook.

#### **H. Request for Homework**

In cases of extended illness of five (5) days or more, parents/guardians should request work assignments by calling their son or daughter's guidance counselor (978-534-7719). The assembled work assignments should be picked up in the main office at the earliest possible time. If there is difficulty in procuring school work, parent/guardians are encouraged to call the Principal directly at 978-534-7715.

#### **I. Work Permits**

Work Permit forms may be obtained from the CTEi office during the school year and from the main high school office during the vacation periods from 7:30a.m. to 2:30p.m.

#### **Federal and State Child Laws:**

Fourteen (14) and fifteen (15) year olds may work three hours a day while school is in session. They cannot be scheduled to work during school hours or before

7 a.m. or after 7 p.m. They may work a maximum of eighteen (18) hours per week.

When school is not in session, fourteen (14) & fifteen (15) year olds may work an eight (8) hour day, forty (40) hours per week. From July 1 to Labor Day (*or until the first day of school*), they may work until 9 p.m. There are a number of jobs/duties that children under 18 are prohibited from doing. Please see the Massachusetts Attorney General's website for additional information regarding these suspensions on minors' occupations.

Fourteen (14) & fifteen (15) year olds must get a signed permission slip from the proper authority at their school. They must also obtain a promise of employment card from the secretary assigned to work permits at LHS. This card must be filled out by the future employer and also requires a physician's signature stating that a physical examination has been done.

Sixteen (16) and seventeen (17) year olds may not be employed:

1. More than nine (9) hours per day;
2. More than six (6) days per week;
3. More than forty-eight (48) hours per week; and,
4. Before 6 a.m. or after 10 p.m. – with limited exceptions on nights proceeding school days.

#### J. Lockers

Each student will be assigned a locker. He/she will also be given a combination and a set of instructions for operating the lock. It is his/her responsibility to properly maintain his/her locker and to guard against theft by keeping his/her combination confidential. The locker is jointly accessible to the student and school officials and may be subject to search at the discretion of school officials. Students should not share a locker. The sharing of lockers interrupts the operation of the administration office and will result in office detention. School lockers are school property and, therefore, lockers may be searched at any time for any reason, and students have no expectation of privacy in the contents of the locker.

Students should note that a locker should not be considered safe storage.

Valuables, e.g. money, jewelry, are never to be left in school lockers. Items of value brought to school should be stored at the main office.

If a student's locker combination does not work, he/she should see the main office secretary. Should the locker require repair, he/she should see the head custodian. **Students should remember - lock your locker and store valuables in the office.** The high school administration or school district is not responsible for valuables taken from school lockers.

**K. Lost and Found**

Students are requested to take any textbooks, clothing, or other articles which they find, to the main office. Here, the articles may be claimed by the owners. The school directs that students do not bring valuables or large sums of money to school as the school cannot assume responsibility for the loss of these items.

**L. Fire Drills**

Whenever the alarm sounds, students are to line up quickly and quietly and leave the building according to the directions posted in each room. Students should be off the roads and at least 50 feet from the building. They should also stay with their class as the teacher will take attendance.

**M. Phone Use**

Parents/guardians, family members and friends are asked not to call the school except for school business or emergencies. Students will not be allowed to leave class to receive a phone call. Cell phones are not to be used within the school building during school hours. This includes text messaging. Cell phones should be turned off during school hours. In addition please refer to “Electronic Devices” section on page 41.

**N. Snow Days or Delayed Opening**

If school is canceled or delayed because of inclement weather, in most circumstances, parents/guardians will receive a phone message from the superintendent of schools clearly indicating the cancellation or delay.

Parents/guardians should also listen to the local radio stations or Boston television stations for an official announcement from the superintendent of schools. A delayed opening may be one or two hours in length. The school will not be open during this time period and children should observe the policy for arrival for a normal school day, 15 minutes before school starts. Occasionally, parents/guardians may be notified of an early closing if weather conditions or other natural or manmade hazards might put children in danger.

**O. Assemblies and School Related Activities**

School assemblies, performances and athletic competitions are held regularly throughout the school year. Students are expected to conduct themselves in a manner befitting young adults by being attentive, courteous and polite to the speaker, performer, or the opposing team and its spectators. Failure to uphold a standard of appropriate decorum will result in removal and may result in disciplinary action to be determined by the administration.

**P. Buses**

All students must show their bus pass, on demand, in order to ride the bus. The bus driver is responsible for the bus and all occupants. Reasonable directions from the bus driver must be followed. There will be a fee for every student not on free or reduced lunch. Misconduct can lead to the loss of bus privileges and referral to the

appropriate dean for disciplinary action which may range from loss of bus privileges to suspension.

**Q. Extra Help**

Whenever a student is experiencing difficulty in comprehending course material or has received a warning notice in a subject, he/she should speak to the instructor and arrange to receive extra help after school or at any other time designated by the teacher. Students who receive warning notices or failing grades should go to weekly help sessions in those subjects. Each department will, insofar as possible, arrange a schedule of weekly sessions.

**R. Senior Courtyard**

Senior use of the courtyard is a privilege extended to seniors during lunch period or with administrative permission. Seniors gain this privilege after April vacation.

## **6. SCHOOL SERVICES**

### **A. Guidance Department**

The LHS Guidance Department is staffed with seven full time professional counselors. Each counselor is responsible for approximately 250 students. The counselor assigned to specific students as freshmen will, in most cases, keep the same students for their four years at Leominster High School. Counselors are responsible for assisting students with academic, social and emotional issues. They are supported with the help of two, full time, licensed social workers. Counselors provide help with personal decision making, course selection, schedule changes, career planning, testing information, and college placement and financial aid. It is the primary goal of the department to ensure that all juniors complete a post graduate plan before entering their final year. Senior year should be used to implement this plan.

The college and career center is available in the guidance suite. This area is the core of our efforts to foster post secondary planning. Vocational, military and college resource materials are available for student research. College testing and financial information are housed here. Computers are available for students to explore career and college web sites, apply on-line and review the status of applications. On-line websites are available for identifying career interests, job information, colleges offering related majors and admission information. Students can access this information both at school and at home. The career/college center also hosts college admission representatives, military recruiters and a career speaker series throughout the school year.

Special events take place throughout the school year: Two-Year and Vocational School Fair in early November, Financial Aid Night for Seniors and Parents/Guardians in early December, FAFSA help evenings in late January and early February, Junior Parents' Night in early March and Senior Awards night the week before graduation.

For more information, students and parents should refer to the Guidance Department page on the school website – [www.leominsterschools.org](http://www.leominsterschools.org).

#### **Testing Dates**

- The Preliminary Scholastic Aptitude Test (PSAT) is administered in the fall of all school years.
- The Scholastic Aptitude Test (SAT) is administered in the fall and spring of all school years.
- Advanced Placement Testing (AP) occurs at the beginning of May.
- MCAS testing occurs in March, May and June.

**Please refer to the Guidance Office and school website for further information about specific dates.**

## **7. MEDICAL AND HEALTH ISSUES**

### **A. Medical and Health Issues**

Please notify the school nurse if your child has a medical or health issue. The nurse would like to develop an Individualized Health Plan (IHP) for your child's medical treatment at school. If your child needs to receive medication in school, has a food allergy or allergy to bee stings and requires an EPI-PEN or occasionally needs Tylenol or Ibuprofen, a written doctor's order and parent/guardian authorization is required for the nurse to administer any medication. Students in high school may carry an inhaler or EPI-PEN, if proper documentation is presented in the nurse's office including a doctor's order and parental consent. If you have questions, please talk with the nurse.

### **B. School Health Services Provided by School Nurses**

The school nurse is responsible for:

1. Assessment and evaluation of illnesses or injuries arising during school.
2. Acute, emergency and crisis care.
3. Maintenance of student health records.
4. Medication administration and monitoring.
5. Health counseling.
6. Skilled nursing care, case management, and Individual Health Plans (IHP) for students with special health needs.
7. Mandated health screenings.
8. Health education and information for students, school staff and parents/guardians.
9. Information about health insurance and health care resources

### **C. When to Keep Your Child at Home**

Due to lack of space and staff, sick or injured children are not able to spend the day in the nurse's office. If your child is not able to attend classes, please keep him/her home. If your child has had an antibiotic prescribed by a physician he/she may return to school after he/she has taken it for 24 hours, there is no fever (without medications such as Tylenol or Ibuprofen) and he/she feels well enough to return to school.

Do not send your student to school if he/she:

1. Has a fever of 100 degrees or higher. He/she may return if there has been no fever without medications for 24 hours.
2. Has a persistent cough or cold.
3. Has had vomiting or diarrhea within the past 12 hours.
4. Has an unidentifiable skin rash.
5. Has a contagious illness i.e. Chicken Pox or Strep Throat.
6. Have active head lice or body lice.

### **D. Head Lice**

One goal of the school health program is to prevent children from losing extended periods of time from school due to head lice. Parents or guardians will be notified if their child has

head lice. After treatment, the child will be re-checked by the nurse; if there is a decrease in the number of nits/head lice/eggs on the child's head and/or no new head lice, the child will be allowed to return to school. The nurse may exclude a child if adequate treatment has not been done. A student will not be allowed back into school if live head lice are found on his/her head after treatment. It is the responsibility of the parent to use an anti-lice treatment and to continue to comb the hair with a fine-tooth comb in order to remove the remaining nits. The nurse will periodically recheck the student the next fourteen (14) days to ensure that there is no more head-lice activity. Parents should notify the school nurse if there are head lice noted at home and treatment provided, so the nurse can check the child before the child returns to school.

**E. Emergency Cards**

Every student must return a completed and corrected emergency card, which has been signed by a parent/guardian. It is extremely important that the nurse and administration have the correct names and phone numbers to be able to contact parents/guardians at home or at work in case of emergency. The Emergency Contact section provides an alternate telephone number of someone to call if the parent/guardian cannot be contacted. **Please notify the school immediately if there are any changes in name, address or work or emergency telephone numbers.** Health emergency forms need to be filled out, as well, with pertinent information and health emergency information.

**F. Medication Policy**

The medication policy complies with Massachusetts General Law and is enforced for the safety of our students. It applies to both prescription and over-the-counter medications.

1. Medication to be given at school must be accompanied by a written order signed from the physician or dentist each school year, and written permission from parent/guardian.
2. Prescription medications must be in a pharmacy bottle with an intact label and the child's name on it. Please ask the pharmacist for a second labeled bottle and send only the amount of medication needed to school. Over the counter medications must be provided in an original, unopened medication container.
3. All medications are kept in a locked cabinet in the nurse's office and are only dispensed by the nurse or in the event of special situations, such as field trips, a delegated and trained staff member.
4. Parent/guardian must bring the medications into school - students are not allowed to bring medications into school. A student may self-administer prescription medication provided certain conditions are met. These conditions are described in 105 CMR 210.006(B) and include, but are not limited to, an agreement between the student, the parents and the nurse and the development of a medication administration plan
5. Please notify nurse's office if over-the-counter medications (i.e. Tylenol) were given before arrival to school, so the school nurse can plan accordingly.
6. In order to prevent your child from missing class time, please administer medications at home, whenever possible. Contact the school nurse if your child requires medication during the school day.

7. Medications not claimed by the parents/guardians by the last day of school will be disposed of.

**G. Immunizations**

Massachusetts has regulations that describe the immunizations required in order for a student to enroll in public school. There are limited exceptions to these requirements. More information regarding immunization requirements can be found at 105 CMR §220.0. The school health office is required to have a complete record of the immunizations for every student, including the date of each inoculation. If the school does not have a report that is signed by the physician or clinic, it is considered not done. Please send in documentation of any immunization that your child receives to keep the school health record current. If you have any questions about required immunizations, you may contact your primary care physician or the school nurse.

**H. Physical Exams**

Students are encouraged to obtain physicals from their own physician to enhance quality of care.

Physical exams are required by law:

1. Within one year prior to the entrance to school or within 30 days after entry and at intervals of either three or four years thereafter. A student transferred from another school system shall be examined as an entering student. Health records transferred from the student's previous school may be used to determine compliance with this requirement;
2. When students under age 16 and over age 14 request employment certificates;
3. Prior to a student's participation in competitive athletics, on an annual basis.

**I. State Mandated Screenings**

1. In accordance with M.G.L.c.71, s.57, upon entering the school system or within thirty days after school entry, the parent or guardian of each child will present certification that the student within the previous 12 months has passed a vision screening conducted by personnel approved by the School District.
2. Vision will be screened by the school nurse, or nurse substitute, in the year of school entry, annually through grade 5, once in grades 6-8, and once in grades 9-12.
3. Hearing will be screened by the school nurse, or nurse substitute, in the year of school entry and annually through grade 3, once in grades 6-8, and once in grades 9-12.
4. Growth and development screening will be done by the school nurse, or nurse substitute, in grades 1, 4, 7, and 10. The measurement of height and weight shall be done and the BMI (body mass index) calculated from that and reported directly and confidentially to a parent or legal guardian. A report of each student's BMI and percentile, along with easily understood informational and explanatory materials, will be provided.
5. Postural (Scoliosis) screening is conducted yearly for grades 5-9.
  - a. Screening will take place during Physical Education classes or by the school nurse and substitute nurses during specific weeks during the school year. Prior notification to parents/guardians will be done.

- b. Girls will need to bring or wear a bathing suit or halter top for better visualization of the spine.
6. Documentation of screening by a primary care physician is required, if school based screening is refused.

**J. Children with HIV (Human Immunodeficiency Virus) AIDS (Acquired Immune Deficiency Syndrome**

1. HIV/AIDS diagnoses are confidential. Student or parent/guardian is not obligated to disclose HIV Infection or AIDS diagnoses.
2. Student or parent/guardian may inform the school nurse directly of a diagnosis.
3. Specific, informed, written consent from the parent/guardian is necessary before further disclosure of his/her HIV/AIDS is allowed.
4. All children diagnosed with HIV/AIDS and being followed medically are expected to attend regular classes except when the following occurs.
5. Open skin lesions that cannot be covered;
6. Chronic uncontrollable bleeding;
7. Exhibition of inappropriate behavior which increases the likelihood of transmission of disease, such as biting;
8. Circumstances that are deemed medically necessary by the primary care provider.
9. Siblings of students diagnosed with HIV / AIDS may attend school without restrictions.
10. A child with HIV/AIDS may be at a greater risk of getting infections in school. If the school nurse is aware of the student's HIV/AIDS status, she/he will be able to alert the student's parents/guardians of a contagious disease in the school so that they can consult with the PCP about preventive treatment or the need to keep the child at home.

**K. School Meal Policy**

**Goals:**

1. To treat all students with dignity about their meal account in the serving line.
2. To create positive experiences with district staff for the students and their parents/guardians to the maximum extent possible.
3. To teach student self-responsibility concerning their nutritional intake and overall health. Likewise, to encourage parents/guardians to assume appropriate parental responsibilities in these areas.
4. To establish a consistent district policy regarding meal service collection and/or restriction of the purchase of extra snacks, drinks and meals and management of food allergies.

**SCHOOL LUNCH PROGRAM**

**Charge Procedures**

**I. Purpose and Goals:**

The purpose of this set of procedures is to establish consistent meal account practices throughout the district. There is a fine balance that needs to be attained between the solvency of the food service program and the nutritional needs of students. The goals of this procedure are:  
To ensure that all students have a healthy meal;

To ensure that all students are treated with dignity and confidentiality in the serving line regarding meal accounts;

To support positive and clear communication among staff, administrators, teachers students and parent/guardian;

To establish fair practices that can be used throughout the school district;

To help the parent/guardian understand their responsibility of meal payments and to promote the responsibility of the student;

To establish a consistent practice regarding charges and collection of charges;

To ensure that no child goes hungry.

## II. Procedure:

Students will be allowed to charge a maximum of ten (10) meals (at \$3.00 each total \$30.00) at any given time, Reduced students will be allowed to charge a maximum of ten (10) meals (at \$.40 each total \$4.00) at any given time.

Charged meals will include only menu items that are part of the reimbursable meal.

This meal will be rung in the register as a “PAID” meal (in order for the district to receive federal reimbursement.)

If the ninth charge occurs, the student will be given a designated menu alternate at a cost of \$1.25 charged to the child’s account. The alternate meal will consist of a choice sunbutter & jelly or a cheese sandwich along with an 8oz milk, unlimited fruits and vegetable

The Food Service Manager for that venue will provide the office on a weekly basis with a notice of any negative balance on the students account and will be given to the student to be taken to the parent @ the elementary and middle schools.

The Food Service Manager for that venue will notify the office if a student has accumulated 10 charges (or after the charged amount equals or exceeds \$30.00, reduce \$4.00. The principal will arrange for a letter to be mailed to the parent/guardian with written notification of the charge and the inability for further full meals to be charged.

An application for free or reduced lunch will be included with this letter. A guidance counselor will follow up with a call to the parent to discuss the situation.

Accurate records of amounts owed will be kept by the Food Service Manager.

At the beginning of June, students will no longer be allowed to charge full meals.

At that time, parents/guardians will be mailed, by the office upon written notice by the Food Service Manager, a written request for payment in full.

All charges not paid before the end of the school year will be carried forward into the next school year.

No a la carte items may be charged at any time.

If a financial hardship is suspected, the families will be encouraged to apply for free/reduced meals anytime during the school year.

## **1. Media Center**

The Media Center is open daily from 7:15 a.m. to 3:30 p.m. It houses a collection of printed materials: books, periodicals, journals and newspapers. Hundreds of video presentations that support and enhance the school's curriculum are available for teachers and student use. The Media Center has many computers, including laptops, which provide students with access to word processing, the Internet, and Central Mass Regional Library System databases, before, during and after the school day. (Note: Students must have parental permission in the form of a signed Acceptable Use Policy statement in order to use computers at Leominster High School.) The Media Center also has a comprehensive collection of reference materials available for study and research. In addition, the LHS Media Center hosts its own research web page which may be found at - [www.leominster.mec.edu/lhs-media.htm](http://www.leominster.mec.edu/lhs-media.htm). Students are allowed to utilize the Media Center during study periods only if sent by a classroom teacher to research a specific topic. Passes are to be obtained from subject matter teachers. Students are not to leave the Media Center once admitted. The Media Center is staffed by a media specialist who is ready to assist you in locating whatever material you may need for study or leisure reading. The Media Center is not a supervised study room.

## **8. WELLNESS POLICY**

The Leominster Public School System is committed to providing a school environment that enhances learning and development of lifelong wellness practices. Students need access to healthy foods and opportunities to be physically active in order to grow, learn and thrive. The Leominster School System recognizes that student health and success in school are interrelated. A wellness policy has been established to address the following four areas.

**Nutrition Education:** All students will receive nutrition education that teaches the skills they need to adopt and maintain healthy eating behaviors. Behaviorally-focused nutrition education will be integrated into the curriculum in grades PK -12. Therefore, nutrition will be taught not only in health related classes, but also throughout all disciplines.

**Physical Activity:** Programs throughout the school system will promote activity and lifelong fitness. Students will be given the opportunity for physical activity during the school day through physical education classes, daily recess (where age appropriate), and the integration of physical activity into the academic curriculum, where applicable. Physical education is an important aspect of a student's overall health and learning. Therefore, students will not be kept out of physical education classes or recess to make up work or for punishment. The school system encourages parents/guardians to promote and support physical activity in school, at home and in the community.

**Nutrition Standards:** It is the policy of the school system that all foods and beverages made available on campus during the school day are consistent with the School Lunch Program nutrition guidelines. Food and beverage items sold in school cafeterias, school stores and vending machines, as well as food and beverages brought in for class celebrations, will provide healthy choices in accordance with the above guidelines. Food will not be used by school staff as a reward. All parents/guardians are encouraged to promote and support healthy eating practices at school, home and in the community.

**Other School-based Activities:** All community and before-and-after school programs will comply with the Leominster Public Schools' wellness policy.

## **9. STUDENT ACTIVITIES**

### **A. Student Government**

The student government of LHS consists of the class government, Student Council, and Student Advisory Council. The purpose of the Student Government of Leominster High School is to develop attitudes and practice of good citizenship, leadership and responsibility in the student body; to provide a forum for student expression; to encourage cooperation among the student body, faculty and administration; to enhance the social life of LHS and to promote the general welfare of the school.

#### **1. CLASS GOVERNMENTS**

Each class elects a president, vice president, secretary and treasurer to provide leadership and social activities.

#### **2. STUDENT COUNCIL**

Membership on the Student Council is as follows.

- i. 8 representatives from each class.
- ii. 4 vice presidents, one from each class.
- iii. 2 Student Advisory Council members.
- iv. 5 Student Advisory Board members to the school committee.

The Student Council serves as the main communications link between the student body and the faculty and staff. The council coordinates the LHS social calendar and runs activities for the social and educational benefit of the student body and the faculty and staff.

#### **3. STUDENT ADVISORY COUNCIL**

The Regional Student Advisory Council delegate and alternate serve as liaisons between the LHS Student Council and the Central Massachusetts Regional Advisory Council. The R.S.A.C. discusses laws and issues affecting students and seeks solutions to any problem.

#### **4. STUDENT ADVISORY BOARD**

The Student Advisory Board to the School Committee consists of one member from each class and one vocational school representative. The Student Advisory Board's purpose is to

act as a liaison between the LHS Student Council and the School Committee. It discusses policy and activities concerning LHS with the School Committee. The members of such student advisory committees shall, by majority vote prior to the first day of June in each year elect from their number a chairperson who shall serve for a term of one year. Said chairperson shall be an ex-officio, nonvoting member of the School Committee, without the right to attend executive sessions unless such right is expressly granted by the individual School Committee. Said chairperson shall be subject to all School Committee rules and regulations and shall serve without compensation. (*Amended by 1987, 164.*)

**B. Leominster High School Improvement Council**

The Leominster High School Improvement Council is a group composed of parents/guardians, members of the community, students, teachers and administrators who meet monthly as an advisory group to the high school principal in accordance with the specifications of the Massachusetts Education Reform Law of 1993. Normal meeting time is 6:30p.m. in the Guidance Office on the last Monday of the month. See the activity calendar for specific dates.

**C. National Honor Society**

The Frances L. Lockey Chapter of the National Honor Society is founded on the principles of scholarship, leadership, service and character. Membership is a privilege granted by the faculty of Leominster High School. It is open to those sophomores, juniors and seniors who satisfy the standards for admission to the society. These standards are based on four areas of student performance: scholarship, leadership, service and character.

Members of the National Honor Society are evaluated periodically for continued eligibility. A minimum cumulative grade point average of 3.3 must be maintained and members must perform individual service projects totaling at least thirty-five service hours of community and school activities. The National Honor Society also participates in two Red Cross blood drives each year.

To be eligible for nomination to the National Honor Society, students in grades 10, 11, and 12 must have been enrolled at Leominster High School for at least five consecutive marking periods and must have a minimum cumulative grade point average of 3.35 at the end of the prior year. Students who will likely meet the selection criteria will receive an invitation after the first term grading period has ended. Each interested candidate must submit a portfolio of information detailing his/her qualifications by the Tuesday following the February school vacation. A faculty council will evaluate nominees during the month of March on the basis of leadership, service and character, as shown by the information presented in the portfolio. Successful candidates will be notified of their acceptance in April. The induction of new members takes place at a ceremony held in May each year.

It is important that freshmen who may be candidates for the National Honor Society begin to become involved in both school and community activities. A careful record should be kept, with documentation, during the entire school year. The portfolio, which nominees are required to fill out, as well as faculty recommendations and the student's academic record, will be used as a basis for the evaluation by the faculty council.

**D. Music and Drama**

**1. Chorus**

The LHS Chorus is open to all high school musicians. Previous vocal training or choral experience is not required. Group and individual vocal skills are developed and improved. Students learn music notation and sight reading. The LHS chorus sings a wide range of music from Classical to Jazz to Broadway to Pop. The chorus performs several concerts throughout the city during the school year including the LHS Winter Concert, the FAME extravaganza, a choral competition festival and the graduation ceremony, as well as other events. Individual members are encouraged to audition for district and all-state honor ensembles. After school practices are mandatory.

**2. Marching Band**

The Leominster High School Marching Band is very active in the fall and spring. The LHS marching band performs at Friday night football games, band competitions, Memorial and Veteran's Day ceremonies, graduation, and other community activities. The marching band, while its mission is to provide entertainment, performs community service throughout the school year. Join the band and be part of the largest activity at Leominster High School. If scheduling will not allow you to take the class, you can still attend our evening practices on Tuesday and Wednesday from 6 – 8 p.m.

**3. Jazz Band**

The Leominster High School Jazz Band performs an average of 45 times a year. The Jazz Band is one of the most recognized musical student ensembles in the city. The majority of our performances are at night or on weekends; however, occasionally leaving school for a performance is required. Joining the Jazz Band will require you to audition with Mr. Hudson before you sign up for the Jazz Band class. Students are required to be proficient with their instrument.

**4. Musical**

The annual school musical is a winter production of a Broadway show and is presented by students from all grades.

**5. Mass. High School Drama Guild Festival**

Each year the LHS Theatre Company fields a team of student performers who participate in this statewide competition between a number of high schools. The short forty minute play is performed during the competition and additional performances are offered to the LHS community.

**6. All-School Play**

A tradition at Leominster High School, the LHS All School Play enjoys a well-deserved reputation as an annual dramatic event. The play, which is open to all students, is directed by a faculty advisor with students accepting key responsibilities for planning all aspects of the production.

## **7. Interclass Play**

Interclass plays are an annual dramatic presentation by each of the four classes. There are four different directors, giving students a variety of directing styles throughout their four-year involvement.

## **E. Clubs**

Clubs are an integral part of the student activity program and an important adjunct to the school curriculum. Leominster High School has a wide range of clubs for students to choose from and encourages all students to join at least one of them. Students interested in forming a new club should speak to an administrator.

### **LHS Clubs**

**All clubs and activities are subject to funding and student enrollment**

Yearbook Editorial/Business

FIRST Robotics

Black Heritage Club

National Honor Society

G.I.V.E. (Community Service)

CTE Robotics

Friends of Rachel

Jazz Band

Recycling Club

Spanish Club

French Club

Ski Club

Renaissance Club

LHS Musical

All School Play

Inter-Class Play

Skills USA/VICA

El Dia de la Raza

Marching Band

LHS Book Club

Art Club

Math Team

Gay/Straight Alliance

Debate Club

Science Club

Invisible Children Club

Psychology Club

Fine Arts Drama Club

Programming Club  
S.U.C.C.E.S.S Club  
Fishing Club  
Sign Language Club  
Animal Rights Club  
Italian Club  
Ballroom Dancing  
Yoga Club  
Sewing Club

**F. Driver Education**

The Driver Education Program fulfills the requirements set forth by the Massachusetts Registry of Motor Vehicles. This includes thirty (30) hours of classroom instruction, twelve (12) hours of driving and twelve (12) hours of in-car observation.

In order for a student to be registered for this program, his/her parent(s) must first attend a two-hour parent class at LHS. These classes are held several times during the year in the evening. If a student's parent has previously attended this parent class for an older sibling, this parent may register his/her student by phone. Students are enrolled in classes based on age (oldest first). At the time that a student is notified of an opening, he/she must immediately pay a non-refundable fee of \$150.00. He/she cannot be enrolled until this fee is paid. All 30 hours of classroom instruction must be completed before he/she can begin the on-the-road training. A maximum of two (2) absences is allowed, but these absences must be made up, according to the RMV regulations, before driving can begin. At the time of road training, a \$285 check or money order must be issued payable to the City of Leominster and a \$15.00 check or money order to the Registry of Motor Vehicles for the Registry Certificate of Completion. If a student misses a scheduled driving appointment without sufficient notice, a fee of \$25.00 payable to the City of Leominster may be imposed.

**G. Interscholastic Athletics**

Leominster High School offers a wide variety of opportunities for a student to participate in interscholastic athletics. The athletic department fields more than 50 teams on the varsity, junior varsity, sophomore and freshman levels. The major sports and their seasons are categorized as follows.

1. Fall Sports: Football - Soccer - Cross Country - Field Hockey - Girls Volleyball - Golf - Cheerleading.
2. Winter Sports: Basketball - Ice Hockey - Swimming - Wrestling - Indoor Track – Skiing - Cheerleading.
3. Spring Sports: Baseball - Tennis - Softball - Track - Lacrosse - Boys Volleyball

**H. Cheerleading**

Varsity and junior varsity cheerleading tryouts are held in May. Scholastic eligibility requirements for cheerleaders are the same as those for participants in interscholastic sports.

To remain on the cheerleading squad, a student must qualify each year. Competition cheerleaders are required to cheer year round.

**I. Student Yearbook**

*The Magnet* is the school yearbook. It provides all LHS students with both a pictorial review and a permanent record of the year's activities. Photographs of the graduates and of all members of the staff and student body are included.

**J. School Proms**

The Junior and Senior Proms at Leominster High School are intended to be a celebration of the school community, and thus all school handbook rules will apply to the proms no matter where they are held. In addition, in order to ensure that all prom participants comply with these handbook policies, any guest that is not currently enrolled at Leominster High School will not be allowed to attend the prom unless they have a LHS Prom Guest form signed by their parent/guardian, as well as their own school Principal.

## **10. RULES & REGULATIONS – ATHLETICS**

The Leominster School Committee has the right to implement rules and policies deemed necessary to ensure the smooth management and integrity of the athletic program. Therefore, all rules and regulations in this Student Handbook and the Student/Parent Handbook for Athletes apply to all athletes. In the unfortunate event of student misconduct, discipline is administered based on rules and regulations from both sources.

### **A. Attendance in School**

Any student who has been absent from school is not eligible to take part in any practice session or game which is scheduled for the same day. A student is considered absent if he/she reports to school after 9:00 a.m. If the student is absent the last day of the week and a game is scheduled for the following day, the student is not eligible to play in the contest. **No athlete is to be dismissed on the day of an athletic event.** This ruling may be waived in individual cases by the Principal and Athletic Director, if in his or her judgment the absence or dismissal is for "good reason", not the result of carelessness or willful disregard of responsibility.

### **B. Trips to Athletic Contests**

Only team personnel (players, coaches, trainers, managers) will be allowed on a team bus unless otherwise directed by the Athletic Director. All buses to athletic contests, whether transporting athletes, cheerleaders, band members or fans must have on-board adult supervision. Such supervision may be by coaches, group advisors, faculty, staff members, parents/guardians or other responsible adults as appropriate to the group traveling and as determined by the Athletic Director and/or Principal. Athletes must depart and return from games only in a conveyance supplied by the school. Any squad member who rides to an away game on the bus must return on the bus, unless parent's permission (written permission to the coach or supervisor) has been granted. Athletes will be released to travel with their parents/guardians only.

### **C. Parental/Medical Permission Forms**

Before any pupil is allowed to draw equipment or participate in practice, he/she must first have the parental and medical permission forms, indicating a current physical exam, filled out completely and filed in the athletic office.

### **D. Suspension**

Suspension of any athlete from school for any reason will result in that athlete not being allowed to participate in athletic contests or practices for the duration of the suspension.

### **E. Participation in More Than One Sport**

No student shall participate in any two of the following contact sports at the same time, whether school or community sponsored: soccer, football, basketball, ice hockey and wrestling.

#### **F. Change from One Sport to Another during Season**

A student must decide within three weeks from the opening call if he/she wishes to change from one sport to another. He/she must speak to the coach of the sport which he/she is leaving, so that equipment may be accounted for and other pertinent problems resolved.

No coach may accept a transfer from another sport during the season until transfer is approved by the previous coach and the Athletic Director.

No student who has been suspended from a squad may transfer to another during the season.

#### **G. Academic Requirements**

All athletes are required to meet the Leominster High School academic requirements referenced on page 14 under Academic Eligibility Standards.

#### **H. Responsibility for Athletic Equipment**

Students are required to return all equipment issued to them in acceptable condition or to reimburse the school at current replacement cost of said equipment. These funds will be placed in the Athletic Revolving Account. Further, a student will not be allowed to participate on a team if they still owe equipment from any prior season.

#### **I. Due Process**

All suspensions from teams for disciplinary reasons must be communicated immediately and directly to the athlete's parent(s)/guardian(s) and the Athletic Director by the coach.

Disciplinary suspensions for more than two contests must be approved by the Athletic Director and the Principal before becoming final.

Students and parents/guardians shall have the right to appeal any disciplinary suspensions. Such appeals shall be made in writing initially to the Athletic Director and then to the Principal.

## **11. APPENDICES**

### **APPENDIX A**

#### **Mass. General Laws Chapter 71 Section 37H**

The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

- (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 a 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 school 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; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(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 appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

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

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

## **Chapter 71, Section 37H ½.**

### *Felony Complaint or Conviction of Student; Suspension; Expulsion; Right to Appeal*

Notwithstanding the provisions of section eighty-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 such 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 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 request for an appeal no later than five (5) 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 (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his 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 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 on 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 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 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 (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his 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 (5) calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion,

under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

## **APPENDIX B**

### **Non-Discrimination Policy and Grievance Procedure**

Title VI, Title IX, Section 504, ADA, Age Discrimination Act m. G. L. c. 76§5,M.G.L.c.151C, 603 C.M.R. §26.08

The Leominster Public Schools is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect *and to accept the rich diversity that makes up the community. Disrespect among members of the school community is unacceptable behavior that threatens to disrupt the learning environment and decrease self-esteem.*

The Leominster Public Schools does not discriminate against students, parents, employees or the general public. No person shall be excluded from or discriminated against in admission to the Leominster Public Schools, or in obtaining the advantages, privileges, and courses of study of the Leominster Public Schools on account of race, color, sex, gender identity, religion, national origin, or sexual orientation. (M.G.L.c.76§5). Additionally, the Leominster Public Schools does not tolerate discrimination or harassment based upon race, color, sex, gender identity, religion, national origin or sexual orientation. (603 CMR §26.08).

The Leominster Public Schools shall act to investigate all complaints of harassment and discrimination, (formal or informal, verbal, written, or electronic), and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

#### **Definitions**

**Discrimination:** Treating an employee or student adversely in the terms or conditions of his/her employment or education on the basis of that person's race, color, age, gender, sexual orientation, sexual identity, religion, ethnic or national origin, disability, veteran's status or any other legally protected status constitutes discrimination.

**Harassment:** Harassment is defined as unwelcome conduct, whether verbal or physical, that is based on: race, color, national origin, sex, sexual orientation, religion, disability, or age. Harassment is prohibited by the Leominster Public Schools, and violates the law.

**Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances , requests for sexual favors or verbal or physical conduct of a sexual nature when: one (1) submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment, or success as a student or two (2) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual, or three (3) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance by creating an intimidating, hostile, or offensive working or educational environment or four (4) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement.

## **Reporting Procedures**

Any individual who believes, in good faith, that he or she has been subjected to any form of harassment or discrimination described above has a right to file a complaint with the Leominster Public Schools.

In each school building, the building principal or guidance counselor are the people responsible for receiving oral or written reports of harassment or discrimination.

Therefore, individuals should file complaints of harassment or discrimination with the principal or guidance counselor. Any school personnel who receive a complaint of harassment or discrimination must immediately relay that complaint to the principal or guidance counselor. Upon receipt of a complaint, the Principal or guidance counselor must immediately forward the complaint to the District's Human Rights Officer. Individuals may also file a complaint of discrimination or harassment directly with the District's Human Rights Officer: Director of Human Resources who can be contacted at: 978-534-7700 ext. 305, Leominster Public Schools, 24 Church Street, Leominster, MA 01453. The Human Rights Officer has the responsibility to identify, prevent and remedy discrimination and harassment. The Human Rights Officer shall: 1. Receive reports or complaints of alleged discrimination or harassment and 2. Oversee the investigative process (except when the complaint involves an allegation against the Human Rights Officer. In such an event the complaint shall be filed with and the investigation shall be overseen by the Superintendent or Chair of the School Committee).

The District encourages the complainant or person reporting the discrimination or harassment to file the complaint using the report form available from the principal or guidance counselor in each building (which is also available at the Personnel Office). However, oral reports of discrimination or harassment will be considered as well. If an oral is received, the principal or guidance counselor can request a written complaint but cannot insist upon a written complaint. Additionally, if only an oral complaint is received, the principal or guidance counselor must reduce the complaint to written form within forty-eight (48) hours and forward the complaint to the Human Rights Officer.

The Human Resource Director, shall be the school district human rights officer with responsibility to identify, prevent and remedy discrimination and harassment. The human rights officer shall:

- a. *Receive reports or complaints of alleged or actual civil rights violations.*
- b. *Oversee the investigative process.*

The school district shall post this policy in each facility that the district maintains, in a place accessible to student, faculty, administrators, employees, parents and members of the public. This notice shall include the name, mailing address and telephone number of the Human Rights Officer, the name, mailing address and telephone number of the state agency responsible for investigating allegations of discrimination in educational settings.

The Superintendent will develop a method of discussing this policy with students and employees. Training, including debriefing, on the requirements of non-discrimination and the appropriate responses to civil rights violations as herein defined will be provided to all school personnel on an annual basis but no later than October 15th of each school year, and at such other times as the

Superintendent in consultation with the District Human Rights Officer and the diversity task force determines is necessary or appropriate. This policy shall be reviewed at least annually for compliance with state and federal law.

The school district will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the district's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

### **Investigation, Finding, and Appeal of Finding**

Upon receipt of a report or complaint alleging a civil rights violation, the Human Rights Officer shall immediately undertake or authorize an investigation. The Human Rights Officer may seek additional investigative resources.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged civil rights violation. The investigation may also consist of the evaluation of any other information or documents that may be relevant to the particular allegations including any evidence or witnesses presented by the complainant.

The investigation shall be complete (no later than fourteen school working days from receipt of the report) by the School District Human Rights Officer who will make a written report with recommendations to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report shall be filed with the Chair of the School Committee. If the complaint involves the Human Rights Officer, the report shall be filed with the Superintendent or the Chair of the School Committee. The report shall include a determination of whether the allegations have been substantiated and whether they appear to be violations of this policy. The School District Human Rights Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been conducted. The Human Rights Officer shall maintain complete and confidential files. If the complainant is not satisfied with the Human Rights Officer's decision, he/she can appeal that decision to the Superintendent with five (5) school days. The Superintendent will review the information considered by the Human Rights Officer, collect any additional information he/she believes is necessary to make an informed decision and shall issue a written decision to the complainant and the person against whom the complaint was made. Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. However, the Superintendent will make sure that the complaint is handled as quickly as feasible and will strive to complete the investigation within ten (10) working days.

If the complainant is not satisfied with the Superintendent's decision, or if he/she does not choose either of the internal resolution processes, he/she may follow the external grievance procedure described below.

Contact information for the Superintendent and the building principal is: Mr. James Jolicoeur, Superintendent, Leominster Public Schools, 24 Church Street, Leominster, MA 01453, 978-5347700 and/or Dr. Christopher Lord, Principal, Leominster High School, 122 Granite Street, Leominster, MA 01453, 978-534-7715.

All alleged perpetrators will be insured of full due process rights and all other protections guaranteed them through state and federal statutes.

### **School District Actions**

Upon receipt of a report that a violation has or may have occurred, the School District will take prompt, appropriate action. Appropriate actions may include but are not limited to:

- a. *Referrals to support services, counseling, awareness training, parent teacher conferences, and/or*
- b. *Recommendation or actual issuance of a warning, suspension, exclusion, expulsion, transfer, termination or discharge.*

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, state and federal laws, and school district policies for violations of a similar nature or similar degree of severity.

In the event that the evidence suggests that the misconduct is also a crime in violation of any state or federal statutes, the School District Human Rights Officer shall report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

The results of the District's investigation or each complaint filed under these procedures will be reported in writing to the complainant and the person against whom the complaint was made in accordance with state and federal law regarding data or records privacy and consistent with the privacy rights of the alleged perpetrator, victim and witnesses.

Any student, parent or employee who chooses not to use the district's internal grievance procedures or who is not satisfied with the district's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.

1. For complaints related to discrimination/harassment of students:

The Office for Civil Rights US Department of Education 8th Floor

5 Post Office Square, Boston, MA 02109-3921

Telephone: 617-289-0111 FAX: 617-289-0150

TDD: 877-521-2172 OR

The Massachusetts Commission Against Discrimination

One Ashburton Place

Sixth Floor, Room 601

Boston, MA 02108

Phone: 617-994-6000

TTY: 617-994-6196

2. For complaints related to discrimination/harassment of parents:

The Office for Civil Rights US Department of

Education

8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Telephone: 617-289-0111  
FAX: 617-289-0150 TDD:  
877-521-2172

3. For complaints related to discrimination/harassment of employees:

The Office for Civil Rights  
US Department of Education 8th Floor  
5 Post Office Square Boston, MA 02109-3921

Telephone: 617-289-0111  
FAX: 617-289-0150  
TDD: 877-521-2172 OR

The Massachusetts Commission Against Discrimination  
One Ashburton Place  
Sixth Floor, Room 601  
Boston, MA 02108  
Phone: 617-994-6000  
TTY: 617-994-6196 OR  
The Equal Employment Opportunities Commission  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Phone: 1-800-669-4000

No reprisals or retaliation shall be invoked against any person for processing, in good faith, a complaint, either on an informal basis or formal basis, or for participating in any way in these complaint procedures.

No reprisals or retaliation shall be invoked against any person who, in good faith, has testified, assisted or participated in any manner in any investigations, proceeding, or hearing of a complaint or for otherwise participating in any way in these complaint procedures.

The Leominster Public Schools will work with an individual who files a complaint of discrimination or harassment; including conducting an investigation and holding conferences, in order to fairly and expeditiously resolve the complaint.

## APPENDIX C

### Student Records A. General Provisions

The student record contains all information concerning a student that is kept by the school district and which personally identifies the student; it consists of the temporary record and the transcript. For purposes of these procedures, custodial parent refers to a divorced or separated parent who has physical custody of the child, and the non-custodial parent is the parent who does not have physical custody of the child. Non-custodial parents may not be eligible to access their child's student record, or may have to follow certain procedures in order to access the student record. See Section C below

The rights outlined below may be exercised by the custodial parent(s)/guardian(s) for a student under the age of 14 years, or jointly by the student and custodial parent(s)/guardian(s) of a child over the age of 14 years. A student over the age of 14 is called "an eligible student". A student 18 years or older may, in writing, deny his custodial parent(s)/non-custodial parent(s) access to his/her student record. However, the parent will retain the right to inspect the student record.

Each eligible student and custodial parent/guardian, except as limited herein for certain parents, has the right to see the student record for that student within ten (10) days of submitting a written request to see the records. Copies of any records may be obtained upon request and shall be provided within ten (10) days of the request. The District may charge for the cost of reproducing copies.

The student's record is available to authorized school personnel who work directly with the student, or administrative/clerical personnel who need to have access to records in order to carry out their responsibilities. The term "authorized school personnel" includes, but is not limited to, administrators, teachers, counselors, therapists, paraprofessionals, administrative office, staff and clerical personnel. Authorized school personnel include those employed by the District or under contract with the District as an independent contractor. Authorized school personnel do not need permission to see student records.

No information in the student's record is available to anyone outside the school system without written permission from the eligible student and/or parent and/or guardian, unless the requesting party is listed an exception as provided by the Student Records regulations. Exceptions to the requirement of written permission include, but are not limited to, a probation officer, court order, subpoena, where health or safety requires the disclosure of student information/records or upon transfer to another school district. However, eligible students and/or their parents/guardians will generally be notified before these records are released. A written release must be signed to have any part of the school record sent outside the school. This includes, but is not limited to prospective employers and colleges.

An eligible student and parent/guardian have the right to request to add relevant information to the student's record as well as the right to request removal of information believed to be untrue or incorrect.

**B. Directory Information Notice**

The Leominster Public Schools has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 et seq.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post high school plans of the student.

Directory information may be disclosed for any purpose in the discretion of the school system, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information; such refusal must be in writing and made annually. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq. You are hereby notified that pursuant to this notification, the school system will provide requested directory information to military recruiters unless the parent or eligible student specifically directs otherwise, as required by the No Child Left Behind Act.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal on or before the 15th day of each September.

In the event that a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information designated.

**C. Rights Of Certain Divorced or Separated Parents**

It is necessary for divorced parents to submit a copy of the custody agreement or order, and any subsequent changes made thereto, to the District so that District personnel may identify which of the parents has physical custody of the child. The non-custodial parent may access his/her child's 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 or to the custodial parent 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.

The District shall place in the student's record any 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).

**Non-Custodial Parent Access:** In the case of a non-custodial parent who is eligible to access the student record, i.e., does not fit any of the four (4) categories under 1-4 above, the noncustodial parent must submit a written request for the student record to the school principal. Upon receipt of the request, the principal and/or his/her designee shall 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 under 1-4 above.

When the student record is released to the non-custodial parent, the school will 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 will be marked to indicate that they shall not be used to enroll the student in another school.

**D. Amending Your/Your Child's Record**

1. A parent has the right to add information, comments, data, or any other relevant written material to the student's record. The parent should submit the additional information in writing to the principal with a written request that the information be added to the student record.
2. A parent has the right to request in writing deletion or correction of any information contained in the student's record, except for information which was inserted into that record by the TEAM. Such information inserted by the TEAM shall not be subject to such a request until after the acceptance of the Individual Educational Plan (IEP), or, if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:
  - (a) If a parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student's record, the parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.
  - (b) The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

- (c) If the principal's decision is not satisfactory to the parent, the parent may file an appeal to the Superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the principal's decision. The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.
- (d) If the Superintendent's decision is not satisfactory to the parent, the parent may appeal to the School Committee by filing a written appeal within five (5) business days of receipt of the Superintendent's decision. The School Committee shall conduct a hearing as required on the appeal as required by 603 CMR §23.09(4).

**E. Notice On Transfer To Other Schools**

Pursuant to 603 CMR 23.07(g), notice is hereby given to parents and eligible students that the District forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student.

**F. Destruction of Records**

1. Notice is hereby given that the temporary record of a student will be destroyed no later than seven (7) years after that student transfers, graduates or withdraws from the school system. When the student transfers, graduates or withdraws from school, and if the eligible student or the parent/guardian want the temporary record, they must request, in writing, prior to the last day of school, that the documents be provided to them. No additional notice, other than this Notice in the handbook, will be provided to the student or his parent/guardian of such destruction.
2. In addition, each year, the principal and/or teachers and/or other service providers may destroy the following documents that are considered part of the student's temporary record: disciplinary records (other than documentation of suspensions/expulsions/exclusions), any notes from the Parent/guardian or other documents concerning absences, early dismissals, late arrivals, as well as examples of student work. If the eligible student or the parent/guardian want those records, they must request, in writing, prior to the last day of school that the documents be provided to them, rather than be destroyed. No additional notice, other than this Notice in the handbook, will be provided to the student or his parent/guardian of such destruction.

**G. Display/Publication of Student Work**

Notice is hereby given that there will be occasions when student work is seen and is on display within the school; for example, at open houses, exhibits, fairs, on bulletin boards, peer editing, etc. Unless a parent/guardian informs the District in writing no later than September 15 of each school year, the District will assume that this publication/display of the student work is acceptable to the parent/guardian.

**Complaint Procedure**

In addition to the appeal procedure, above, a parent/guardian/eligible student may file a complaint with the Family Policy Compliance Office (FPCO) of the federal Department of Education. The

FPCO has the authority to interpret and decide issues involving student records under FERPA. FPCO's address is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
Washington D.C. 20202-5920

## **APPENDIX D**

### **Hazing**

#### **Chapter 269, Section 17. Crime of Hazing; Definition; Penalty**

*Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.*

*The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.*

*Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.*

#### **Chapter 269, Section 18. Duty to Report Hazing**

*Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.*

#### **Section 19. Hazing Statutes to be Provided; Statement of Compliance and Discipline Policy Required.**

*Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.*

*Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.*

*Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.*

*Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.*

## **APPENDIX E**

### **Communication**

#### **A. Internet/Network Acceptable Use Policy**

Leominster Public Schools is proud of its technological capabilities. The network and the internet design are mechanisms for open communications. With this openness, families should be warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate and/or potentially offensive to some people. The educational use of our technology requires the responsible monitoring by staff and responsible integration of learning by student. These privileges and responsibilities are the fundamental basis of our technological learning endeavor. Our goal is to empower the user with limitless communication and research resources. Learners may access other materials as well. It is the policy that the benefits to learners exceed the potential negatives.

The Leominster Public Schools is a public entity, therefore, all records (except those specifically excluded by law), whether in electronic or hardcopy form, are subject to the Freedom of Information Act and open to public inspection. Copies of all information created, sent or retrieved may be stored on the network's back up files. The network's storage areas (including back-up and user files) will be treated like school lockers may be subject to inspection. Internet (email) messages are public communication and are not private. All communications including text and images may be subject to applicable law enforcement or other third parties without prior consent of the sender or the receiver. The Director of Technology in cooperation, the building Principal and/or the Superintendent may review communications (email, attachments, and files) to maintain integrity and ensure that users are using the system in a responsible manner. Users should not assume that use of the Leominster Public Schools Internet/Network is private. All users are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

Use of any information obtained via email, the Internet or other sources is at the risk of the user. The Leominster Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

For students to be permitted to gain independent access to the network, they must agree to and abide by the rules set out below. For students under 18, parents must also provide written permission forms before the student will be permitted to gain independent access to the network. If the Leominster Public Schools does not receive a signed user agreement and parent permission form, students will not gain independent access to the network but may still have exposure to the Internet during classroom instruction.

The Leominster Public Schools reserves its right to seek restitution from any user for costs incurred by the school, including legal fees, due to such user's inappropriate use of the school's technology resources.

#### **B. Rules for Students Use of the Network, Internet and E-Mail**

Behavior is governed by the expectation that the students are responsible and deserving of a learning environment that is open and limitless. The student must, however, follow the rules listed.

Violations may result in a loss of access, disciplinary and/or legal action. The administration reserves the right to review students' files and communications to maintain system integrity and ensure that the users are using the system within the authority provided by the District.

Students will:

1. Read and discuss this contract and school procedural guidelines with their parent(s) and will return a signed permission form (available at the end of this handbook) consenting to this Acceptable Use Policy before the student will be allowed to use Internet/Network.
2. Report all inappropriate contacts to the school's technology facilitator.
3. Never use another user's folder(s), work, and filers) password.
4. Never access e-mail accounts or chat lines without permission and supervision.
5. Never reveal any personal information, such as last name, telephone or addresses, etc., or that of other students.
6. Demonstrate exemplary behavior on all virtual field trips and in all communications.
7. Treat all people you meet on the Internet as if they were honored guests at your school.
8. Be courteous and polite. Do not use offensive or inflammatory speech.
9. Never send anonymous messages.
10. Never download software without permission.
11. Never access, send or display sites that display material that does not conform to acceptable school use, such as pornography, obscenity, etc.
12. Never violate copyright laws, vandalize computers, computer software, computer systems, data and/or the computer network. 13. Never use the network for non-school related purposes.

Leominster Public Schools' personnel will make every attempt to monitor and guide students toward appropriate materials and the appropriate use of the system. These regulations conform to School Committee policy.

Leominster Public Schools has in place filtering software via our internet provider. This filtering software, which is mandated by state and federal guidelines, provides the school district with controls to filter internet access.

**Disclaimer of Liability:** while safeguards are in place to protect our students from offensive material, no filter is 100% effective. The Leominster Public Schools disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and any other consequences of a student's network use. Under certain conditions, Massachusetts General Law (MGL) holds that email is public record and must be available for public inspection.

The Leominster Public Schools makes no guarantee regarding the reliability of the data connection.

The Leominster Public Schools shall not be liable for any loss or corruption of data resulting while using the network.

The Leominster Public Schools assumes no responsibility for: any unauthorized charges or fees; any financial obligations arising out of unauthorized use of the network for the purchase of goods or services; any cost, liability, or damages caused by a user's violation of these rules; and/or any information or materials that are transferred through the network.

## **APPENDIX F**

### **PHYSICAL RESTRAINT POLICY**

#### **Policy Regarding Physical Restraint of Students**

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Leominster Public School District. Further, students of the District are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The following definitions appear at 603CMR 46.02:

1. Extended Restraint: A physical restraint the duration of which is longer than twenty (20) minutes.
2. Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.
3. Physical restraint: The use of bodily force to limit a student's freedom of movement.

The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs.

**Mechanical restraint** – The use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered a mechanical restraint.

**Seclusion restraint** – Physically confining a student alone in a room or limited space without access to school staff. The use of “Time out” procedures during which a staff member remains accessible to the student shall not be considered “seclusion restraint”.

**Chemical restraint** – the administration of medication for the purpose of restraint.

The Superintendent will develop written procedures identifying:

- Appropriate responses to student behavior, that may require immediate intervention;
- Methods of preventing student violence, self injurious behavior, and suicide;
- Descriptions and explanations of the school's method of physical restraint;
- Descriptions of the school's training and reporting requirements;
- Procedures for receiving and investigating complaints.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the Dept. of Elementary and Secondary Education recommends be at least 16 hours in length.

Only school personnel who have received training pursuant to 603CMR 46.00 shall administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm.

In addition, each staff member will be trained regarding the school's physical restraint policy. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, 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 to the student or others.

A member of the School Committee or any teacher or any employees or agent of the School Committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

The program staff shall report the use of physical restraint that lasts longer than five minutes, or results in injury to a student or staff member. The staff member shall inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The Principal or director or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Dept. of Elementary and Secondary Education.

When a restraint has resulted in serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the required report to the Dept. of Elementary and Secondary Education within five (5) school working days of the administration of the restraint.

In special circumstances waivers may be sought from parents either through the Individual Education Plan (IEP) process or from parents of students who present a high risk of frequent, dangerous behavior that may frequent the use of restraint.

SOURCE: MASC

LEGAL REF.: 603 CMR 46.00

M.G.L. 71:37G

**6. Grievance Procedures**

This grievance procedure is established to meet the requirements of the Physical Restraint Policy. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may file a complaint by utilizing this procedure:

The complaint must be submitted in writing or on audiotape to the building principal with a copy provided to the assistant superintendent of schools.

The superintendent or his/her designee and the building principal will meet with the complainant within ten (10) school days of receipt of the complaint.

A thorough investigation will be conducted which may include interviewing witnesses, staff involved and/or the student; reviewing all written documentation leading up to and pertaining to the incident and all reports filed with the assistant superintendent and the Department of Elementary and Secondary Education.

A written report will be provided to the complainant.

**7. Students with Disabilities**

- a. Restraints may be administered to a student with a disability pursuant to the student's Individualized Educational Plan or other written and agreed upon plan developed in accordance with state and federal law, subject to the following exceptions.
  1. The limitations on chemical, mechanical and seclusion restraint as stated above shall apply; and
  2. The training and reporting requirements described in this policy shall apply.

## **APPENDIX G**

### **ALMA MATER**

Words by Robert Cormier '42

Music by Alphonse Piermarini '42

Upon the hill you stand upright  
Against the storm of time and tide.  
Your glory is our guiding light;  
Your nobleness is our pride.  
We raise our voices now in song  
And send your praises across the sky.  
You served us faithfully and long;  
Your spirit shall not die.

*Chorus*

Hail, 0 Alma Mater, hail to you, Your  
noble heart forever proud and true.  
And though the years are dark and long.  
This song will be our song forever more.  
The trust you gave us we shall not  
forget, For faith can never know regret.  
The star of truth, symbol of our youth,  
We praise you, Leominster High!

### **LHS FIGHT SONG**

Three cheers for LHS  
Hearty and Hale

We'll help her to success  
When her foes assail

So, fight, fight  
For LHS.

Overthrow her foes  
Up and at 'em

On your toes  
For LHS

## **APPENDIX H**

### **TV Production - Videotaping &- Broadcast Disclaimer**

It is part of the Leominster High School curriculum that events and programs at the school or relating to members of the school population will be videotaped by Television Production students and broadcast across our own cable access station (Channel 9) to the community at large.

If you do NOT want your identifiable image videotaped and/or broadcast in this manner, please feel free to check with our video production department in the Media Center, as to whether or not a particular event will be recorded. If it is going to be recorded, please make arrangements NOT to attend that event. If the event is curriculum based and you want to attend, arrangements will be made based on student request.

If you do NOT wish your image to be videotaped at 'close' range and/or you do NOT wish to be interviewed on videotape at any time, please fill out this form and return it to the LHS Office.

(Circle One)

Student

LHS Staff Member

I, \_\_\_\_\_, do not wish my image to be recorded on videotape at "close" range and/or do NOT wish to be interviewed on videotape at any time.

Signature\_\_\_\_\_

Date\_\_\_\_\_

## APPENDIX I

### LEOMINSTER PUBLIC SCHOOLS

#### **Student/Parent Return Form**

Each parent, guardian or the student him/herself (if over 18 years old) must sign the acknowledgment form below, indicating that he/she has received and read a copy of the handbook. If the signed acknowledgment form is not received by the last day in September, then the school district will nonetheless presume that the parent, guardian or student him/herself (if over 18 years old) has received and read the handbook.

#### **Leominster Public Schools**

I have received the Leominster High School Student/Parent Handbook and carefully read the Leominster High School Student-Parent Handbook with my son/daughter. We understand the rules and regulations of the Leominster Public Schools and agree to abide by them.

Student Name \_\_\_\_\_ Signature \_\_\_\_\_

School \_\_\_\_\_ Homeroom \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **Permission Forms**

- I give permission for the school to use my child's name and/or picture on the school website, or school affiliated website, on the local access cable station and in any media article that pertains to the Leominster Public Schools.
- I do not give permission for the school to use my child's name and/or picture on the school website, or school affiliated website, on the local access cable station in any media article that pertains to the Leominster Public Schools.
- I give permission for my child to use the network, internet, e-mail and electronic devices, in accordance with the Acceptable Use Policy outlined previously in the handbook.
- I do not give permission for my child to use the network, internet and e-mail in accordance with the Acceptable Use Policy outlined previously in this handbook.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX J

### LEOMINSTER PUBLIC SCHOOLS BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

#### 1. Information about the reporter:

Name of reporter/person filing the report:

*(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)*

Check whether you are the : \_\_\_\_\_ target of the behavior \_\_\_\_\_ reporter (*not the target*)

Check whether you are a: \_\_\_\_\_ student \_\_\_\_\_ staff member (*specify role*) \_\_\_\_\_ parent \_\_\_\_\_ administrator \_\_\_\_\_ other (*specify*)

Your contact information/ telephone number: \_\_\_\_\_

If student, state your school/grade: \_\_\_\_\_

If staff member, state your school or work site: \_\_\_\_\_

#### 2. Information about the Incident:

Name of target (*of behavior*): \_\_\_\_\_

Name of aggressor (*person who engaged in the behavior*): \_\_\_\_\_

Date(s) of Incident(s): \_\_\_\_\_

Time when incident occurred: \_\_\_\_\_

Location of incident(s) (*Be as specific as possible*): \_\_\_\_\_

#### 3. Witnesses (*List people who saw the incident or have information about it*):

Name: \_\_\_\_\_ Student \_\_\_\_\_ Staff \_\_\_\_\_ Other \_\_\_\_\_

Name: \_\_\_\_\_ Student \_\_\_\_\_ Staff \_\_\_\_\_ Other \_\_\_\_\_

Name: \_\_\_\_\_ Student \_\_\_\_\_ Staff \_\_\_\_\_ Other \_\_\_\_\_

#### 4. Describe the details of the incident: (*including names of people involved, what occurred, and what each person did and said, including specific words used*). Please use additional space on back if necessary.

#### 5. Signature of person filing this report: \_\_\_\_\_ date: \_\_\_\_\_

*(Note: Reports may be filed anonymously.)*

#### 6: Form given to: \_\_\_\_\_ position: \_\_\_\_\_ date: \_\_\_\_\_