

Important Contact Information
Website: www.ludlowps.org

East Street School

Tom Welch, Principal
508 East Street
Ludlow, MA 01056
589-9121
Fax: 583-5629

Harris Brook Elementary

Nikki Reed, Co-Principal
Melissa Knowles, Co-Principal
209 Fuller Street
Ludlow, MA 01056
583-5031/583-5695
583-5695

Baird Middle School

Stacy Monette, Principal
Mary Dobek, Assistant Principal
1 Rooney Road
Ludlow, MA 01056
583-5685 Fax: 583-5636

Ludlow High School

Jonathan Mitchell, Principal (Interim 2021-2022)
Meyleene Sierra, Assistant Principal (Interim 2021-2022)
Aaron Couture, Assistant Principal (Interim 2021-2022)
500 Chapin Street
Ludlow, MA 01056
589-9001 Fax: 583-5637

Central Office

Lisa Nemeth, Superintendent of Schools (Interim 2021-2022)
Katherine Demetrius, Assistant to Business Manager
Erica Faginski-Stark, Director of Curriculum
Eva Tillotson, Director of Student Support Services
Rebecca Bouchard, Legal Compliance Officer
Michael Assaf, Director of Technology
Kelly McGregor, Director of Food Services
63 Chestnut Street
Ludlow, MA 01056
583-5665

Ludlow School Committee

Mr. James P. Harrington
Dr. Michael J. Kelliher
Mr. Jeffrey A. Laing
Mr. Charles T. Mullin
Mrs. Sarah F. Bowler

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15	16	17	18	19	20	21	25 - Prof. Development Day	13	14	15	16	17	18	19	(Professional Mtg. for Staff)
22	23	24	25	26	27	28	26 - District Staff Orientation	20	21	22	23	24	25	26	21 - 25 - Winter Recess
29	30	31					30 - First day of school (Grades 1-12)	27	28						
September 2021								March 2022							
S	M	T	W	T	F	S	6 - Labor Day	S	M	T	W	T	F	S	
			1	2	3	4	7 - First Day of School (Grades K & Preschool)			1	2	3	4	5	10 & 11 - ½ day dismissal for Elementary Conferences
5	6	7	8	9	10	11	17 - Early Release*	6	7	8	9	10	11	12	
12	13	14	15	16	17*	18		13	14	15	16	17	18	19	
19	20	21	22	23	24	25		20	21	22	23	24	25	26	28 - Prof. Development Day (No School for Students)
26	27	28	29	30				27	28	29	30	31			
October 2021								April 2022							
S	M	T	W	T	F	S	8 - Early Release* (Professional Mtg. for Staff)	S	M	T	W	T	F	S	8 - Early Release* (Professional Mtg. for Staff)
					1	2	11 - Columbus Day	3	4	5	6	7	8*	9	15 - Good Friday
3	4	5	6	7	8*	9		10	11	12	13	14	15	16	18 - 22 - Spring Recess
10	11	12	13	14	15	16		17	18	19	20	21	22	23	
17	18	19	20	21	22	23		24	25	26	27	28	29	30	
24	25	26	27	28	29	30									
31								May 2022							
November 2021							2 - Prof. Development Day (No School for Students)	S	M	T	W	T	F	S	
	1	2	3	4	5	6	3, 4 & 5 - ½ day dismissal for Elementary Conferences	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	11 - Veterans' Day Observed	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	24 - Half-Day Thanksgiving**	15	16	17	18	19	20	21	27 - Early Release* (Professional Mtg. for Staff)
21	22	23	24**	25	26	27	25 - 26 - Thanksgiving Recess	22	23	24	25	26	27*	28	30 - Memorial Day
28	29	30						29	30	31					
December 2021								June 2022							
S	M	T	W	T	F	S	10 - Early Release* (Professional Mtg. for Staff)	S	M	T	W	T	F	S	
			1	2	3	4	24 - Holiday Recess Begins (December 24 - 31)				1	2	3	4	13 - Last Day of School** (180 th Day - Half-Day)
5	6	7	8	9	10*	11		5	6	7	8	9	10	11	19 - Juneteenth Day Observed on June 20 th
12	13	14	15	16	17	18		12	13**	14	15	16	17	18	21 - Last Day of School** - includes 5 inclement weather day
19	20	21	22	23	24	25		19	20	21**	22	23	24	25	
26	27	28	29	30	31			26	27	28	29	30			
January 2022															
S	M	T	W	T	F	S	1 - New Year's Day	**Half-Day Release Times							*Early Release Times
						1	3 - Schools Re-open	10:20 AM - High School							11:45 AM - High School
2	3	4	5	6	7	8	14 - Early Release*	10:50 AM - Middle School							12:15 PM - Middle School
9	10	11	12	13	14*	15	(Professional Mtg. for Staff)	11:20 AM - Elementary							12:45 PM - Elementary
16	17	18	19	20	21	22	17 - Martin Luther King Jr. Day	(No school for Pre-School)							(No school for Pre-School)
23	24	25	26	27	28	29		(No Lunches will be served)							(Lunches will be served)
30	31														

SECTION 1: DISTRICT INFORMATION

Vision

Together we collaborate to create a rigorous educational environment that fosters a creative spirit, encouraging all stakeholders to be enthusiastic and engaged in the learning process.

Mission

The mission of the Ludlow Public Schools is to provide a quality education for every student by working in partnership with parents and community to assist each student in reaching his/her full potential.

Theory of Action

If we recognize the changing roles of students and teachers in the learning process and support the acquisition of 21st Century skills, then students will be prepared to succeed in a global society. Core systems support all learners, strengthen community engagement, and develop

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prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, pregnancy or pregnancy related conditions or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, pregnancy or pregnancy related conditions or disability, their complaint should be registered with the Title IX compliance officer.

EQUAL EDUCATIONAL OPPORTUNITIES **(File: JB)**

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation or physical and intellectual differences.

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No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation. This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities. All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

[RESIDENCY POLICY \(File: JF\)](#)

In order to attend Ludlow Public Schools, a student must actually reside in the Town of Ludlow; provided, however, that this requirement shall not apply with respect to a child enrolled under the provisions of MGL Chapter [76, Section 12B](#) (School Choice), MGL Chapter [76, Section 12](#) (School Committee Agreement), MGL Chapter [71A, Section 4](#) (Transitional Bilingual Education), MGL Chapter [71B, Section 4](#) (Special Education) and MGL Chapter [74](#), Sections [7](#), [8](#) and [8A](#) (Vocational Education).

The residence of a minor child is presumed to be the legal residence of the parent(s) or guardian(s) who have physical custody of the child. Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes. In the event the residency dispute involves an 18-year-old student, all notices will be delivered to the student because at 18 the student ceases to be a minor. "Residence" is the place where a person dwells permanently, not temporarily, and is the place that is the center of his or her domestic, social, and civic life.

Temporary residence in the Town of Ludlow, solely for the purpose of attending a Ludlow public school, shall not be considered residency. In determining residency, Ludlow Public Schools reserves its right to request a variety of documentation and to conduct investigation into where a student actually resides. Because residency can, and does, change for students and their families during the course of the academic year, Ludlow Public Schools may continue to verify residency after the commencement of classes. Also, Ludlow Public Schools may act upon anonymous tips it receives to conduct a residency verification investigation.

A determination that a student is ineligible to attend Ludlow Public Schools due to a failure to reside in the Town of Ludlow will result in dismissal from Ludlow Public Schools. A student aggrieved by a dismissal due to failing to reside in

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~~This residency policy shall not apply to homeless students.~~ Questions regarding homeless students should be directed to the Superintendent, 413-583-8372.

TRANSPORTATION

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms with applicable provisions of the Massachusetts General Laws.

Reimbursement to the school system for transportation costs is given by the Commonwealth only for (a) students living at least one and one half miles from school and (b) students with special needs for whom transportation must be provided.

Pupils living one and a half miles or more from the school they attend will be provided transportation as measured on a main traveled bus way. No exceptions will be made by the School Committee.

Pupils living less than one and a half miles from their assigned school of attendance may purchase school bus services for a fee. These fees are to be set annually by the Ludlow School Committee.

SCHOOL CHOICE (File: JFBB)

It is the policy of this school district to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. [76:12](#)) and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students be given priority placement in any classes or programs within the district.
4. That the selection of non-resident students for admission when the number of requests exceed the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place prior to July 1st of the current school year. The second will take place prior to November 1st and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the district until graduation from high

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sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language.

The Massachusetts School Choice Program was instituted in order to allow parents to send their child(ren) to schools in communities other than the city or town in which they reside. The Ludlow Public Schools participates in this program. The School Choice Program allows a parent to enroll his or her child in a school district that is not the child's home district. Tuition is paid by the sending district to the receiving district. Every year the school committee in each school district decides whether it will accept new enrollments under this program and, if so, in what grades. Notice on the availability of Ludlow Public Schools School Choice slots will typically be announced in January, on our website, www.ludlowps.org in the Parent Information section.

Selection and Eligibility

Each year, the Ludlow School Committee studies the anticipated enrollment for the coming school year and decides if they will accept new School Choice students. If the School Committee decides to accept new School Choice students for the upcoming school year, they also decide how many new students and what grade level(s).

Applications will only be accepted for students entering the grades where openings are available. If more students apply than there are spaces available, the District will hold the lottery pursuant to General Laws of Massachusetts, Chapter 76, Section 12B, Paragraph J, to select students for enrollment in the School Choice Program.

Applications that are received in a number in excess of the available openings will be placed on a waiting list. Applicants that are placed on a waitlist must reapply in subsequent years; waitlists do not carry forward from one year to the next.

Students that are accepted to attend the Ludlow Public Schools, may continue their educational career until they graduate or voluntarily decide to withdraw.

Application Process

Parents who want to enroll their child(ren) under School Choice must follow the application process. Ludlow Public Schools requires the submission of a School Choice application. The completed application must then be returned in person to the Superintendent's Office located at 63 Chestnut Street. A sibling of a child currently attending Ludlow Public Schools under the School Choice Program will receive preference in the admissions lottery. Parents will be notified in writing of the lottery results.

Enrollment Agreement

Once your child is accepted into the Ludlow Public Schools under the School Choice Program you do not have to reapply each year. If during your tenure as a student in the Ludlow Public Schools under

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Program:

- Are eligible to participate in the same programs and activities as resident students.
- Eligibility for interscholastic athletic competition will be determined by the rules of the Massachusetts Interscholastic Athletic Association (MIAA).
- Are subject to all rules and regulations of the Ludlow Public Schools.
- Are responsible for their own transportation to and from school and transportation needs that result from participation in athletic, extracurricular and after-school activities.
- Are considered students in the Ludlow Public School District through 12th grade.

[STUDENT INSURANCE PROGRAM \(File: JLA\)](#)

A non-compulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program.

All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

SECTION 2: IMPORTANT SCHOOL INFORMATION

SCHOOL HOURS

Pre-School Morning Session 8:45-11:15

Afternoon Session—12:30-3:00

Elementary 8:50 a.m. – 3:00 pm.

Building Entry	School Starts
Last time of entry	Dismissal
8:30 A.M.	8:50 A.M.
11:30 A.M.	3:00 P.M.

K-5 supervision begins at 8:30 A.M. when students can enter the building and gather in a centralized location until 8:50. (Children should not be on school grounds until that time.)

All students are expected to be in their classrooms at 8:50 A.M. ready to begin their studies. This is an important part of the day when directions are given and a positive tone is set for

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~~Please do not edit or give us this information.~~
Students who arrive at school after 11:30 A.M. will be considered absent.

DISMISSALS

Dismissal time is at 3:00 P.M. Students are dismissed in our carline. If a student needs to be dismissed early, a parent or guardian must come to the office pick-up window to meet the student. Please note: the student will only be released to the person the note states has this authority. We do not dismiss children to minors under 18 without direct parental permission by note or use of the ELECTRONIC SCHOOL DISMISSAL PROGRAM (SDM). If a written notification is not received and the student needs to be dismissed early, the student will only be released to a legal parent/guardian.

NOTIFICATION FOR CHANGE IN DISMISSAL

If a parent/guardian needs to make a dismissal change from the normal dismissal schedule, written notification is required. You can also notify the main office by completing the ELECTRONIC SCHOOL DISMISSAL PROGRAM (SDM) . The system can be updated until 1:30 PM on the day of the dismissal change. After 1:30 PM, please call the main office. This electronic program can also be completed in advance if you know of any days ahead that a change is necessary. If you are new to the SDM system, you can contact the elementary school office of which your child attends and request a SDM parent introduction letter. .

BUS RULES AND SAFETY

Bus service is provided to children who live over a mile and a half from school and on a fee basis to others under the limit. *** In 2021-2022 there will be FREE Transportation for ALL students. Eligible riders are notified of the bus schedule via the bus company in August. Respectful and safe behavior, both at the bus stops and on the bus, is essential. Problems will be brought to the attention of parents/guardians. Children who jeopardize safe conditions shall be subject to the disciplinary policy of the Ludlow Public Schools: **first offense resulting in a conference with the students and a written warning to parents; second offense resulting in a suspension of bus riding privileges; and a third offense resulting in a suspension of bus riding privileges for the remainder of the school year.** The school administration will not provide transportation to children when privileges have been suspended. Parents/guardians will be responsible for transportation of their children in these instances.

It is a policy of the transportation company that students follow the same schedule daily. Also, it is usually not possible for children other than eligible riders to ride the bus. Please do not make plans for your children that require a group of non-eligible

Bus Transportation Rules

1. Students must be on time for the bus morning and afternoon. This rule will be enforced within reason.
2. Students must make sure that the road is clear before they cross to or from the bus.
3. Students must occupy the seats assigned to them by school officials or the bus driver.
4. Students must not extend their hands, arms, heads or bodies through the bus windows or doors.
5. Students must not leave the bus on the way to or from the school or school activity without the permission of the driver. The driver will not give such permission except in case of personal emergency on the part of the student, or upon request of the pupil's parents, teachers or principal.
6. Students will be permitted to converse in a normal tone, but loud, profane, and obscene language will be prohibited. Unnecessary conversation with the driver will be frowned upon especially when the bus is in motion.
7. Students will not be permitted to smoke on the bus at any time.
8. Students must not open or close bus windows without the permission of the driver, nor shall they regulate or operate any part of the bus.
9. Students must cooperate in keeping the bus clean and abstain from damaging it. To this end they shall not throw articles in or out of the bus, not spit on it, and not mar or deface it.
10. With the exceptions of their books, musical instruments, and other school equipment, pupils should not transport anything without the permission of the bus driver.
11. Students must be courteous to the driver, to fellow students, and all other persons.
12. Absolutely no standing when the bus is in motion.

Video and audio recording may be made of all students and individuals riding any Ludlow Public Schools vehicles.

Bicycles

Children may ride bicycles to and from school with a note from their parents/guardians. One note can be used the entire school year.

Parents/guardians should be aware that children who ride bikes to school must wear a helmet, by law, and should be in full control of their bicycles.

Please check the bike frequently to ensure it is in good working order. Students should walk their bicycles on school property

SAFETY FOR WALKERS

- Parents/guardians of students who are “walkers” should periodically review the following safety rules throughout the school year.

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traffic if there are no sidewalks and not to walk in the road.

- Stress the importance of going directly home after school and coming straight to school in the morning.
- Stress safeguards such as police officers, crossing guards, traffic lights, crosswalks, etc.
- Warn against speaking to strangers or accepting rides, candy, money or anything else from them.
- Be sure to work out a plan of action with your child in the event that no one is at home when he/she arrives there after school.

CHILD SAFETY/ACCESS

We are very concerned with the safety and well being of every child we serve. To that end, we protect our children by ensuring that only those cleared by the office by showing identification if unknown to us are allowed in the building, having signed in our office book and wearing a "Visitor" badge. Children are dismissed early from school through the office alone, not by any other means. If a parent/guardian designates someone other than him/herself to pick up a child, we will ask for identification if that person is unknown to us.

If you have any specific restrictions regarding access to your child, we must have a legal document that we can enforce such as custody papers, temporary restraining orders, etc. If you cannot have a copy made, we will gladly copy any documents for you so we may have this information on file.

If your child does not ride the bus and there are special safety/security concerns for the end of the day dismissal, please contact the school office so specific arrangements can be made.

SCHOOL CLOSINGS AND DELAYS

It is the policy of the Ludlow Public Schools to close or delay the opening of school in cases of extreme weather or travel conditions. The Superintendent of Schools will make the decision about a school closing or delayed opening (standard two-hour delay) after consultation with the Ludlow DPW and/or Ludlow Police Department. Every effort will be made to make the decision by 5:45 a.m.

The Ludlow Public Schools will provide notice for parents via the following:

- Automated phone calls- each home will receive a call between 5:45 a.m. - 6:30 a.m. or in some instances, the evening before. Parents need to be sure their child's school has the correct phone and email contact information to receive these calls.

In the event of a delayed opening, school will open two (2) hours after the regular starting time. School will be dismissed at the usual time on delayed opening days. If there is a delayed opening, no breakfast will be served on those days and there will be NO MORNING PRESCHOOL.

Occasionally a delayed opening will later be revised to a no school announcement, if conditions worsen or fail to improve. Notification to parents will be announced by an additional phone message as well as posted on the TV and social media sites.

EMERGENCY DISMISSAL

In the event that an emergency early dismissal is required, the Ludlow Public Schools will make every effort to contact parents/guardians via phone, email, news outlets and social media. Parents are encouraged to develop a family emergency plan with their children. This plan should address the following issues:

- Where should a child go if he/she arrives home and their parent or other responsible person is not home?
- Is a trusted neighbor usually home?
- Should the child call the parent if he/she arrives home early?
- What should the child do if they are "home alone"?

COMMUNICATION

As with any organization, there is a chain of command to be followed when addressing concerns. If the concern emanates from the classroom, the teacher is the first person to meet. If the concern is a school-wide issue (i.e., playground, cafeteria, buses, etc.), the first line of communication should be with the principal. If issues cannot be resolved with the teacher, the principal is the next person to contact in the chain of command. If the issue still cannot be resolved, the superintendent is the next in line. Following these procedures will make communication more efficient and productive.

The school keeps parents/guardians and the community informed of programs and events through email, school websites, text messages, phone calls, newsletters, written notices, and/or a monthly calendar. The Ludlow Register is always cooperative with our school and prints information about programs and events for the community-at-large

PARENT TEACHER CONFERENCES AND REPORT CARDS

Student progress is reported to parents/guardians in a variety of ways. Parent-teacher conferences are scheduled in the fall and spring to provide parents/guardians an opportunity to discuss their

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Support Services staff also periodically issues progress reports to their students. See OTHER IMPORTANT DATES for specific dates for the year.

PARENT PORTAL

The parent portal will allow parents to access their child's grades and attendance.. To sign up for access, parents may complete the form distributed to their child or obtain a form through www.ludlowps.org and submit it to the school's main office.

REQUESTING TEACHERS AND CLASSROOMS

Our teachers are all highly qualified and have been selected with a great deal of care. We place the students into a class after taking several factors into account to ensure a diverse group of students. Therefore, we ***do not*** accept requests for specific teachers. We will consider requests for:

1. Siblings/twins to be placed in the same classroom or to be separated (if possible)
2. Students to be separated in extenuating circumstances

These requests must be made directly to the principal by March 15.

HOMEWORK

Although there is No Homework at the elementary level, students will be given assignments/projects or activities that may require some home involvement but not on a nightly basis. This will vary by grade level and by teacher. ALL students are expected to read at home every night. Students in grade 1-5 should spend at least 20 minutes per night reading independently or with an adult. Reading and being read to has shown to enhance students' literacy skills.

SCHOOL LUNCH & WELLNESS

The Ludlow School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. Please refer to the Ludlow Public Schools Wellness Policy and/or contact the school for guidelines regarding snack and party foods sent into the classroom for consumption.

Families are asked NOT to send in food items for celebrations. Non-food items such as pencils, stickers, or other school supplies, or a book for the classroom or school library are items that can be sent in and shared to mark special occasions.

The Ludlow Public Schools provide a nutritious lunch in accordance with the federal school lunch program. The three elementary schools also

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may qualify for this program, please fill out the form that is distributed by the food service office.

Lunch may be prepaid by check payable to the **Ludlow Public Schools School Lunch Program.**

Checks can also be mailed to the Food Services department on Chestnut Street. All funds received will be credited to the student's school lunch account. All meals must be paid using the School Bucks Account through the Student ID card. Cash will not be accepted at the register.

SCHOOL VISITORS & VOLUNTEERS

Parents/guardians and community members are welcome to visit the school. Please report to the office, sign our visitors' register and don a "visitor" badge before heading out to your destination. We are very cognizant of child safety issues and need to implement these procedures in response to them.

The one other request we have is that you make an appointment to visit a class through the teacher and principal. Class visits will be scheduled at the convenience of school activities and the teacher's schedule.

There are some ways in which parents/guardians can become actively involved in the life of the school. One is the Parent-Teacher Organization. The PTO meets quarterly (September, November, February and April) and their goal is to support the educational program of the school and to reach out to members of the school community.

The second way in which parents/guardians can become involved is through the School Council. The PTO elects three parent/guardian representatives to the council. The council serve as a liaison between parents/guardians (via the PTO) and the council, which was mandated by the Education Reform Act of 1993. The role of the council is to advise the principal with regard to meeting the educational needs of the school through a school improvement plan, and to give input into the budget process.

There are many ways parents/guardians can volunteer their time at the school. Details can be obtained from your child's teacher

FIELD TRIPS

Field trips are a part of the educational program. Notices will be sent home to advise parents of field trips and the amount of money that may be needed for the bus transportation and the cost of admission at various events. Permission forms must be signed by parents for each field trip. When children are on field trips, they are expected to behave and to follow the rules that have been set up in the classroom. A child who is disruptive or who endangers the safety of other children will not be allowed to continue the field trip. The parent will be contacted and asked to come and pick up the

members will not be considered for field trip chaperones.

BACKGROUND CHECKS FOR VOLUNTEERS AND CHAPERONES

Any parent/guardian who would like to volunteer in school or chaperone a field trip must have a current CORI check on file with the Ludlow Public Schools within the last 3 years. Please visit or call Darlene Graham in the personnel office at 583-5664 or at the District Office 63 Chestnut Street to complete this process to be considered for a volunteer or chaperone.

1. Educators will not schedule full period exams or quizzes on the Monday and Tuesday following the Reconnect Weekend. While teachers may be inclined to give an exam or quiz on the return date following the Reconnect Weekend, it is advisable to communicate with colleagues to ensure not too many exams are given on the same day.

LPS Limited Homework and Athletic/Activities Vacations

School vacations are a perfect time for families to reconnect with one another after long and stressful periods of schoolwork, athletics, and other co-curricular activities. At Ludlow Public Schools we believe that family, mental, and physical well being is vital to the success of our students. To this end, LPS teachers and administrators will do our best to limit the amount of games, athletic practices, and homework over vacations and will not have long-term projects or exams due the first day back from a vacation.

At LHS, Advanced Placement students, however, can expect to have readings and limited daily work, as time is critical in reaching curriculum deadlines before AP Exams in May. Students should remember AP courses are college level and need to consider this before embarking on the AP journey.

Academics are important, but the Ludlow Public Schools recognize the importance of family and community as well.

PARENTAL RESPONSIBILITY BEFORE/AFTER SCHOOL

Each school is responsible for the safety of students during the school day; supervision on school grounds begins thirty-five (35) minutes before the start of school and ends fifteen (15) minutes after dismissal. The District is responsible for bus transportation for students based on certain age and mileage restrictions. For students who walk to and from school, the District provides crossing guards and initial supervision in the areas of the school building.

Parents are responsible for students who arrive more than thirty-five (35) minutes prior to the start of school, who leave school grounds after

~~Massachusetts state law requires professionals~~ whose work brings them in contact with children to notify DCF if they suspect that a child is being abused and/or neglected. Access the [Mandated Reporter](#) page for more information.

BUS TRANSPORTATION & SAFETY

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.

NOTE: A PARENT OR DESIGNATED ADULT MUST BE AT THE BUS STOP FOR PICKUP AND DROP-OFF AT ALL TIMES. IF AN ADULT IS NOT AT THE BUS STOP, THE CHILD DISMISSED WILL BE RETURNED TO THE SCHOOL. THE PARENT OR GUARDIAN WILL BE CONTACTED TO PICK UP THE CHILD AT THE APPROPRIATE LOCATION.

MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

No motor vehicle operator shall cause or allow any motor vehicle operated by him/her on school grounds to idle unnecessarily, except for any of the following reasons:

- traffic condition lining-up at a school for the purpose of picking up or discharging students
- turbo-charged diesel engine cool-down or warm-up maintenance of appropriate temperature for school buses or other motor vehicles when accepting or discharging passengers not to exceed three minutes in any fifteen minute period for circumstances involving safety or emergencies and for servicing or repairing motor vehicles and as these exceptions are more completely described in the below-referenced regulation.

The term “school grounds” shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground. A motor vehicle operator shall not idle a motor within 100 feet of

The mission of Ludlow Public Schools Health Services is to promote health and safety in support of student learning. Because health is essential to optimal learning, our nurses strive to maximize each student's health by maintaining and providing health care and needs to every child. We strengthen and facilitate the educational process by improving and protecting the health status of children.

STUDENT HEALTH SERVICES AND REQUIREMENTS (File: JLC)

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

Procedures for Emergency at School

The District shall maintain a Medical Emergency Response Plan, as required by law, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

- Provision for care beyond First Aid, which would enable care by the family or its physician or the Paramedic Assistance Unit of the Fire Department. In instances when the Paramedic Assistance Unit is required, every effort shall be made to provide the unit with the student's emergency information, including allergies, health conditions, and emergency contact information;
- Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents relative to the administration of medication will be approved by the Principal or designee.
- Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of

with the Business Office.

Student Illness or Injury

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Parents/guardians shall annually supply updated information regarding the health of the student and emergency contact information, including the emergency contact information for an individual to be contacted in case the parent is not available.

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

PROTOCOL AND GUIDELINES FOR MANAGEMENT OF LIFE-THREATENING ALLERGIES IN THE LUDLOW PUBLIC SCHOOLS (File: JLCEA)

BACKGROUND

Allergic food reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs.

Anaphylaxis is a potentially life-threatening medical condition occurring in food allergic individuals after exposure to their specific food allergens. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. The most common causes of anaphylaxis in children include allergies to:

1. Foods (most commonly; dairy products, eggs, fish/shellfish, milk, peanuts/tree nuts, soy, wheat)

3. Be prepared to handle an emergency.
4. Ensure appropriate medical care and follow-up.

PURPOSE AND GOAL

The Ludlow Public Schools cannot guarantee an allergen-free environment for all students with life threatening allergies. The goal is to minimize the risk or exposure to food allergens, to educate the community, and to maintain and regularly update a system-wide protocol for responding to the needs of students with life-threatening food allergies.

The Ludlow Public Schools will avoid serving foods with peanut/tree-nut contents throughout the school district. However, the ingredients in many food products may be changed by the manufacturer without notice to the school district. While food service personnel may routinely check products for known food allergens, there may be instances in which an allergen will not be detected. Food served may, therefore, contain peanut/tree-nut by-products or may have been made in a plant that produces peanut/tree-nut products.

A system-wide effort requires the cooperation of all groups of people within the system. The sections below highlight the major responsibilities of the various groups. Each child's plan will be individualized and, therefore, not all responsibilities can be detailed in this protocol. The goal of the Ludlow Public Schools is to engage in a system-wide effort to:

1. Avoid any occurrence of life-threatening food-based allergic reactions
2. Prepare for any allergic reactions to food
3. Respond appropriately to any allergy emergencies that arise

RESPONSIBILITIES OF PARENTS OF STUDENTS WITH LIFE -THREATENING FOOD ALLERGIES

Each parent of a student with a life-threatening allergy shall have the following responsibilities:

1. Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after diagnosis).
2. Arrange to meet with the school nurse to develop an individual Health Care Plan (HCP) for the student and provide medical information from the child's treating physician as needed to write the HCP.
3. Arrange for school health professionals to be able to communicate with your child's physician.
4. Provide the school with a list of foods and ingredients to be avoided, and provide a list of safe or acceptable foods that can be served to your child.
5. Provide the school nurse with enough up-to-date emergency medications

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soon as possible and provide Epi-pen to be taken on field trips as stated in the field trip policy.

9. Encourage your child to wash hands before and after handling food.

10. Teach your child to:

a. Recognize the first symptoms of a food allergic/anaphylactic reaction.

b. Know where the epinephrine auto-injector is kept and who has access to the epinephrine.

c. Communicate clearly as soon as he/she feels a reaction is starting.

d. Carry his/her own epinephrine auto-injector when appropriate.

e. Not share snacks, lunches, or drinks.

f. Understand the importance of hand washing before and after eating.

g. Report teasing and/or bullying that may relate to the child's disability.

h. Take as much responsibility as possible for his/her own safety.

11. As children get older, teach them to:

a. Communicate the seriousness of the allergy.

b. Communicate symptoms as they appear.

c. Read labels.

d. Administer own epinephrine auto-injector and be able to train others in its use

12. Inform the school of any changes in the child's life-threatening food allergy status.

13. Provide the school with the licensed provider's statement if the student no longer has food allergies.

14. Go on field trips and out-of-school activities with your child, whenever possible.

15. Provide bag of snacks for your child's classroom along with safe foods for special occasions.

16. Sign a release for school personnel to consult with family physical/allergist and all medical providers.

RESPONSIBILITIES OF STUDENTS

Each student with a life threatening food allergy should be proactive in the care and management of his/her food allergies and reactions based upon their age and capabilities.

Students with life threatening food allergies should be educated to take on increasing responsibilities in the care and management of their allergies as follows:

- Do not share or trade food with others.
- Always wash your hands before and after eating.
- Only eat foods when you are sure about the ingredients.
- Learn to recognize symptoms of an allergic reaction.
- Tell an adult immediately if you are experiencing symptoms or accidentally ate

parents, school nurse and physician concerning how much responsibility you are ready to take on, including carrying an Epi-pen.

RESPONSIBILITIES OF THE LUDLOW PUBLIC SCHOOL DEPARTMENT

The school district will endeavor to:

1. Create a system-wide emergency plan for addressing life -threatening food- based allergic reactions.
2. Provide annual in-service training and education on reducing food allergy risks, recognizing food allergy symptoms, and emergency procedures for staff.
3. Training shall include, but not be limited to:
 - a. A description/definition of severe allergies and a discussion of the most common foods causing allergic reactions
 - b. The signs and symptoms of anaphylaxis
 - c. The correct use of an Epi-pen
 - d. Specific steps to follow in the event of an emergency
4. Adopt a "NO FOOD TRADING/SHARING" and "NO UTENSIL SHARING" procedure in all schools with particular focus at the elementary and middle school levels.
5. School health professionals in conjunction with the student's parent(s)/guardian(s) and the primary care provider/allergist will develop a Health Care Plan for any student with a life-threatening food allergy. The HCPs will be reviewed by the school nurse, the student's parent(s)/guardian(s) and primary care provider and/or the student's allergist, and approved by the child's physician/allergist.
6. Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA as well as any applicable state laws or district policies.
7. Provide education on reducing food allergy risks.
8. After a reaction, identify those who were involved in the medical intervention and those who witnessed the event.
9. Meet with the adults to discuss what was observed and to dispel any rumors.
10. If an allergic reaction is thought to be from a food provided by the school food service, request assistance of the Food Service Director to ascertain what potential food item was served/consumed. Review food label from Food Service Director and Staff.
11. Agree on a plan to disseminate factual information and review knowledge about food allergies to school mates who witnessed or were involved in the allergic reaction, with parental and student consent.
12. Review the HCP and/or Emergency response plan to address any changes that need to be made.

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personnel who report to principal will be assigned to clean food allergy tables.

15. Make the Health Care Plan available in the Nurse's Office and a student's homeroom at the elementary level and in the Nurse's Office at the middle school. Recommend that parents/guardians attach a photograph of their child to their Health Care Plan.

16. Submit to school bus drivers a list of students who have life-threatening food allergies.

17. Make Epi-pens (belonging to the school and those prescribed to the students) available in the nurse's office and in other clearly designated locations as specified in the Health Care Plan. Encourage students to carry their Epi-pens on their person as allowed by the district's Administration of Medication Policy.

18. Familiarize teachers with the Health Care Plans of their students and any other staff member who has contact with the student on a need-to-know basis.

19. Consult with facilities personnel to develop protocol for cleaning classrooms, cafeteria, and other areas of the building to minimize the threat of allergens.

RESPONSIBILITIES OF THE SCHOOL PRINCIPAL

To the extent possible, the principal of each school shall be responsible for the following:

1. To ensure that school nurses familiarize teachers and staff with the Health Care Plans of the students with whom they have contact on a need-to-know basis.
2. In conjunction with nurses, to provide in-service training and education for staff regarding life-threatening allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epi-pen.
3. To send letters to all parents of children assigned to a classroom where one of the students has been identified as having a life-threatening food allergy (K- 8).
4. To ensure that the protocol explaining life-threatening food allergies be discussed at kindergarten orientation.
5. To post the school's emergency protocol in appropriate locations.
6. To notify staff of the locations of Epi-pens in the school.
7. To develop a contingency plan for staff and students in the event that the nurse is not in the office or in the building. Staff will call 911 in all instances of any allergic reaction.

RESPONSIBILITIES OF SCHOOL HEALTH PROFESSIONALS

The school nurse is the primary coordinator of each student's Health Care Plan.

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bracelets or necklace

- Maintain updated HCPs in the Health Office and/or in student's homeroom.
- To assist the principal in providing information about students with life threatening allergies to appropriate staff on a need to know basis
- To familiarize teacher(s)/staff, including all subs and teachers of Art, Music, and PE, with the HCPs of their students.
- The school nurse will be responsible for following the Department of Public Health regulations governing the administration of prescription medications. Nurses are also responsible for following the regulations that permit registration of non-licensed personnel to be trained and to administer and Epi-Pen.
- Encourage parents to have 2 Epi-Pens available in school at all times. Elementary level: 1 in classroom and 1 in Health Office. Middle school level: 1 self administer and 1 in Health Office. High school level: 1 self administer and 1 in Health Office.
- Inform the school principal and parent/guardian if any student experiences an allergic reaction that has not been previously diagnosed.
- Emergency protocol will be in place in the event that no nursing coverage is available during normal school hours.
- Participate in development of a Section 504 Plan for all students with life-threatening allergies.

RESPONSIBILITY OF PEDIATRICIAN

Pediatrician will:

1. Consult with administration on implementation of best practices.
2. Review policies/procedures annually with administration and school health professionals.
3. Conduct in-service training to personnel as needed.
4. Be available to review Individual Health Care Plans if needed

RESPONSIBILITIES OF TEACHERS

Each teacher shall have the following responsibilities:

1. Receive and review the Individual Health Care Plan, in collaboration with the nurse and parent(s) of any student(s) in your classroom with life-threatening allergies.
2. Leave information in an organized, prominent and accessible format for substitute teacher.
3. Participate in in-service training for students with life-threatening allergies.
4. In collaboration with the nurse, establish an elementary classroom protocol

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- appropriate letter home to parents if food will be used in classroom lesson plan.
7. Ensure that only approved foods are in classrooms.
 8. Collaborate with administration and nurse to send out letters to all parents/guardians of students in a class with an individual with a life-threatening food allergy.
 9. Reinforce appropriate hygiene techniques for hand washing before and after eating.
 10. If an allergic reaction is suspected, call the nurse's office immediately.

RESPONSIBILITIES OF FOOD SERVICE PERSONNEL

The food service department shall have the following responsibilities:

1. Supply cleaning materials for washing and sanitizing tables as per district protocol.
2. Provide in-service training to food service employees regarding safe food handling practices to avoid cross contamination with potential food allergens.
3. Employees to wear non-latex gloves.

RESPONSIBILITIES OF LUDLOW SCHOOL TRANSPORTATION

All school bus drivers shall be informed that he/she is transporting a child with a life-threatening allergy. The school bus drivers will have the following responsibilities.

1. Provide functioning emergency communication devices (e.g., cell phones, two-way radios, etc.) on each bus.
2. Maintain and reinforce policy prohibiting food consumption on buses.

RESPONSIBILITIES OF PERSONS IN CHARGE OF CONDUCTING AFTER-SCHOOL ACTIVITIES

Person in charge of extracurricular programs shall have the following responsibilities:

1. The Health Care Plans will be available for parents to copy to give to others who assume responsibility for their child. Examples of this may include:
 - a. Before or after school activity instructors
 - b. Coaches
 - c. Extracurricular activity advisors
2. Make parents aware that no nurse is available after school hours.

RESPONSIBILITIES DURING RECESS AND PHYSICAL EDUCATION CLASSES

During recess and physical education classes (where a child has a life-threatening allergy), the

functional.

RESPONSIBILITIES FOR FIELD TRIPS

The school shall have the following responsibilities when students with life-threatening food allergies attend field trips:

1. The field trip coordinator needs to take into consideration the risk for food allergen exposure, and parents must evaluate potential risks when determining whether their child should attend a field trip.
2. Lunches should be held in a safe place, so that children cannot access them until the appropriate time. Lunches of children with food allergies should be stored separately to minimize cross contamination.
3. The teacher and school nurse will ensure that a site-specific emergency plan is developed for each field trip. The plan should ensure that an Epi-pen, instructions, and a copy of the child's Health Care Plan are taken on the trip; the teacher carries a cell phone or other communication device; at least one person on the field trip is trained in the use of an Epi-pen and in requisite emergency procedures.

ADMINISTERING MEDICINES TO STUDENTS (File: JLCD)

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific writing of the parent or guardian and under request with instructions for dispensing medication from the student's physician and a written, signed, and dated request from the parent/guardian (see below for exceptions). Medication is defined as both prescription medications and "over-the-counter" medications. It is recognized that over-the-counter medications include a wide array of substances from common aspirin to herbal remedies, homeopathic treatment, and nutritional supplements.

Exceptions:

- For prescription medications requiring administration for 10 school days or fewer, the pharmacy labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, he/she may request a licensed prescriber's order.
- The district may, in conjunction with the School Physician and the district nurse leader, stock nasal naloxone (Narcan) and trained medical personnel may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

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with the student's name, a current date, the specific dose, and administration directions. Non-prescription medication must be presented in the original container. All medicines must be kept in the nurse's office (see below for exceptions).

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with life-threatening allergies may possess and administer epinephrine auto-injectors.
3. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
4. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
5. Students permitted self-administration of medication meeting the conditions and guidelines set forth in 105 CMR 210.006.

Whenever possible, an individualized medication administration plan shall be completed by the school nurse in collaboration with the parent/guardian.

The District shall establish a system for documentation and record-keeping which is part of the student's health record.

The District shall establish a system for the documentation of medication administration errors.

Medication must be hand delivered to the nurse by a parent/guardian. In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons, provided that the nurse is notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered to the school. No more than a 30 day supply of medication for a student shall be stored in school.

The first dose of any new medication must be administered at home with the parent/guardian observing the student for any adverse effects. Under no circumstances will the first dose of any medication be given at school.

Delegation of medication to unlicensed school personnel on field trips and short term school events:

1. School Nurse may delegate prescription medication administration (those medications not requiring a pre-administration skilled nursing assessment) to a trained and responsible adult staff member.
2. Written consent from the parent or guardian for the named responsible staff

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administered.

4. The School Nurse shall instruct the individual on how to administer the medication to the student.

5. The school nurse in consultation with the district nurse leader and the school physician shall have final decision-making authority with respect to delegation administration of medication to unlicensed personnel.

Access to stored and locked prescription medication shall be limited to persons authorized to administer prescription medications.

In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any prescription medication which, based on her/his individual assessment and professional judgement, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse.

Possession and distribution of prescription and over-the-counter medicine not used in a prescribed manner or not adhering to this Administering Medication to Students policy is a violation of the school's code of conduct.

Medication given on a daily basis as part of a student's educational program, which is covered by M.G.L. Chapter [94C](#) the Controlled Substances Act, must be dispensed only by an R.N. or L.P.N.

Please Be Aware of a Change in the Nursing Standing Orders!!

Cough drops will not be permitted in school any longer due to the choking hazard created by cough drops. Site based nurses will not provide cough drops to students. Students will not be permitted to bring cough drops into school from home. Students who require cough drops will require an order from their physician along with necessary medication forms on file in the nurse's office. Increasing fluid intake is the single most recommended treatment for coughs. If your child's cough is persistent, please contact your physician for medical advice and treatment.

Health Resources

Below are various links to helpful websites regarding your child's health:

[Autism Society.org](https://www.autism-society.org/)

[Centers for Disease Control and Prevention](https://www.cdc.gov/disease/)

[FoodAllergy.org](https://www.foodallergy.org/)

[Health & Human Resources](#)

[Kids Health](#)

[MyPlate.gov](https://www.myplate.gov/)

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Department of Public Health have been received. There are only two exclusions to this regulation that are allowed in Massachusetts.

- A physician must document in writing that due to a medical contraindication (this must be specified) the vaccine was not given.
- Parents/guardians may also request in writing that due to their religious beliefs a vaccine was not given.

PHYSICAL EXAMINATIONS OF STUDENTS

(File: JLCA)

Every student will be examined for screening in sight, hearing, BMI*, and for other physical problems as provided in the law and regulation. A record of the results will be kept by the school nurse.

Every student will be required to complete a general physical examination four times: upon entering school and upon admittance (at a minimum) to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept.

Every candidate for a school athletic team will present the signed consent of the parent or guardian in order to participate on an athletic team and will submit an annual physical examination.

The school physician will make a prompt examination of all children referred to him/her to the school nurse. The School Physician will examine school employees when, in his/her opinion, the protection of the student's health may require it. Except in an emergency, the school physician will not prescribe for or treat any student.

Whenever the school nurse finds a child to be suffering from any disease or medical problem, the situation will be reported to the parent or guardian by telephone and in writing. A copy of the report will be filed at the school.

The school nurse will make available a monthly report to the Superintendent of the number of students examined; the number excluded; and the number recommended for treatment or special adjustment of work. In all cases of exclusion or recommendation, the causes will be included in the report.

[COMMUNICABLE DISEASES \(File: JLCC\)](#)

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases.

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance.

The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures.

Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

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should be fever free for 24 hours before

returning to school and not taking any fever reducing medications.

2. Diarrhea or vomiting, students can return to school when they have been free of both for 24 hours.
3. Rash that could be contagious; please have any rash checked by your pediatrician.
4. Physician diagnosed strep throat, or bacterial conjunctivitis – students must stay home from school until they have been on antibiotics for 24 hours.
5. Bad cold or flu when there is excessive nose drainage or constant coughing.
6. If your child is diagnosed with head lice, he/she must be treated and be nit free before returning to school. Your child must be checked by the school nurse upon returning to school after treatment.
7. Communicable diseases including but not limited to chicken pox, whooping cough (pertussis), meningitis, scabies or shigella.
8. Pain should be taken seriously in young children. Earaches, toothaches, and headaches should be evaluated by your child's physician.

Sending your child to school before he or she is completely well places them at risk for contracting other illnesses and also promotes the spread of illness to classmates and staff members. If you have any questions regarding any of the above information, please contact your school nurse.

ALCOHOL, TOBACCO AND DRUG USE BY STUDENTS PROHIBITED (File: JICH)

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the

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opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening. All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

ALCOHOL AND DRUG USE ON SCHOOL GROUNDS (File: JIC-R)

Prohibition of Use of Tobacco

In accordance with MGL, Chapter [71, Section 37H](#) it is the policy of the Ludlow School District that the use of tobacco products is forbidden within the school buildings, the school facilities, on the school grounds or on school buses by all individuals.

Employees charged with violating this policy will be subject to disciplinary actions in accordance with the Tobacco Policy Rules and Regulations governing school employees.

Students charged with violating this policy will be subject to disciplinary actions as outlined in the Student Discipline Code.

All other individuals violating this policy will be instructed by the school administration to leave the premises.

Students and Alcoholic Beverages

The possession of, serving of, or consumption of any alcoholic beverages on school property, in school buses, or at any school function is prohibited. Further, students and their guests will not be permitted to attend school, or any school sponsored activity, regardless of where the activity is held, if he or she has been drinking alcoholic beverages prior to attending school or participating in any school sponsored activity.

Violation of the above policy will result in suspension or expulsion from school. Parents are required to return with the student before readmission is allowed.

Students and Drug/Controlled Substances

The possession of, selling of, or consumption of any drug and/or controlled substance without a doctor's prescription on school property, in school buses, or at any school function is prohibited. Further, students and their guests will not be permitted to attend school, or any school sponsored activity, regardless of where the activity

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allowed.

A drug and/or controlled substance includes but is not limited to the following: L.S.D., various amphetamines, barbiturates, quaaludes, heroin and cocaine.

Procedure for Disruption of School Operations

The school calendar is adopted by an elected School Committee and conforms to state regulations regarding school attendance.

All staff members will maintain all classes and activities as usual in the event of a school disruption. There will be no exceptions.

Scheduled tests will be given regardless of the number of students in class (1 or 15).

If any student should leave a class without authorization to engage in any activity disruptive to school operations, he/she shall be requested verbally by school officials to return to class immediately. Students who do not comply with this request will be obliged to leave the school property.

Those students who fail to return to class following a request by a school official will not be readmitted until a conference is held with school officials, the offending student, and the student's parents.

ANIMALS IN SCHOOL

(File: IMG)

No animal shall be brought to school without prior permission of the building Principal.

The Ludlow School District is committed to providing a high quality educational program to all students in a safe and healthy environment.

School Principals, in consultation with the Health Services Providers in each building, shall utilize the Department of Public health publication "Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final.

Educational Program

Use of animals to achieve specific curriculum objectives may be allowed by the building Principal provided student health and safety is not jeopardized and the individual requesting that the animal be brought to school is responsible for adhering to the "Guidelines for Animals in Schools or on School Grounds" and any other conditions established by the Principal to protect the health and well-being of students.

Student Health

The health and well-being of students is the District's highest priority. Animals may cause an allergic reaction or otherwise impair the health of students. No animals may be brought to school or kept in the school, classroom, office or common

Animals Prohibited from School

Rabies is a growing problem and any fur-bearing animal is susceptible to this very serious fatal disease. Infected animals can transmit this disease to students and staff. Based on the Massachusetts Departments of Health and Education recommendations the following animals are prohibited from schools within the Ludlow School District.

Wild Animals and Domestic Stray Animals - Because of the high incidence of rabies in bats, raccoons, skunks, foxes and other wild carnivores, these animals should not be permitted in school buildings under any circumstances (including dead animals).

Fur-Bearing Animals (pet dogs*, cats, wolf-hybrids, ferrets, etc.) - These animals may pose a risk for transmitting rabies, as well as parasites, fleas, other diseases and injuries.

Bats - Bats pose a high risk for transmitting rabies. Bat houses should not be installed on school grounds and bats should not be brought into the school building.

Poisonous Animals - Spiders, venomous insects and poisonous snakes, reptiles and lizards are prohibited for safety reasons.

***Exception: Guide, Hearing and Other Service Dogs or Law Enforcement Dogs -** These animals may be allowed in school or on school grounds with proof of current rabies vaccination. Exceptions may be made with the prior approval of the Superintendent of Schools.

Service Animals (Guide or Assistance Dogs)

The Ludlow School Committee does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises and on school transportation.

For purposes of this policy, a "service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability". The regulations further state that "a public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with the disability".

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severe sight impairments as "seeing eye dogs" or "guide dogs;"

- alert individuals with hearing impairments to sounds;
- pull wheelchairs or carry and pick-up items for individuals with mobility impairments; and
- assist individuals with mobility impairments with balance.

The District shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the dog shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

If, in the opinion of the School Principal or authorized designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal can also be excluded if it presents a direct and immediate threat to others in the school. The parent or guardian of the student having custody and control of the dog will be required to remove the service animal from District premises immediately.

If any student or staff member assigned to the classroom in which an service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the Building Principal or designee and an alternative plan will be developed with appropriate District staff. Such plan could include the reassignment of the person having custody and control of the animal to a different classroom assignment. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an alternate plan will be developed in coordination with appropriate school, District, and transportation staff including the involvement of the parents/guardian of the students.

When a student will be accompanied by an service animal at school or in other District facilities on a regular basis, such staff member or such student's parent or guardian, as well as the animal's owner and any other person who will have custody and control of the animal will be required to sign a document stating that they have read and understood the foregoing.

The Superintendent of Schools or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance dog in District facilities and on school transportation vehicles.

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having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations.

Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

[LJNDB](#)I. PURPOSE AND SCOPE

The Ludlow Public Schools ("District") provides access to current and emerging technologies, equipment, the Internet, and data resources ("ICT tools and resources"), for educational and administrative purposes. This Acceptable Use Policy ("AUP") governs all activity while using the District's ICT tools and resources, regardless of the User's physical location and/or their use of a personally owned device to access these resources. This AUP policy applies to all- students, staff, parent/guardians and visitors.

Glossary	
Information Communication Technology (ICT)	collectively- District provided current and emerging technologies, equipment, the Internet, and data resources, including Social Media and any web-based applications (e.g. Aspen Staff/Student/Parent Portal, Google Apps for Education)
User	for the purpose of this AUP, a User is anyone- student, staff, parents/guardians, and visitors accessing or utilizing Ludlow Public Schools ICT tools and resources
Digital footprint	a User's unique trail of digital activities, actions, and communications that leave a data trace on the Internet or on a computer or other digital device and can identify that User or device
CIPA	The Children's Internet Protection Act (CIPA) is a federal law that addresses concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-Rate program. [NOTE: E-Rate is a federal program that makes certain communications services like Internet bandwidth and other products, more affordable for eligible schools and libraries.]
COPPA	Congress passed the Children's Online Privacy Protection Act (COPPA) to put parents in the driver's seat when it comes to information websites collect

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Access to the District's ICT tools and resources is a privilege granted to all students, staff, parents/guardians and visitors of the Ludlow Public Schools.

All Users will be required to acknowledge receipt and understanding of this and any policy or procedure governing the use of ICT tools and resources. All Users must agree in writing on an annual basis, to comply with those policies and procedures. District administration reserves the right to change these rules at any time without notice. Noncompliance with applicable regulations and procedures may result in suspension or termination of User privileges and other disciplinary actions up to and including termination of employees or suspension of students, consistent with the policies of the Ludlow Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Ludlow Public Schools up to and including termination of employees, or suspension of students.

Making the Internet available to students carries with it the potential that some students might encounter information that others have identified as controversial or potentially harmful. Because the Internet is globally accessible and changes daily, it is not always possible to predict what students may encounter on the Internet. The District does provide CIPA compliant web content filtering. Students are expected to behave as they would in a classroom or any other educational environment when accessing and/or using District ICT tools and resources, whether using school owned devices or personally owned devices. Parent/guardians are partners with District staff in setting and conveying the standards that their children should follow when using the Internet or any digital resource.

III. TECHNOLOGY, NETWORK, AND INTERNET ACCESS

ICT tools and resources are the property of the Ludlow Public Schools and are intended exclusively for District business, administrative and educational use only.

Acceptable uses of ICT tools and resources support our educational goals.

- ICT tools and skills help prepare students for success in life and work as they learn how to locate, evaluate, and communicate information
- ICT tools and skills will be used to increase communication (staff, parent/guardian, and student)
- ICT tools and skills will enhance productivity and lifelong learning

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- Users will behave responsibly and take reasonable care of all ICT tools, resources and equipment (property of the Ludlow Public Schools)

Digital information research, critical thinking and collaboration skills are now fundamental to the development of 21st Century citizens and employees. The School Committee expects that staff will blend thoughtful use of ICT tools throughout the curriculum and that the staff will provide guidance and instruction to students as they develop new skills in digital and media literacies.

REMINDERS:

1- You, the User, are responsible for your computer and online account(s) including an e-mail if issued.

- You understand that passwords are private and that you should not share passwords with anyone. You understand that you are responsible for all activities done through your account(s). You will not allow others to use your account name and password, or try to use those of others. You understand that you will be in violation of the law if you attempt to capture in any way another person's password. You understand that it is important to log off a computer or password protected resource at the end of every session so another User cannot use your account.

2- You, the User, are responsible for your language.

- You will use appropriate language in all email messages, online postings, and other digital communications. You will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.

3- You, the User, are responsible for how you treat other people.

- You will use e-mail and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, shared documents etc.) responsibly. You will not send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.

4- You, the User, are responsible for your use of the Ludlow Public Schools network.

- You will use Ludlow Public Schools ICT resources responsibly. You will not search, retrieve, save, circulate or display hate-



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5- You, the User, are responsible for your conduct on all online sites, personal or academic.

- You understand that what you do on social networking websites should not negatively impact the school learning environment and/or fellow students, teachers and administrators.

6- You, the User, are responsible for being honest while you are online.

- You understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

7- You, the User, are responsible for protecting the security of the LPS network and ICT resources.

- You will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, including file sharing, shareware, or freeware, on school computers, nor will you attempt to disrupt use of the LPS network, bandwidth or any ICT resource.

8- You, the User, are responsible for protecting school property.

- You understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or ICT resource.

9- You, the User, are responsible for respecting other people's property online.

- You will obey copyright laws. You will not plagiarize or use others' work without proper citation and permission. You will not illegally download materials protected by copyright, including but not limited to music and movies.

10- You, the User, are responsible for following school rules whenever you publish anything online.

- You will follow all guidelines set forth by District administration and staff when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting, video server, or any collaborative site or resource). You understand that it is not safe to post any personal information about yourself, including but not limited to: name, address, phone number or school. You will not post personal information, photos or videos of

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- Users should be aware that whatever they say or publish online leaves a "digital footprint," even if deleted.

B. PUBLISHING ONLINE

- Use of the Ludlow Public Schools district name, or any Ludlow Public School name, is prohibited unless approved by the Superintendent or designee.

C. SOCIAL MEDIA / EXTERNAL SITES

- Social Media or external sites (those not District managed) requiring a student account must be registered with, and approved by, the Principal or designee as an extension of your classroom.
- Social Media or external sites (those not District managed) requiring a student account must be posted as part of syllabus or other notification for parent awareness to comply with COPPA.

D. MONITORED USE

- Communication over school networks should not be considered private. Use of ICT tools and resources by students and employees shall not be considered confidential or private and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes, as well as to ensure the safety and security of minors when using digital resources.

E. NO LIABILITY

- The Ludlow Public Schools shall not be liable for Users' inappropriate use of District ICT tools and resources, or violations of copyright restrictions, Users' mistakes or negligence, costs or financial liabilities incurred by Users, or damages sustained by Users, including but not limited to service interruptions or data loss. The Ludlow Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Unacceptable uses of ICT tools and resources are, but not necessarily limited to, the following:

A. Illegal Activities

- Users will not attempt to gain unauthorized access to the District network or to any District resource or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

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Users will not use District ICT tools and resources to engage in any other illegal act, including, but not limited to, arranging for sale or use of drugs, or the purchase of alcohol, threatening the safety of person, cyberbullying etc., or using those tools and resources for personal gain

B. Inappropriate Language, Graphics, Video and Audio

- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language, graphics, video, or audio while using any District ICT tool or resource.
- Users will not post information that, if acted upon, could cause damage or endanger others
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a User is told by a person to stop sending him/her messages or harassing him/her, the User must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- Users will not engage in any form of cyberbullying (minors), or cyber-harassment or cyber-stalking (adults).

C. Plagiarism and Copyright Infringement

- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the User
- Users will respect the rights of copyright owners. If a work contains language that specifies acceptable use of that work, the User should follow the expressed requirements.

PARENTAL NOTIFICATION RELATIVE TO

SEX EDUCATION (File: IHAM)

In accordance with law, the School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

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Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curricula change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school Principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the Principal to review the materials at the school and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the Principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

SECTION 5 – STUDENT LIFE Page

STUDENT ATTENDANCE (File: JH)

The Committee recognizes that parents/guardians 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. The Committee believes that encouraging regular attendance is one of the most powerful ways a parent can prepare their

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attend at least half a day to be marked present for the day. Students must be present at school on the day of the activity to be eligible to participate in any activity offered by the school. Attendance on the final day before a weekend or vacation event will be used to determine a student's eligibility to participate.

Student Absence Notification Program Each school will notify a student's parent/guardian daily of the student's absence based on morning attendance via an automated phone call. Parents/guardians will provide written documentation for the absence or tardiness on the day the student returns to school. (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.) Unless the parent/guardian provides documentation, the absence will be considered unexcused and truant.

Beginning with five (5) absences, parents/guardians will receive a letter from the school regarding a student's absences. Each Principal or designee shall make a reasonable effort to 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; such action steps 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.

Retention or Loss of Credit

Students with excessive absences may be considered for retention or loss of credit.

In grades 1-8, students who accumulate more than sixteen (16) absences that count towards retention may be ineligible to move from one grade to the next unless there are extenuating circumstances. Starting in grade 9, students who have more than eight (8) absences that count toward loss of credit in a semester course or more than sixteen (16) absences that count toward loss of credit in a year-long may not receive credit for that course.

Each school will provide an appeal process with respect to absences and retention or loss of credit. The following reasons for being absent will not count towards retention or loss of credit:

- extended illness (more than three (3) consecutive days for medical procedure, hospitalization, or illness requiring exclusion from school as documented by doctor/hospital)

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- external suspension
 - personal business (required by state agency/entity: i.e., driver's test, court appearance)
- religious holiday

The following reasons for being absent will count towards retention or loss of credit but will be considered verified if documentation is submitted:

- medical appointment (physician, dentist, counselor, doctor, etc.)
- medical excuse (physician or school nurse documented)
- illness (parent/guardian documented)
- incomplete blizzard bag assignment(s)
- family vacation

The following reasons for being absent will count towards retention or loss of credit and will be considered unexcused and therefore truant:

- any absence without documentation
- skipping school day or class after arriving at school

Students who are truant may be referred for the filing of a Child Requiring Assistance (CRA) application with the Juvenile Court.

Students with a documented ongoing medical issue impacting attendance will be required to provide ongoing medical documentation that is subject to

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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 two (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 fourteen (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.

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE (File: JHD)

Denial of Admission

Denial of admission means the withholding of the privilege of enrolling in a school of the District. The following shall be the grounds for denial of admission to school or diversion to an appropriate alternative program:

- Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
- Failure to meet the requirements of age, by a student who has reached the age of six years at a time after the beginning of the school year, as fixed by the School Committee as provided in Massachusetts General Laws;
- Not being a resident of the District and the District has opted not to participate in the School Choice Law;
- Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

parents.

They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that a student will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as his/her dress and appearance meet the requirements set forth above.

STUDENT CELL PHONES AND ELECTRONIC DEVICES POLICY (File: JICJ)

The purpose of this policy is to ensure that students' use of cell phones and other electronic devices does not interfere with the education program or school activities within the Ludlow Public Schools. The use and possession of cell phones and electronic devices at school or on school property is a privilege, not a right.

Therefore, students who choose to bring cell phones and electronic devices to school or onto school property, including buses, agree to the following policy.

1. Cell phones and electronic devices must be turned off and kept out of sight during class time and at other times as directed by school staff.

2. Students may only use cell phones and electronic devices *in the classroom setting with teacher approval* for educational purposes that are closely aligned with the course content. (In those instances, students should connect their devices to the LPS student wireless network. Video gaming applications and social networking sites that are not connected to the course content are not permitted.)

For students in grades 9-12 only:
Students may use cell phones and electronic devices *during lunch and passing time between classes*. (Note: cell phones and electronic devices should not be used in the hallways during other times, especially class time.)

Any and all use of cell phones and electronic devices must not violate existing school policies including but not limited to policies regarding:

- bullying, intimidating, and harassing behaviors via texting and social networking sites;
- academic integrity (e.g. sharing of assessment or assignment information);
- safety protocols (e.g. fire drill procedures, hallway passing, etc);
- acts that may interfere with the learning opportunities of other students or the orderly operation of the school; and
- use of a cell phone or electronic device with camera, video or voice recording function in a way or under circumstances which infringe the privacy rights of others.

Violations of this policy will be subject to progressive discipline. Multiple violations may result in the loss of the privilege to possess cell phones and electronic devices at school.

Cell phone and electronic device searches

The search of cell phones and other electronic devices for pictures, text messages, video, audio, or uploaded/downloaded material in connection with an investigation regarding an alleged violation of school rules or illegal conduct is permissible if the search is reasonable in its inception and justified in its scope. Acceptable searches may include, but are not limited to, searches for video, audio, pictures, text messages, emails or other data regarding:

- assaults and/or fights;
- harassment/intimidation/bullying or sexting;
- possession, use, or distribution of controlled substances, illegal drugs, or alcohol;
- identification of ownership of stolen or lost devices; and,
- documentation of cheating.

If a search of an electronic device is found to contain evidence pertinent to an investigation, the school administration has the sole discretion to confiscate the device, contact the police, or give the device to law enforcement officials.

SECTION 6 – STUDENT RIGHTS & RESPONSIBILITIES

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The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

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

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights and of the legal authority of the School Committee to make, and delegate authority to its staff to make, rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

STUDENT RECORDS

General Provisions

The Student Record regulations, set forth at 603 CMR 23.00, afford parents and students certain rights with respect to student educational records.

The regulations are designed to ensure parents and students the right of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law. The following is a summary of the major provisions concerning the rights of parents and eligible students. Under the regulations, "eligible students"

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student (14 years old) and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student. Students who have reached the age of 18 years old have the legal right as an adult to determine whether or not their parent(s)/legal guardian(s) have access to their student records.

The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student's record as soon as practicable within 10 days after the initial request. There is an exception to these requests in cases involving non-custodial parents as governed by 603 CMR 23.07 (5) (a).

The student's record is available to school consultants or school personnel who work directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity without permission from the student and /or his/her parents. This includes administrators, teachers, counselors, consultants, administrative office staff and clerical personnel, and evaluation teams. Any personnel who are not employed directly by the school district will have access only to student record information that is required for them to perform their duties.

A log of access to the student record will be kept as part of each student record. The log of access shall indicate all persons who have obtained access to the student record stating: the name, position and signature of the person releasing the information; the name, position, and if a third party, the affiliation, if any, of the person who is to receive the information, the date of access, the parts of the record to which access was obtained, and the purpose of such access. Unless the student record information is to be deleted or released, this log requirement will not apply to: authorized school personnel under 603 CMR 23.02 (9) (a), who inspect the record, administrative office staff and clerical personnel under 603 CMR 23.02 (9) (b), who add information to or obtain access to the student record, or school nurses who inspect the student health record.

An eligible student or parent/guardian will have the right to request in writing the deletion or amendment of any information into the record by an evaluation team as governed by 603 CMR 23.08 (a) (b).

A parent or an eligible student has the right to inspect and receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials. The parent and eligible student may ask to have parts of the record interpreted by a qualified professional from the school, or may

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of the Family Educational Rights Privacy Act (FERPA) and the student record regulations at 603 CMR 23.00. 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, honor and awards received, 10. Post-high school plans of the student.

Directory Information may be disclosed for any purpose within the discretion of the school district, without the consent of a parent 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. 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 603CMR 23.00. You are hereby notified that, pursuant to this notification, the school district will provide Directory Information to third party mail houses requested by charter schools, pursuant to 603 CMR 1.06(g) and military recruiters, unless the parent or eligible student specifically directs otherwise, as required by the Code of Massachusetts Regulations and the No Child Left Behind Act.

Any parent or student refusing to have any or all of the designated Directory Information disclosed to charter schools and military recruiters 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 nor an eligible student objects to the release of the Directory Information designated.

Access to Student Records by Parents Without Physical Custody

An Amendment to the Massachusetts Student Record regulations, 603 CMR 23.00, effective October 25, 2005, mandates that all parents have the right to access and receive copies of their children's records regardless of their custodial status, except as described below. The school district requests that divorced parents submit a copy of their custody agreement or other court order to be kept on file with each child's respective school.

A non- custodial parent, without physical custody, is eligible to obtain access to the student record unless:

- 1.The non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. The parent has been denied visitation or has been ordered supervised visitation, or

4. There is an order of a Probate and Family Court judge which prohibits the distribution of student records to the parent.

The school district will place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07 (5)(a). In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal. The school will notify 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 indicating that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5) (a). The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, the records must be marked to indicate that they shall not be used to enroll the student in another school. Upon receipt of a court order prohibiting the distribution of information pursuant to Mass General Laws Chapter 71, section 34H, the school will notify the non-custodial parent that it will cease to provide access to the student record to the non-custodial parent.

Amending the Student Record

The eligible student or parent has the right to add information, comments, data, or any other relevant written material to the student record.

The eligible student or parent has the right to request in writing, deletion or amendment of any information contained in the student's record, except for information which was inserted into that record by an evaluation team. Such information shall not be subject to a request until the acceptance of the evaluation team educational plan or, if the evaluation team education plan is rejected, after completion of the special education appeal process. Any deletion or amendment will be made in accordance with the procedure described below:

A. If the student or parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student record, either the student or the parent will 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 will within one (1) week after the conference or receipt of the objection, if no conference was requested, render 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 will promptly take whatever steps are necessary to put the decision into effect.

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Superintendent.

The Superintendent or his/her designee will within two (2) weeks after being notified of the appeal review the issues presented and render a written decision, stating the reason for the decision. If the decision is in favor of the appellant, the Superintendent or his/her designee will take whatever steps are necessary to put the decision into effect.

In the event that the decision of the Superintendent or his/her designee is not satisfactory to the appellant, the appellant will have the right of appeal to the School Committee. Request for such appeal will be in writing to the chairperson of the School Committee.

The School Committee will within four (4) weeks of being notified of the appeal conduct a fair hearing to decide the issues presented by the appellant.

Notice of Transfer to Other Schools

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

Destruction of Records

The student's transcript will be maintained by the school district and may only be destroyed 60 years after his/her graduation, transfer, or withdrawal from the school system.

During the time that a student is enrolled, the principal or his/her designee will periodically review and destroy any misleading, outdated, or irrelevant information contained in the temporary record, provided that the eligible student or his/her parent are notified in writing and are given an opportunity to receive the information or a copy of it before it is destroyed. A copy of the notice will be placed in the temporary record.

The temporary record of any student on or after the effective date 603 CMR 23.00 will be destroyed no later than 7 years after that student transfers, graduates or withdraws from the school district.

Written notice to the eligible student and his/her parents of the approximate date of destruction of the record and their right to receive information will be made at the time of such transfer, graduation, or withdrawal. The notice shall be in addition to the routine information letter required by 603 CMR 23.10.

In accordance with Mass General Laws Chapter 71, section 87, the score of any group intelligence test administered to a student enrolled in a public

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and students, upon reaching the age of 14 or entering 9th grade, whichever comes first, (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s educational records within 10 calendar days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Please be advised that it is the policy of the Ludlow Public Schools that electronic communications referencing Ludlow students do not qualify as educational records as defined by FERPA unless the electronic communication was printed and placed in the student’s file before the request of a parent or eligible student to inspect and review a student’s record.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal or appropriate school official clearly identifying the part of the record that they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosures without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as a consultant, administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement personnel. A person serving on the school committee, a person or company with whom the school has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist, or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review

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The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, Southwest
Washington, DC 20202-4605

RELEASE OF STUDENT INFORMATION

(File: JRA-R-2)

Occasionally, faculty and staff members have been asked by parents, their attorneys, and/or investigators or other professionals hired by parents, to complete affidavits, to provide written or oral statements or other documentation beyond normal school communication regarding the teacher's observations of a student's performance, well-being, etc., for use by those individuals outside of the school setting and/or within various legal proceedings.

The Ludlow School Committee has adopted the following policy to govern the manner in which the district will respond to such requests:

1. No affidavits, written or oral statements, or documentation beyond normal school communication shall be issued directly to a parent/attorney/investigator or other non Ludlow Public School professionals without the prior approval of the Central Office Administration. This includes requests by parents to complete questionnaires or other forms asking for information regarding a student's performance. An attorney for the Ludlow Public Schools may be consulted by Central Office staff before responding to a request.
2. Ludlow Public Schools student records shall not be produced nor shall information be provided verbally in response to a subpoena or other request without obtaining a release from the student's parents or the student, if over 18 year old. Generally, if a subpoena is issued by a court or administrative agency, the individual subpoenaed must comply unless otherwise ordered by the court or agreed-upon by the parties. Prior to responding, however, all staff

[RIGHTS AND SERVICES \(File: JFABD\)](#)

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples.

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families

writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

PHYSICAL RESTRAINT OF STUDENTS

(File: JKAA)

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

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or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603 CMR [46.02](#).

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR [46.03](#), shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR [46.03](#)(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR [46.00](#);
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical

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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.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint."

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

[PROMOTING CIVIL RIGHTS AND PROHIBITING HARASSMENT, BULLYING, DISCRIMINATION, AND HATE CRIMES](#) ([File: JICFA](#))

I. GOALS

The Ludlow School District is committed to providing our students equal educational opportunities and a safe learning environment free from harassment, bullying, discrimination, and hate crimes, where all school community members treat each other with respect and appreciate the rich diversity in our schools. This Policy is an integral part of the District's comprehensive efforts to promote learning, eliminate all forms of threatening, intimidating, violent, harmful, and disruptive behavior, and to enable students to achieve their personal and academic potential and become successful citizens in our increasingly diverse society.

The District will not tolerate any unlawful or disruptive behavior, including any form of harassment, bullying, discrimination, or hate crimes in our schools or school-related activities. The District will promptly investigate all reports and complaints of harassment, bullying, discrimination, and hate crimes, and take

II. GENERAL STATEMENT OF POLICY

The Ludlow School District prohibits all forms of harassment, bullying, discrimination, and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age, gender identity, genetic information, or disability. The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to our school district. The District also prohibits bullying or harassment of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity, age, genetic information, or disability. The District will also not tolerate retaliation against persons who take action consistent with this Policy. ³

A. APPLICATION

This Policy applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law. It applies to all students, school committee members, school employees, independent contractors, school volunteers, parents and legal guardians of students, and visitors to District schools where the conduct occurs on school premises or in school-related activities, including in school-related transportation. This policy also applies to conduct outside of the school setting or school-related activities when the conduct may impact on the learning environment of the District's schools or a particular student. Nothing in this Policy, however, is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H, or in response to threatening, intimidating, violent, harmful, or disruptive behavior, regardless of whether this Policy covers the conduct.

B. DISCIPLINARY AND CORRECTIVE ACTION

Violation of this Policy is a serious offense. Violators will be subject to appropriate disciplinary and/or corrective action to correct and end the conduct, prevent its reoccurrence, and protect the complainant and other similarly-situated individuals from harassment, discrimination, hate crimes, retaliation, and bullying in the future.

C. DEFINITIONS

The definitions of terms used in this Policy, including descriptions of conduct this Policy prohibits, appear in the "Glossary of Terms."

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2. ensuring that (s)he does not harass, discriminate against, or commit a crime against another person on school grounds or in a school-related activity because of that person's race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity, age, genetic information, or disability;

3. ensuring that (s)he does not bully another person on school grounds or in a school-related activity;

4. ensuring that (s)he does not bully another person off school premises when the bullying conduct may impact on the learning environment of the District's schools or a particular student.

5. ensuring that (s)he does not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment, bullying, discrimination, or a hate crime; and

6. cooperating in the investigation of reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime.

B. Each School Employee, Independent Contractor and School Volunteer is ALSO responsible for:

1. responding appropriately, and intervening if able to take action safely, when witnessing harassment, bullying, discrimination, retaliation, or a hate crime on school grounds or in a school-related activity;

2. cooperating with the District's efforts to prevent, respond effectively to, and eliminate harassment, bullying, discrimination, and hate crimes; and

3. promptly reporting all information s(he) knows concerning possible harassment, bullying, discrimination, retaliation, or a hate crime to a designated school official when (s)he witnesses or becomes aware of that conduct occurring on or off school grounds or in a school-related activity.

IV. PROTECTION AGAINST RETALIATION

The District will take appropriate steps to protect from retaliation persons who take action consistent with this Policy, or who report, file a complaint of, or cooperate in an investigation of a violation of this Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through

1. In Each School Building

The school principal (or his/her designee) is responsible for receiving reports and complaints of violations of this Policy at the school level. A report or complaint of a violation of this Policy involving a principal should be filed with the District Legal Compliance Officer or Superintendent.

2. For the Central Administration

The District Legal Compliance Officer is responsible for receiving and addressing reports or complaints of violations of this Policy at the district level. A report or complaint involving the District Legal Compliance Officer should be filed with the Superintendent; a report or complaint involving the Superintendent should be filed with the School Committee.

B. REPORTING PROCEDURES

1. Any school employee, independent contractor, or school volunteer who becomes aware of or has a reasonable belief that harassment, bullying, discrimination, retaliation, or a hate crime has occurred or may have occurred on school property at a school-related activity, or off school premises when the conduct may impact on the learning environment of the District's schools or a particular student, must promptly report the alleged incident(s) to the building principal or designee.

2. Any student or other person (who is not a school employee, independent contractor or school volunteer) who becomes aware of or has a reasonable belief that harassment, bullying, discrimination, retaliation, or a hate crime has occurred or may have occurred on school property, in a school-related activity or off school premises when the conduct may impact on the learning environment of the District's schools or a particular student, is strongly encouraged to and should promptly report the incident(s) to the building principal or designee. In situations where a student or other person does not feel comfortable reporting the incident to a principal or a designee, (s) he may report it to a trusted school employee, who must promptly transmit the report to a principal.

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report or complaint, the principal (or his/her designee) and the District Legal Compliance Officer will promptly notify one another of the facts alleged and any initial action taken.

5. When a report or complaint involves physical injury, the principal (or his/her designee) will promptly report the incident to the Superintendent.

6. All complaints or reports about a violation of this Policy must be documented on the District's "Reporting/Complaint Form" (see Attachment I). The form is available from the building principal. If a complainant or reporter is either unwilling or unable to complete the District's Reporting/Complaint Form, the principal or designee who receives the oral complaint or report will promptly prepare a written report, by filling out the District's Reporting/Complaint Form, using, to the extent practicable, the reporter's or complainant's own words to describe the potential violation.

7. On the District's Reporting/Complaint Form, the designated official will summarize any initial action taken.

8. If the complaint occurs at the school level, the designated official will promptly provide the principal with the completed Reporting/Complaint Form (or to the District Legal Compliance Officer, if the principal is the subject of the complaint). If the complaint occurs at the district level, the designated official will promptly provide the completed Reporting/Complaint Form to the District Legal Compliance Officer.

9 Reporting Sexual Abuse and Other Serious Criminal Conduct

a. General Laws Chapter 119, Section 51A, makes administrators, teachers, school nurses, guidance counselors and other school staff members mandated reporters for purposes of reporting child abuse and neglect to the Department of Children and Families (DCF). Under G. L. c. 119, Section 51A, a school staff member who has reasonable cause to believe that a student under the age of 18 years is

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school to accept those reports, who, in turn, must promptly report the abuse to the DCF.

b. The principal and/or Superintendent will report certain forms of sexual harassment and conduct (i.e., unwanted sexual touching or sexual assault) that may constitute a crime to the local police.

c. The principal and/or Superintendent will report physical injury, destruction of public property, potential hate crimes, bullying, and other acts of a serious criminal nature to the local police for criminal investigation.

C. FILING A COMPLAINT OR REPORT

1. The complainant or reporter files a written complaint or report with a principal/designee, using the District's Reporting/Complaint Form, identifying the name(s) of the subject of the complaint, if known; describing the facts and circumstances of the incident or pattern of behavior; providing the time(s) and date(s) of the incident(s); and identifying any witnesses and relevant documentary information.

2. A complainant or reporter may also file an oral complaint or report. In those circumstances, the principal/designee will complete the District's Reporting/Complaint Form based on the oral information, using, to the extent practicable, the complainant or reporter's own words. The complainant will sign the Reporting/Complaint Form.

D. RESOLUTION PROCESS: DETERMINING WHETHER TO INSTITUTE FORMAL OR INFORMAL PROCEEDINGS

1. After the school principal (or his/her designee) or the District Legal Compliance Officer receives a complaint or report, the District must determine whether to resolve the complaint or report through Formal or Informal Proceedings.

2. After receipt of a report, the principal/designee will attempt to identify and obtain the cooperation of the person(s) who is the victim of the alleged conduct, if there is one. Even where the principal/designee does not obtain the identity of or cooperation by the alleged

(1) the allegation is serious enough that it appears to place the complainant or any other person at physical risk; (2) the incident has resulted in a criminal charge; (3) the incident involves a referral to the Department of Children and Families; (4) the allegation involves a serious form of harassment, discrimination, or retaliation; (5) the allegation involves bullying behavior; (6) there is a pending Formal Proceeding against the subject of the complaint; (7) the subject of the complaint has previously been found to have violated this Policy after Formal Proceedings; (8) or that a Formal Proceeding is otherwise appropriate under the circumstances, then the principal/designee must commence a Formal Proceeding under Section F.

4. For allegations or incidents that do not require a Formal Proceeding, a principal/designee, in consultation with the District Legal Compliance Officer, may at his/her discretion apply either the Student Code of Conduct or initiate an Informal Proceeding. If the principal/designee deems it appropriate, (s) he may initiate an Informal Proceeding to obtain a voluntary agreement between the complainant and alleged offender that will effectively correct the problem and end the complaint of conduct. The primary focus of an Informal Proceeding is resolution through non-disciplinary corrective action, although a resolution may also include disciplinary action.

5. Nothing in this Policy limits the District or school from taking immediate interim disciplinary action as set forth in the District and school's disciplinary code and policies.

E. INFORMAL PROCEEDINGS

STEP ONE

1. Upon the initiation of an Informal Proceeding, the principal/designee, in consultation with the District Legal Compliance Officer, will separately meet in a timely manner with the complainant and the subject of the complaint and, if a student, with their parent(s) or guardian(s), to tell them about the informal process, the nature of the complaint, explain the prohibition against retaliation, and determine the corrective action the complainant seeks.

alleged offender and their parent(s) or guardian(s) agree with the proposed resolution, the principal/designee will write down the resolution, and the complainant and the subject of the complaint, and their parent or guardian, if present, will sign it, and each person will receive a copy. At the meeting, the principal/designee will again explain the prohibition against retaliation.

STEP THREE

3. A principal/designee will monitor the situation, and will follow up with the complainant at least weekly for two months to determine whether there are further incidents or concerns. The principal/designee will maintain a written record of the follow-up.

STEP FOUR

4. If the complainant and alleged offender cannot agree to an informal resolution, or if at any time after resolution the principal/designee, in consultation with the District Legal Compliance Officer, determines that the problem is not corrected, the District may apply the Student Code of Conduct or commence a Formal Proceeding. If this Policy does not cover the reported conduct, the District will address the report or complaint through its Student Code of Conduct, if applicable.

STEP FIVE

5. File Retention: If the complaint occurs at the school level, the principal (or the District Legal Compliance Officer, if the principal is the subject of the complaint), will maintain in a separate confidential file the District's Reporting/Complaint Form, information obtained through inquiry and investigation, and the proposed and agreed-to resolution, if any, and will provide a copy of the file to the District Legal Compliance Officer and maintain a copy of the file in the applicable student record or employee personnel file. If the complaint occurs at the district level, the District Legal Compliance Officer will maintain the file.

F. FORMAL PROCEEDINGS

STEP ONE

1. The principal/designee will separately meet in a timely manner with the complainant and the subject

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kept as confidential as possible, but that the District cannot promise absolute confidentiality, and may not be able to withhold the complainant's identity from the subject of the complaint, since such a promise could interfere with the District's ability to enforce its Policy, conduct a fair and thorough investigation, or impose disciplinary or corrective action.

STEP TWO

2. A principal/designee will conduct an investigation in accordance with the procedures described in Section G, Investigations.

STEP THREE

3. The principal/designee, in consultation with the District Legal Compliance Officer, will determine whether the allegations have been substantiated, and whether the Policy, or if the subject of the complaint is a student, the Student Code of Conduct has been violated. If the complaint is substantiated, the principal/designee, in consultation with the District Legal Compliance Officer, will decide, based on the investigative findings, on the appropriate action. If legal issues arise, the principal/designee will seek the advice and guidance of legal counsel for the District.

4. The principal/designee, in consultation with the District Legal Compliance Officer, will prepare a written report that includes the investigative findings, the investigative steps taken, and the reasons for those findings. These findings will specify whether the allegations have been substantiated, whether the Policy, or if the subject of the complaint is a student, the Student Code of Conduct, has been violated, and any decision for disciplinary and corrective action.

5. The principal, the employee's supervisor (if the subject of the complaint is an employee), or the Superintendent will impose any disciplinary or corrective action.

STEP FOUR

6. The principal/designee will promptly notify the complainant and the subject of the complaint in writing to let them know whether the complaint has been substantiated. If the complaint is substantiated, the principal/designee will also promptly

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offender and his/her parent or guardian, to describe the disciplinary and/or corrective action imposed, the school's expectations for future behavior and the potential consequences for retaliation or future violation of the Policy.

7. If a complaint is substantiated, a report of the incident and its resolution will be placed in the offender's student record or employee personnel file.

8. File Retention: If the incident occurs at the school level, the principal (and if the principal is the subject of the complaint, the District Legal Compliance Officer, will maintain in a separate confidential file the original completed Reporting/Complaint Form, investigatory interview notes and reports, findings made, the results of the investigation, including any decision for action, and other relevant investigatory materials, and will provide a copy of the file to the District Legal Compliance Officer and maintain a copy of the file in the applicable student record or employee personnel file. If the complaint occurs at the district level, the District Legal Compliance Officer will maintain the original documents.

9. If the District's investigation results from a third party report, the principal/designee will inform that person that the District has taken steps consistent with the Policy, while not providing information about any disciplinary action imposed or any other information that would violate applicable state and federal confidentiality laws or student record regulations.

10. Any disciplinary or corrective action against a student or employee must conform to the due process requirements of federal and state law.

STEP FIVE

11. A principal/designee will monitor the situation, and will follow up with the complainant at least weekly for two months to determine whether there are further incidents or concerns, and whether the corrective action imposed has been effective. The principal/designee will maintain a written record of the follow-up.

STEP SIX

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protect him/her from future harassment, discrimination, bullying, retaliation, or a hate crime.

13. Any right of appeal from a disciplinary decision is governed by the Student Code of Conduct, the school's disciplinary code, applicable collective bargaining agreements, and Massachusetts and federal law.

G. INVESTIGATIONS FOR FORMAL PROCEEDINGS

1 Prompt and Thorough

Investigations: Except where Informal Proceedings are initiated, the school or District, through a principal/designee, in consultation with the District Legal Compliance Officer, will promptly investigate all reports or complaints of an alleged violation of this Policy (even where the offender is unknown), as set forth below. The nature and duration of an investigation will depend on the circumstances, including the type, severity and frequency of the alleged conduct. The goal of an investigation is to obtain an accurate and complete account of all incidents and circumstances deemed relevant to the allegations of the complaint. No complaint is considered frivolous; on the other hand, culpability is never presumed. These procedures are intended to protect the rights of a victim and the rights of a wrongfully accused individual.

2. Emergencies: School officials will immediately call 911 in case of a threat of imminent physical harm or actual physical harm to a school community member or where police, fire, medical, or other emergency assistance is needed.

3. Opening Investigations: Upon receipt of a report or complaint, a principal/designee, in consultation with the District Legal Compliance Officer, will promptly undertake an investigation or authorize a third party designated by the District or school to undertake an investigation.

4. Investigative Procedure: The principal/designee investigating the incident will gather and preserve evidence, and identify all involved parties and witnesses. If the incident involves physical injury, destruction of public property, or other acts of a serious criminal nature, the principal/designee will confer with the local police department prior to

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Investigation will generally consist of personal interviews with the complainant, the subject(s) of the complaint and others who witnessed or may have potentially relevant knowledge about the alleged incident or circumstances giving rise to the report or complaint. Interviews will be conducted in a manner that protects the privacy of individuals to the extent practicable under the circumstances. The principal/designee should take notes during interviews, or prepare them soon thereafter, for the purpose of maintaining accurate records. The principal/designee will also generally review and evaluate any other information or document, including video recordings, voice mails, e-mails, instant messages, or other items deemed relevant to the allegations, and information regarding any prior incident(s) committed by the subject of the complaint.

5. Communication During Investigation: Throughout the investigatory and complaint resolution process, the principal/designee will make reasonable efforts to regularly inform the complainant and the subject of the complaint and their parent(s) or guardian(s) of the status of the complaint, and the anticipated timing for concluding the investigation, and making a determination. The principal/designee will notify each person interviewed or made aware of the investigation that the investigation is confidential and should not be discussed with other students or District employees. The principal/designee will tell them that the District will not tolerate retaliation against the complainant or reporter, or anyone else who cooperates with the investigation.

6. Time for Investigations: The principal/designee will complete his/her investigation as soon as practicable, not normally to exceed more than ten (10) business days after (s)he receives the complaint or report, except for good cause or with consent of the parties (as documented in the investigatory file). The principal/designee will expedite the investigation of any claim involving physical violence or serious threats of harm.

7. Ensuring Safety During Investigation: The principal/designee, in consultation with the District Legal

investigation. These steps for students may include, but are not limited to, ordering interim disciplinary action under the Student Code of Conduct, appropriate adult supervision, reassigning classroom seating, temporarily transferring the student who is the subject of the complaint from his/her class(es) with the complainant or to an alternative school assignment, instructing the subject of the complaint to avoid communication or contact with the complainant and to maintain a safe distance (for e.g., fifteen feet) from the complainant while on school property or in school-related activities, and monitoring compliance and reporting non-compliance of protective orders issued by a court. Prior to a resolution of the complaint or report, the principal/designee will make reasonable efforts to monitor the success of the interim measures in achieving their goals. At the discretion of a school and/or District administrator, a student complainant may also temporarily transfer classes or schools, where available, but only where the student and his/her parent or guardian voluntarily consent to the transfer.

8. Victim Assistance: The principal/designee will make appropriate referrals for victim assistance, including counseling and crisis intervention, if requested, or as needed.

9. Victim Non-Cooperation: Where a violation of the Policy has been reported by a third party and the alleged victim fails to cooperate with the investigation, or denies the incident occurred, disciplinary and corrective action may be precluded, or limited, depending on the circumstances and the availability of information from other sources.

10. False Charges: Any person who makes knowingly false charges or brings a malicious complaint is subject to disciplinary and/or corrective action.

H. BASIS FOR DETERMINING WHETHER POLICY VIOLATED

A principal/designee, in consultation with the District Legal Compliance Officer, will determine whether a particular action or incident constitutes a violation of this Policy. The determination will be based on all the

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between the parties, past incidents or patterns of behavior, and whether the conduct adversely affected the education or school environment of the victim or other school community member.

I. CONFIDENTIALITY

The District will respect the privacy of the complainant, the subject(s) of the complaint, and the witnesses to the extent possible consistent with its obligations under federal and state law and regulations and its Policy to investigate, report, and take appropriate disciplinary and corrective action, and consistent with applicable and state and federal confidentiality laws and student record regulations.

VI. DISCIPLINARY AND CORRECTIVE ACTION

A. IMPOSING DISCIPLINARY AND CORRECTIVE ACTION

If a principal/designee, in consultation with the District Legal Compliance Officer, concludes that the subject of the complaint has violated this Policy, the District will in a timely manner impose disciplinary measures and/or corrective action reasonably calculated to end the complained of conduct, deter future conduct, and protect the complainant(s) and other similarly situated individuals. In imposing disciplinary and corrective measures the District will take into account harm the victim and other members of the school community suffered and any damage to school climate or property.

B. ACTION CONCERNING STUDENTS

Disciplinary and corrective action concerning a student may include, but is not limited to, a written warning; classroom or school transfer; short-term or long-term suspension; exclusion from participation in school sponsored functions, after-school programs, and/or extracurricular activities; limiting or denying access to a part or area of a school; exclusion, expulsion, or discharge from school; adult supervision on school premises; parent conferences; an apology to the victim; awareness training (to help students understand the impact of their behavior); participation in empathy development, cultural diversity, anti-harassment, anti-bullying or intergroup relations programs; mandatory

and state law requirements that apply to the discipline of students with disabilities, including the federal "Individuals with Disabilities Education Act" ("IDEA").

C. ACTION CONCERNING SCHOOL EMPLOYEES

Disciplinary and corrective action concerning a school employee may include, but is not limited to, a written warning, suspension, transfer, demotion, removal from certain duties, employment termination, supervision, training, and counseling.

D. ACTION CONCERNING INDEPENDENT CONTRACTORS

Disciplinary and corrective action concerning an independent contractor may include, but is not limited to, a request to the employer of the independent contractor to warn, suspend or terminate its employee; limiting or denying the individual contractor access to school premises or school-related activities; terminating the contract with the District or school, and training.

E. ACTION CONCERNING SCHOOL VOLUNTEERS

Disciplinary and corrective action concerning a school volunteer may include, but is not limited to, a written warning, suspending or terminating the volunteer relationship, limiting or denying access to school premises or school-related activities, supervision and training.

F. ACTION CONCERNING OTHER SCHOOL COMMUNITY MEMBERS

Corrective action concerning any other school community member, including parents and legal guardians of students, and visitors to District schools may include, but is not limited to, a warning; counseling; and limiting or denying the parent, guardian or visitor's access to school premises or school-related activities.

G. PREVENTION AND REMEDIATION

The District will employ a variety of prevention and remediation strategies to maintain, to the extent practicable, a safe school climate conducive to learning, and ensure that all school

Any disciplinary or corrective action taken for violation of this Policy will be consistent with the requirements of applicable collective bargaining agreements, Massachusetts and federal law, and District policies.

VII. ADDITIONAL PROVISIONS

A. OVERSIGHT OF DISTRICT'S COMPLIANCE WITH POLICY

The District Legal Compliance Officer under the supervision of the Superintendent, will ensure the successful administration of and compliance with this Policy. The District will post conspicuously in the central office and in each school the name of the District Legal Compliance Officer, and his/her mailing address, telephone number and email address. The District Legal Compliance Officer's responsibilities include:

1. Maintaining complaint and investigation records under this Policy and of Informal and Formal Proceedings;
2. Maintaining and regularly analyzing documentation of incidents of harassment, bullying, discrimination, retaliation, and hate crimes throughout the District;
3. Advising and assisting with and/or conducting investigations of complaints and reports of violations of this Policy;
4. Regularly assessing the need for and arranging training of school and District personnel and students on the requirements of and compliance with this Policy;
5. Assisting the Superintendent in regularly reviewing the effectiveness of the District's efforts to correct and prevent harassment, bullying, discrimination, retaliation, and hate crimes and proposing improvements in those efforts, consistent with 603 CMR 26.07 (1) & (4);
6. Ensuring that appropriate District and school officials are informed about violations of this Policy and the adequacy of the response;
7. Reviewing this Policy annually for compliance with state and federal law and updating it as necessary; and
8. Ensuring that s (he) and the District and school and Section 504

B. POLICY DISSEMINATION

1. At the beginning of each school year, the District will distribute this Policy to all school employees, provide a summary of the Policy to volunteers and independent contractors, and publicize the Policy within the school community.
2. The District and its schools will incorporate a summary of this Policy in the Student Handbook and in each school's code of conduct, and explicitly state that a violation of this Policy is subject to disciplinary action under the school's code of conduct. These documents will be provided to students, parents and guardians each year and will inform them of this Policy in the same manner that they inform parents and students of other policies.
3. The District will ask each student (if 12 years old or older) and his/her parent or guardian to provide written confirmation that they received, read and understand the Student Handbook that includes a summary of this Policy, and agree to comply with the Handbook's provisions.
4. To the extent practicable, the District will translate a summary of the Policy into the non-English languages spoken at home by a significant number of parents or guardians of District students.
5. The District will post this Policy and a summary of the Policy on its District's website and conspicuously in each school building in areas easily accessible to students and staff.

C. TRAINING OF SCHOOL EMPLOYEES AND STUDENTS

1. The District will provide in-service training at least annually for all school employees, independent contractors, and school volunteers regarding the prevention and appropriate methods for reporting and responding to harassment, bullying, discrimination, retaliation, and hate crimes; their responsibilities under the Policy; requirements imposed by state and federal civil rights and education laws, including CMR 26.00; and the District's mission, goals and requirements under this Policy.
2. The District will also provide training at least annually for all its

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under this Policy. The District will also provide instruction at least annually to all students in kindergarten through fourth grade regarding how to identify and report harassment and bullying.

D. LAW ENFORCEMENT INVOLVEMENT

Police involvement in situations that occur at school or at school-related activities is governed by a Memorandum of Understanding ("MOU") among the District, the police department and the Hampden County District Attorney's Office. This collaborative effort is designed with the goal of ensuring a safe school environment, supporting "zero tolerance" for violence and other criminal violations, and ensuring a coordinated response when an incident occurs.

E. ANNUAL REPORT

The District will prepare an annual report to the School Committee that includes a compilation and analysis of reported and substantiated incidents under this Policy; any corrective action imposed (without student identifying information); relevant training; and any supporting activities or programs employed.

F. OTHER LEGAL REMEDIES

Any school community member may also pursue legal remedies or other avenues of recourse, including filing a complaint with the Massachusetts Department of Education (Problem Resolution System), at (617) 338-3000; the Massachusetts Office of Attorney General, Civil Rights Division, at (617) 727-2200; the Office of Civil Rights of the United States Department of Education, at (617) 223-9662, the Massachusetts Commission Against Discrimination, at (617) 727-3990 or (413) 739-2145; or the Equal Employment Opportunity Commission, at (617) 565-3200; filing a civil lawsuit; or pursuing criminal prosecution.

[BULLYING PREVENTION \(File: JICFB\)](#)

The Ludlow Public Schools (or the "District") is committed to providing a safe, positive and productive educational environment where

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anged, the full cooperation and assistance of parents and families are expected.

This policy applies to conduct directed toward students by other students or members of a school staff, including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or paraprofessional.

Bullying, Cyber-bullying, and Retaliation

"Bullying" is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

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

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire;
- radio;
- electromagnetic; or
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

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For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, cyber-bullying, or retaliation.

Bullying, cyber-bullying, and retaliation are prohibited:

- on school grounds;
- on property immediately adjacent to school grounds;
- at school-sponsored or school-related activities;
- at functions or programs whether on or off school grounds
- at school bus stops;
- an school buses or other vehicles owned, leased or used by the District; or,
- through the use of technology or an electronic device owned, leased or used by the District;

Bullying, cyber-bullying, and retaliation are also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the District if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

As stated in M.G.L. c. [71, § 37O](#), nothing in this policy requires the District or the school to staff any non-school related activities, functions, or programs.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The Plan shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination. The bullying prevention

Anyone, including a student, parent or guardian, or school staff member can report bullying or retaliation. Oral reports made to or by a staff member shall be recorded on a Bullying Incident Reporting Form.

Students who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the Principal or their designee. Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

The District shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report. Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Information regarding anonymous reports and a District reporting form shall be available on the District's website.

Investigation Procedures

The Principal or his/her designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged aggressor of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

School staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student. Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

The Principal or designee shall promptly investigate the report of bullying, which may include interviewing the alleged target, alleged aggressor, staff members, students and/or witnesses.

If the Principal or designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the aggressor, the Principal shall consult with the School Resource Officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

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be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying, cyber-bullying, or retaliation shall be in accordance with the school's disciplinary policies. Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Student Assistance

The school shall provide counselling services or make a referral for appropriate services, including through the school counsellor's office, academic interventions, and protection to students, both targets and aggressors, affected by bullying, as necessary.

The District recognizes that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including 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 (1) or more of these characteristics. The District will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Age-appropriate, evidence-based instruction on bullying prevention and social competency shall be incorporated into the curriculum for all K to 12 students. At least once every four years beginning with the 2015-2016 school year, the District will administer a Department of Elementary and Secondary-developed student survey to assess school climate and the prevalence, nature, and severity of bullying in our schools. Additionally, the District will annually report bullying incident data to the Department.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or

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intervention plan relating to the duties of faculty and staff shall be included in the student/school employee handbook. The bullying prevention and intervention plan shall be posted on the District's website.

PROHIBITION OF HAZING (File: JICFC)

In accordance with Massachusetts General Laws the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student

Or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who participates in the hazing of another student or other person will be subject to disciplinary action.

Any student determined by the Principal to be the organizer of a hazing activity will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

CH. 269, S. 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 by 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

action.

CH. 269, S. 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.

CH. 269, S. 19. HAZING STATUTES TO BE PROVIDED, STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary group and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, 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 a report.

WEAPONS POLICY (File: JICI)

Violence, especially violence in connection with weapons, will not be tolerated.

Weapons of any kind shall not be brought onto property under school jurisdiction. Weapons shall include, but not be limited to, hand guns, shot guns, rifles, knives, blackjacks, clubs, chemical sprays, explosives and ammunition. In this connection, student possession of a locker is nonexclusive against the school and its officials; that is, reasonable searches of lockers by school officials can be expected.

Principals shall comply with the Massachusetts Education Reform Act of 1993 Re: Chap. 71, Sec.

SCHOOL.

Principals shall notify parents, ensure due process and shall expedite action.

Principals shall insure that violators of the policy are provided appropriate intervention and counseling. Parent participation in the intervention process shall be encouraged.

REPORTING A POTENTIALLY DANGEROUS SITUATION

Students are strongly encouraged to report information which might prevent a dangerous situation from developing. This includes, but is not limited to: talk of hurting oneself or another; talk of having or obtaining a firearm, explosive or other dangerous weapon; any plan which would put someone in jeopardy; any threat to harm an individual in any way.

Any student who is aware of a potentially dangerous situation in school, on school premises, or at a school sponsored event is obligated to inform a school administrator or staff member immediately. Students should also report the presence of any individuals not authorized to be at the school.

SEARCH AND SEIZURES (ELEMENTARY)

Property of the school system assigned to students for their use during the school year is subject to inspection and search at any time for any reason. If an illegal substance/object or evidence of activity, which violates the law or disciplinary code, is found during any inspection or search, it will be confiscated and appropriate action will be taken against the student.

In addition, professional and administrative personnel may search a student's belongings such as clothes, backpack, handbag, wallet, etc. or search the student when the staff person has reasonable cause to believe that the student has or the student's belongings contain an illegal substance/object or evidence of activity which violates the law or disciplinary code. If any of this is found during the search, it will be confiscated and appropriate action will be taken against the student

INTERROGATIONS (UNDER 18)

Interrogation of students under the age of eighteen (18) in attendance at school shall not be conducted on school premises by outside agencies unless every effort has been made to obtain parental/guardian permission. If a parent/guardian cannot be reached to obtain permission, the interrogation will proceed at the discretion of the principal and then only in the principal's presence.

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The Ludlow School Committee recognizes the right of students to be free from unreasonable searches and seizures. Nevertheless, it is the duty of the Committee and school officials to maintain order and discipline in the schools, thereby ensuring a positive educational environment. The Committee's duty and responsibility may require, therefore, inspections for prohibited and/or illegal substances or items. The following procedures are intended to reconcile the difficulties which may arise between the schools and pupils in the mutual preservation of their rights and responsibilities.

Locker Searches

School officials may conduct searches of students' lockers in furtherance of the objectives of this policy. It is recognized that the lockers are the property of the Ludlow Public Schools and not of the individual students. The lockers are provided by the school system as a convenience to the pupils. Pupils have a temporary right to use and occupy their locker to the exclusion of all other pupils but may not deny school officials access to the lockers when officials have reasonable grounds to believe that prohibited and/or illegal substances or items are contained in a locker.

Consistent with the school system's ownership of the lockers, but recognizing the temporary interests of the pupils in name, it is expected that, under normal circumstances, a pupil will be notified prior to inspection of his or her locker by school officials. Said notice need not be formal or written and may be given by school officials at any time prior to inspection.

In the event the school officials determine, in their discretion, that prior notice would defeat or hinder the fulfillment of their obligations, notice need not be provided prior to inspection. In that case, pupils will be notified of the inspection and the discovery of any prohibited and/or illegal substances or items within a reasonable period of time after completion of the inspection consistent with established disciplinary practice whether or not disciplinary measures are taken.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

Interview and Searches by Police

The police may search students or their lockers if they have a valid warrant to do so. If they have "probable cause" to believe that students are in possession of prohibited and/or illegal substances or items, police may request administrative (Superintendent or Principal) approval to conduct a search. School officials may engage private individuals, companies and other public agencies

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police- students may remain silent if they so desire and they must not be subjected to coercion or illegal restraint. However, within the frameworks of their legal rights, students have the responsibility to cooperate with police. Prior to the interview, the student may be asked to sign a statement outlining these rights. Interviews by police in school shall be limited to school related offenses or concerns only.

Removal of Students from School by the Police

An officer of the law may take a pupil from school only if the officer has ready for service a subpoena, a warrant of arrest, or an order for civil arrest. The Principal or his/her designee will be in attendance. The school Principal will notify the student's parent/guardian that the student is being removed from school.

Occasionally a Principal may find it necessary to call the police department for assistance in handling a pupil suspected of some serious offense committed at school. In such case, the police may not arrest the pupil unless a sworn complaint is filed in court. However, the circumstances in such a case may from time to time, justify the removal of the pupil from school in the absence of a complaint or warrant.

[VANDALISM \(File: ECAC\)](#)

The Ludlow School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs.

Consequently, the Committee will support various programs aimed at reducing the amount of vandalism.

Every citizen of the town, staff members, students, and members of the police department are urged by the School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to him/her and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Parents and students will be made aware of the legal implications involved. Reimbursement will be sought for all or part of any damages.

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the District schools, and for safeguarding all school property.

Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community, and ensuring the rights of all concerned.

The School Committee also recognizes the potential enrichment that law enforcement agencies can make in the educational program.

Efforts should be made to develop and maintain a healthy attitude toward law enforcement agencies and personnel to promote better understanding and communication.

STUDENT CONDUCT & DISCIPLINE

The school's primary purpose is to educate, not discipline. School rules, policies and regulations coincide with the Ludlow Public Schools Discipline Code. When the behavior of individual students adversely affects the well-being of others, corrective action may be necessary to ensure a positive learning environment for all students. These rules and regulations are applicable in school, on school grounds, field trips, to and from school, and on the school bus.

[STUDENT CONDUCT \(File: JK\)](#)

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

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conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

REQUIREMENT REGARDING MASK WEARING

Effective immediately, public school students (age 5 and above) and staff in all grades are required to wear masks indoors in schools, except when eating, drinking, or during mask breaks. By federal public health order, all students and staff are required to wear a mask on school buses. It is strongly recommended that students younger than age 5 also wear a mask in school. Masks should cover an individual's nose and mouth.

Students and staff who cannot wear a mask for documented medical reasons, and students who cannot wear a mask for documented behavioral reasons, may be exempted from the requirement. Exemptions must be approved by the school principal in consultation with the school nurse.

Students who do not comply with this requirement will meet with the building. Principal and parent/guardian to discuss whether the student is in a condition to attend school in a manner that is safe for the student and others in the building, and may be subject to progressive discipline for deliberate non-compliance.

Note: The mask requirement will be in place until at least October 1, 2021, and is subject to change thereafter.

Expectations of Student Conduct

A Possession of Drugs or Weapons or Assault of Educational Staff Member on School Grounds

Students will be subject to discipline, up to and including expulsion, under MGL c.71 §37H for the following:

- A1. Drug-related offenses – which include possession, use, distribution or sale of a

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including, but not limited to, guns/ firearms (i.e. handgun, shotgun, rifle, pellet gun, or other firearms), knives with a blade longer than 2½ inches in length (including other sharp objects or cutting instruments), explosive or incendiary devices (i.e. bombs, grenades, rockets, missiles, mines or other incendiary devices).

A3. Assault of an educational staff member.

Note: These are serious offenses that may result in expulsion from school. "Expulsion" means the removal of a student from school for more than ninety (90) school days.

B **Felony or Felony Delinquency Charges or Convictions**

Students will be subject to discipline, up to and including expulsion, under MGL c.71 §37H½ for the following:

If a student is charged or convicted of a felony and the Principal determines that the students continued presence in school would have a substantial detrimental effect on the general welfare of the school. Felonies, which are crimes punishable by death or imprisonment in state prison, include but are not limited to breaking and entering and stealing property, possession and/or sale of narcotic drugs, forging a check with the attempt to fraud, homicide (murder or manslaughter), possession of firearms, knives, or other dangerous weapons, armed robbery, rape, arson, larceny over \$250, theft of a motor vehicle and kidnapping.

Note: A student who has been charged with a felony may be subject to indefinite suspension. A student who was been convicted of a felony may be subject to expulsion.

C **Students will be subject to discipline, up to and including suspension, under MGL c.71 §37H¾ for the following:**

C1 **Assault and Battery, Bodily Harm, and Threats**

C1.1 Assault on any person, i.e. an attempt or threat to physically harm another person with the apparent present ability to do so and the victim has reasonable fear of immediate bodily harm.

C1.2 Assault and battery on any person causing physical injury, i.e. fighting, except when the student's actions are reasonably believed necessary to protect himself or herself as determined by the Principal (or designee) on the evidence presented.

C1.3 Sexual assault, i.e. any sexual act against another person either by force, against their will, or by threat of bodily injury. It also includes any sexual act against another person who is incapable of giving consent either because of her/his temporary or permanent mental or physical incapacity or because s/he is

the use of technology or any electronic means.
C1.5Extorting any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

C2 Bullying, Cyberbullying, Hazing, and Harassment

C2.1Bullying/Cyberbullying, i.e. the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a victim that:

- causes physical or emotional harm to the victim or damage to the victim's property;
- creates a hostile environment at school for the victim;
- infringes on the rights of the victim at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying is bullying through the use of technology or any electronic means. This includes both the creation of a web page or blog in which the creator impersonated another person or the distribution or posting of information online if these acts create any of the conditions listed above.

Retaliation relating to bullying/cyberbullying, i.e. any act of retaliation against a person who reports bullying, who is a witness, or who provides information during an investigation.

C2.2Hazing, i.e. any conduct or method of initiation into any student organization which willfully or recklessly harms or endangers the physical or mental health of any student.

C2.3Harassment, i.e. a pattern of unwelcome conduct directed toward a specific person intended to create a disturbing or hostile situation.

C3 Harassment and Violation of Civil Rights

C3.1Violation of the civil rights of others.

C3.2Committing acts of sexual harassment which are defined as sexually related physical contacts or offensive sexual insults or comments.

C3.3Committing acts of harassment related to actual or perceived membership in a protected class (race, color, gender, gender identity, religion, national origin, sexual orientation, age, or disability).

C3.4Using racial or ethnic slurs in a persistent and/or abusive manner.

C4 Possession of Dangerous Objects

C4.1Use of any item, object, or device in a dangerous or threatening manner.

C4.2Endangering the safety of others by attempting to set a fire.

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C5.1 Attempting by force or threat of force to steal or stealing property.

C5.2 Damaging property, including tampering with school records.

C6 Academic Dishonesty

C6.1 Cheating on classroom work, homework, or standardized testing.

C6.2 Plagiarism, which is taking ideas or writings from another person and offering them as your own.

C7 Acceptable Use of Networks and Portable Electronic and Communication Devices

C7.1 Any use that violates the law including, but not limited to, transmitting offensive, harassing or bullying messages, viewing pornographic material, intruding into the networks or computers of others, downloading or transmitting confidential or copyrighted materials.

C7.2 Uses that cause harm to others or damage to their property, such as altering, deleting or destroying files or data belonging to another user.

C7.3 Uses that jeopardize the security of the network such as disclosing or sharing passwords with others.

C7.4 Uses that are commercial transactions.

C7.5 Revealing personal information about another individual, such as address, telephone number, credit card numbers, social security number, etc.

C7.6 "Sexting," including dissemination of child pornography. Sexting is the act of sharing or sending sexually explicit messages or photos electronically, usually via computers, cell phones or other electronic devices. Sexting may be considered dissemination of child pornography in violation of MGL Chapter 272, Section 28.

C7.7 Uses that share of test/assessment or assignment information.

C7.8 Uses that interfere in the learning opportunities of other students.

C7.9 Unauthorized videotaping/photographing, or otherwise recording the voice or image of an individual without their consent.

C7.10 Use of cell phones (or similar devices) during school hours unless granted permission by school personnel.

NOTE: If reasonable suspicion exists that a cell phone contains evidence of a violation of the policies and rules of conduct by the phone's owner, then the phone may be searched by Chicopee Public Schools personnel and held during the investigation, but for no longer than 3 school days before being returned to the student or, where necessary, turned over to the police. The search of the phone must be reasonable in scope and limited to the data about which reasonable suspicion exists, and, when practicable, conducted in the presence of the student.

school property, at school-sponsored activities, or while on school provided transportation.

C9 Substantial Disruptions

- C9.1 Occupying any school building, school grounds, or part, depriving others of its use.
- C9.2 Blocking the entrance or exit of any school building, corridor, or room, depriving others of lawful access to or from, or use of, the building, corridor, or room.
- C9.3 Preventing or attempting to prevent by physical act the safe functioning of any part of any school.
- C9.4 Continuously and intentionally making noise or otherwise seriously disrupting and/or preventing the normal functioning of the school or the teaching of other students.
- C9.5 Making a bomb threat.
- C9.6 Pulling/Reporting a false fire alarm.

C10 Other Disruptions

- C10.1 Refusing to identify self on the reasonable request of staff or failure to have identification. Presence in a part of the school building or grounds off limits to students.
- C10.2 Leaving the school building without permission.
- C10.3 Excessive tardiness and/or cutting of classes.
- C10.4 Intentionally impeding an investigation of school officials into alleged violations of school policies and rules of conduct.
- C10.5 Open or persistent defiance of a teacher or other school employee.
- C10.6 Using profanity or obscene or abusive language in a persistent and/or abusive manner.
- C10.7 Engaging in sexual activity on school grounds and during school-sponsored activities, including indecent exposure.
- C10.8 Violation of Gang Activity Policy
- C10.9 Violation of Conduct on School Buses policy
- C10.10 Being in the presence of another student whom the student knows is violating the rules and policies for student conduct and failing to remove himself/herself from the situation.

Repeated and Flagrant Violations

Consequences for repeated and flagrant violations of school policies and rules of conduct shall be consistent with the principle of progressive discipline, with consideration given to the age and the social, emotional, and intellectual development of the student.

Note: Ludlow Public Schools reserves the right to discipline for conduct not mentioned in the above list of offenses, when such conduct disrupts or interferes with the educational program or which infringes on/interferes with the health and safety of any member of the school.

CONSEQUENCES FOR VIOLATION OF POLICIES AND RULES OF CONDUCT

The following is a list of potential consequences for student misconduct. The list is neither

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...and re-teaching of expectations and skills; communication with parent/guardian (telephone/note); loss of privilege; temporary placement in a different classroom; conference with parent and student; confiscation of electronic devices/toys with return to parent only; detention; letter of apology to victim and/or letter explaining the incident to parent; behavior contract; restitution; positive behavioral interventions and supports; referral to counselor (i.e. for anger management, conflict resolution, social skills, or alcohol or drug-related issues).

Administrative Intervention: any of the above listed consequences; peer mediation; behavior contract with clear expectations and outcomes that is signed off on by the student and parent; conference with parent and student; community service; placement in different classroom or adjustment to class schedule; denial of school-provided transportation; requiring a student to be at school outside of normal school hours (*see Detention*); referral for agency support for student and/or family; mandatory school counseling support (individual or group) related to behavioral issue that is occurring; referral to instructional support team; loss of school privileges such as removal from participation in extracurricular activities or school-sponsored events.

[STUDENT DISCIPLINE \(File: JIC\)](#)

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment.

Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

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with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed [1](#), a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension:

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student 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 immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the

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and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension - not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing - Short Term Suspension of up to 10 days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

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

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The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term

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the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

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.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing - Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which

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Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff

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the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

DISCIPLINE OF SPECIAL NEEDS

STUDENTS (File: JKF)

Chapter [71B](#) of the Massachusetts General Laws requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Educational Plan (IEP). The following requirements apply to the discipline of special needs students:

- The student's IEP must indicate if the student cannot meet the school's discipline code as listed in this handbook, due to his/her handicapping condition.
- The Instructional Support Service will be notified of the suspension of a special needs student and they will in turn keep a record of such notices.
- If an instructional support student's suspension days reach a total of ten (10) days at any time during the school year, a review of his/her educational plan will be held to determine the appropriateness of his/ her placement.

