



BMS School Handbook, 2021-2022

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To view the entire:

LUDLOW PUBLIC SCHOOLS

SCHOOL COMMITTEE POLICY MANUAL

Visit: <http://www.ludlowps.org/>

The manual contains the official policies of the Ludlow School Committee.

Policy development in a modern, forward-looking school system is a dynamic, ongoing process. New problems, issues, and needs give rise to the continuing need to develop new policies or to revise existing ones. This is why the Committee employs the loose-leaf format for this manual. It is easy to keep up to date.

Each person holding a copy of this manual should make a diligent effort to keep it up to date as new policies, regulations, and exhibits are distributed by the central office.

In addition to the Ludlow Public Schools Policy Manual, additional rules pertinent to student conduct and behavior are referenced in individual school handbooks.

How to Use the School Committee Manual

The school department operates according to policies established by the School Committee. The Committee then appraises the effects of its policies and makes revisions as necessary.

In the interests of harmony, efficiency, uniformity of interpretation, coordination of effort, and in fairness to all concerned, the Committee makes this manual available to all who are affected by its policies.

Please Note: All copies of this manual are the property of the Ludlow School System.



How the School Committee Manual is Organized

The manual is organized in accordance with the classification system developed by the National School Boards Association. This system provides an efficient

means of coding, filing, and finding policies and other documents. There are 12 major classifications, each assigned an alphabetical code:

A -- FOUNDATIONS AND BASIC COMMITMENTS

B -- SCHOOL BOARD GOVERNANCE AND OPERATIONS

C -- GENERAL SCHOOL ADMINISTRATION

D -- FISCAL MANAGEMENT

E -- SUPPORT SERVICES

F -- FACILITIES DEVELOPMENT

G -- PERSONNEL

H -- NEGOTIATIONS

I -- INSTRUCTIONAL PROGRAM

J -- STUDENTS

K -- SCHOOL-COMMUNITY RELATIONS

L -- EDUCATION AGENCY RELATIONS



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We believe that ALL students are capable of learning. In order to assist each child in achieving his or her highest potential, we strive to achieve the following:

1. Promote the development of self-esteem and respect for others.
2. Encourage students and staff to achieve high expectations.
3. Create educational experiences that are meaningful and challenging.
4. Foster critical thinking, reasoning, and problem solving in the educational environment.
5. Enhance the facilities and curriculum to meet the evolving needs of students, the community, and the world.
6. Develop lifelong learners in order to promote successful contributors to a dynamic society.

STUDENT/PARENT PORTAL COMMUNICATION

Progress reports and grades may be viewed through the Ludlow Public Schools Student/Parent Portal.

The Student/Parent Portal can be accessed by:

District Website: <http://www.ludlowps.org/>

If you have trouble or have not yet received your password, please contact via email: lpsportal@ludlowps.org

The following information and throughout the rest of this document is relative to Paul R. Baird Middle School.



Time Schedule

Students may not enter the building prior to 7:50 a.m. There is no supervision of students prior to 7:40 a.m. Teachers and students are to report to their assigned areas at 8:05 a.m. Classes begin at 8:10 a.m.

To report an absence, call the middle school at 583-5685 (X-105) by 8:00 a.m. and leave a message. Every effort will be made to contact a parent or guardian of a student who has not arrived at school.

Visitors

All visitors to Baird during school hours must check in with the main office. You will receive a visitor's pass. Students from other schools will not be allowed to visit during school hours. Loitering is not allowed. [Police take notice.](#)

Attendance Policy

Students are expected to be in attendance every day of the school year. It is essential to the learning process and establishes good work habits. According to state law (Chapter 76 section 1, parents/guardians have the legal responsibility to ensure that their children are in attendance each day school is in session.

Excessive absences, tardiness and early dismissals have a negative effect on test scores, class participation and other criteria used by the classroom teacher to establish satisfactory performance. Parents will receive written notice when their child is absent, tardy or dismissed five (5) days cumulative.

Students who exceed the 7 days will may need to remain after school with staff unless accompanied by a physician's note. When a student is absent, tardy or dismissed for a total of twelve (12) days cumulative, a meeting will be held with administration to determine next steps.

Excessive absences may jeopardize a student's promotion and/or successful course completion. Absences due to circumstances other than illness are considered unexcused.

Classroom teachers are under no obligation to provide work for unexcused absences. The school reserves the right to request a doctor's note in the case of excessive absences. Students who are absent are considered ineligible for participation in any after-school activities.

A note from a parent/guardian/doctor must accompany the student upon his/her return from any absence. Arrangements should be made with the classroom teachers to clarify when and how missed work needs to be completed. It is the responsibility of the student to make up class work missed during any absence. Failure to complete missed work will negatively impact a student's grade.



Late to School/Early Dismissal

If your student will be late to school (in person or remote) or needs to be dismissed from class early (in person or remote), please fill out the form on the Baird Middle School webpage. [Late to /Early from School Form](#) If anything changes after you submit the form, please email d_roberts@ludlowps.org or call the main office.

After School

Students may remain in the building after the 2:30 dismissal only if given special permission or if required to do so. Those remaining will be governed by the rules in effect during the regular session. Arrangements should be made the night before if a student chooses to remain after school. Teachers will be available after-school for additional individual help. Returning to the school building without permission after dismissal is not allowed. A nurse is not available beyond 2:35 p.m. Any student who remains after school beyond 3:30 p.m. must be picked up by the flagpole loop entrance.

Extra Curricular Activities

Students who are medically excused from physical education or physical activities with a physician excuse are not allowed to participate in recess athletics, field trips, and/or other extracurricular events organized by Baird staff. Students who wish to participate in these activities must submit a physician note returning them to all physical activities a minimum of five (5) school days before these events.

Class Placement

The assignment of students to classes is the responsibility and decision of the Principal in consultation with appropriate faculty and staff. The criteria employed by the Principal, faculty, and staff in determining class placement shall include, but not be limited to, total class size, ability, racial and ethnic diversity, specific academic strengths, and equitable distribution between the sexes.

Professional expertise is utilized to assess the child's learning style, academic ability, preference for teaching styles, and performance in varied learning environments. Although parent input is not solicited, parents may submit in writing any information that would assist the Principal in the placement procedure prior to May 15 of the year preceding enrollment. Information provided should address the child's learning style and learning environment, not a request for a specific teacher or team of teachers. Every effort will be made by the Principal to evaluate all placement information.

The ultimate authority lies with the Principal in terms of arriving at final determination regarding the assignment of all students.



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Agenda Book

The Agenda Book is distributed to every student for the purpose of

- assisting with organizational skills and long term assignments
- communicating between home and school
- tracking and averaging subject grades
- accessing information and helpful hints

It is expected that parents and students will use the Agenda Book on a daily basis for their organizational and communication needs. If your child is not writing anything in their agenda book or perhaps you are questioning whether or not homework is being completed, please contact the guidance office for assistance. The replacement cost of a new Agenda Book will be \$5.00 (as long as supplies last).

The Agenda Book is given to all students as a tool to assist them with maximizing their academic potential. Consistency in completing assignments and the development of good time management skills are imperative to the achievement of students.

Homework

The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class. The purpose of homework is to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the student.

Homework is a learning activity which should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. This should be established through consistent assignments which encourage students to investigate for themselves and to work independently as well as with others.

Homework assignments should be consistent in terms of the amount given each day and the time required for each assignment so that a pattern of meaningful homework can be established by the teacher and/or the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment.

Homework assignments should take into consideration individual differences of students such as health, ability, conditions at home, and educational resources at home. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library, and should require the use of those materials only when the student has had instruction in the use of them.

There are many other learning activities in the life of a student besides homework. Such things as participating in school activities, pursuing cultural interests, participating in family living,



through guidance to have assignments sent home for absences of three (3) or more consecutive days.

Suggested homework time frame on the average will rarely exceed 90 minutes per night.

We encourage any parent/guardian who finds that their child is having difficulty completing homework assignments to contact guidance and schedule an appointment for a team meeting.

Promotion Policy

It is our belief that all students are capable of achieving academic success at Baird Middle School. Therefore, each student must meet the following promotion requirements:

All students will be assigned core subjects per year. Students will be required to participate in each core subject and maintain passing grade:

Grades	6	7	8
	English Math 6 Earth/Space Ancient Civ. Reading	English Math 7 Life Science Geography	English Math 8 Physical Science History

All students will be assigned a selection of special subjects. **SPECIAL SUBJECTS INCLUDE ALL NON-CORE SUBJECTS.** Students will participate in a final passing grade based on the number of terms required for each special subject. The failure of two (2) core subjects may result in retention.

Students failing two (2) or more core courses will be required to attend summer school. Retention of a student may be appealed to the principal. The principal retains the authority to transfer students to the next grade. When a student is absent, tardy, or dismissed for a total of twelve (12) days cumulative, a meeting may be held with administration.

Excessive absences may jeopardize a student's promotion and/or successful course completion.

Grade Scale

A+	= 97-100	C+	= 77-79
A	= 93-96	C	= 73-76
A-	= 90-92	C-	= 70-72
B+	= 87-89	D+	= 67-69
B	= 83-86	D	= 63-66
B-	= 80-82	D-	= 60-62
	F		= 50-59
P	= Pass		
Inc.	= Incomplete (all work must be turned in, no later		

**Recommendations for Accelerated Courses**

- Teacher recommendation
- Data Assessments

Honor Roll

At the close of each marking period, an official Honor Roll for Grades 6, 7, and 8 is released. This Honor Roll is announced in school and is also published in the local newspaper.

Honor Roll Requirements**HIGH HONORS**

Requirements for term and final honors: All A's in the major subject areas and nothing less than B's in the special subject areas. No C's, D's or F's on the report card.

HONORS

Requirements for term and final honors: Nothing less than B's in the major subject areas and nothing less than C's in the special subject areas. No D's or F's on the report card.

CORE SUBJECTS

Grades	6	7	8
	English	English	English
	Math 6	Math 7	Math 8
	Earth/Space	Life Science	Physical Science
	Ancient Civ.	Geography	History
	Reading		

SPECIAL SUBJECTS may include:

Chorus, Band, Art, Foreign Language, Health (7) Physical Education, Robotics/Technology, Reading (7/8), STEM (8), Consumer Math and Tiered Reading/Math.

Physical Education

Students are expected to change into clothing suitable for active participation and be prepared to participate on a daily basis.

- For safety reasons, students must wear suitable sneakers that are securely fastened.
- Platform sneakers, backless sneakers or hiking boots are not appropriate footwear.
- Jewelry cannot be worn during physical education classes.
- Parents may excuse their student from physical education class for illness or injury for one (1) day per academic term with a written note
- All excuse notes (parent or physician) must be signed by the nurse before going to class.
- If a student becomes ill during the day and has no parent or doctor's excuse, he/she must report to the nurse before going to physical education class.



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- curriculum after injury or illness).**
- b. Any day missed without an appropriate physician's note is counted as an unprepared class.
- c. **ALL Physical Education excusals extend to any or all school sponsored Extracurricular clubs that entail physical activities, special events, or programming promoting physical fitness.**

Service Team

The Ludlow Public Schools utilizes the Service Team process to provide each student with the opportunity to receive as much support in the general education curriculum as possible. Service Teams are multidisciplinary collaborations which may include general education teachers, specialists, school support staff, community based agency providers of mental health, juvenile justice, medical, and/or social services. In their weekly meetings, Service Team members share expertise and responsibilities for the students being discussed. By necessity, Service Team members are allowed access to a student's educational and health records and personally identifiable information about each student discussed, whether or not the service team member is working directly with the student. Any parent objecting to Ludlow's Service Team discussing his/her child must notify the Principal by October 1st of each school year.

Student Picture/Name Permission

Parents of students under 18 years of age who do not want their child's picture published (e.g. **Newspapers, school paper, school newsletters, web-sites, etc.**) must notify the school in writing by October 1 of the current school year.

RULES OF CONDUCT

The Superintendent of Schools will develop and maintain through his administrators Rules of Conduct to govern the deportment of students in the schools. Such Rules of Conduct will be submitted to the School Committee for approval. It will be the responsibility of each principal and his staff to acquaint students with the Rules of Conduct.

Except in cases of emergency, changes to the Rules of Conduct shall receive Committee approval before becoming effective. Sufficient copies of the Rules of Conduct shall be available for teachers and students. All students, teachers and staff are held responsible for knowing the Rules of Conduct.

Identification

All students are issued identification cards at the beginning of the year. Replacement of missing or loss identification cards is at the expense of the student.

Students must have an identification card in their possession at all times while in the building, during school activities, or on Field Trips.



Cafeteria

All students have an assigned lunch period in the cafeteria. Students are to report to the cafeteria and remain there until dismissed by a supervisor.

Cafeteria expectations are as follows:

1. If an adult asks you to do something, do it.
2. Manners are to be used at all times.
3. Clean your area completely.
4. Absolutely no horseplay.
5. Your Student ID is to be used as a pass for the restrooms.
6. You may choose to go out to recess or stay in your seats and talk quietly with your friends.

Dress Code

Ludlow strives to provide an environment focused on instruction and learning. School is considered a workday. Appropriate student dress has a positive impact on student learning, student behavior and the overall educational environment. All students are required to be dressed in a manner that does not interfere with the health, safety and welfare of themselves and other students. Dress that distracts from or disrupts the educational process and mission of the school is prohibited.

The following are examples of standards designed to prevent disruption of the educational process. In order to prevent such disruption and ensure a safe and healthy learning environment, these standards must be observed at the Paul R. Baird Middle School:

- Attire covering the top of the body must be long enough to cover the navel.
- See-through clothing is prohibited. T-shirts or appropriate undergarments must be worn under mesh shirts.
- Necklines of shirts must be high enough not to show excessive cleavage.
- Bra straps must be covered or layered.
- Pants must be high enough on the hip so as not to expose underwear or skin.
- Legs should not be exposed above fingertip length when a student stands with arms fully extended downward.
- Large, long, and/or heavy chains, spikes, or any other hardware worn as jewelry or accessories, including wallet keepers and dog collars, are prohibited.
- Sun glasses may not be worn inside, other than for medical reasons.
- Head apparel, such as hats, hoods and bandanas are prohibited, other than for religious or medical purposes.
- Clothing should not drag on the floor, should be safe for use on stairwells and appropriate for the activities in which the students are involved.
- Clothing which resembles loungewear, pajamas, or underwear is prohibited.
- Leggings should be worn with a shirt/sweatshirt covering legs to the tips of fingers.



tops, spaghetti and revealing bra straps are prohibited.
Shirts and tops must have straps or shoulders covering of over two (2) inches in width.

In addition to the nonexclusive list above, any other clothing or attire found to be disruptive or distracting to the educational process or which may affect the safety of students will be in violation of the dress code. If a student's attire is in violation of this code, the student will be required to change attire and may be sent home to do so. Refusal to change attire will subject a student to immediate suspension. Further violations may result in additional disciplinary action.

Electronic Devices/Cell Phones

Students are not permitted to use electronic devices/cell phones or any other listening devices during school hours unless a teacher has incorporated their use into the day's lesson under controlled conditions. Infractions may result in disciplinary action. Students may not take pictures or video recordings without permission from the classroom teacher and/or administration.

Respect for and Care of

School Building and Property

A great deal of pride and respect should be shown by all towards any physical aspect of the Baird Middle School. Everyone must show responsibility in keeping the building clean and attractive looking as well as functional. Any student who intentionally damages or destroys any school property shall be required to compensate for such damage.

- A) Any student who intentionally or unintentionally damages or destroys...
- B) Any student who intentionally or unintentionally marks, disfigures, or defaces school property (walls, murals, bulletin boards, displays, etc.) shall be required to compensate for such damages or cleanup.

Excursions

Excursions are supplements to the school program and typically do not require the participation of all students in a group or class. Examples include trips sponsored by student clubs and travel of special interest groups outside of school hours and annual class trips. Students participating in an excursion are representing both our school and community and exemplary behavior is expected at all times. Students are required to have acceptable attendance, academic and behavioral records in order to participate. Parent consent, as indicated by signature on specific forms provided by the school, is also required for participation. Some excursions may require additional rules for participation and will be left to the administrator's discretion.



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whenever books or Chromebooks are distributed. The teacher will keep receipts until such time as they are returned.

In the event a book or Chromebook is lost or damaged in excess of the normal wear and tear during the year, remittance may be required based on the following schedule:

Books

Excellent/Good:	Payment of 100% of original value.
Usable/Poor:	Payment of 50% of original value.

Chromebooks

Excellent/Good:	Payment of 100% of the original value.
Usable/Poor:	Repair TBD
Cord:	Replacement Cord TBD

Chromebook not working right?

Please fill out the form on the Baird Middle School website [Chromebook Repair Request](#) and someone will get back to you within 24 hours. Please do not send email directly to anyone. This helps us stay organized. If you need technology assistance with something other than a broken Chromebook, please email our librarian Jordan Funke at j_funke@ludlowps.org.

Lockers

Students may go to their lockers before school, before or after lunch and before academic support. Coats and outer clothing worn to school must be kept in lockers. Textbooks, which are not being carried by the student to class, should be kept in lockers. Keep your lockers locked at all times. The combination for your lockers should not be shared with any other person. If the lock does not work, check with the office or the day custodian. The school is not responsible for losses or thefts.

Locker Searches

School officials may search 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 the individual student. The lockers are provided by the school system as a convenience. Students have a temporary right to use and occupy their locker to the exclusion of all other students but may not deny school officials access to lockers when officials have reasonable grounds to believe that prohibited and/or illegal substances or items may be contained in a locker.

Search and Seizure

Property of the school system assigned to students for their use during the school year is subject to inspection and search at any



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.

Bus Transportation

Pupils living one and a half miles or more from Baird Middle School will be provided transportation as measured on a traveled bus way. No exception will be made. Pupils are under the authority of the bus driver when being transported to and from school or school activities. Bus transportation is an extension of the classroom. Refusal to obey the bus driver and/or the rules listed below will make them liable to be reported to school officials to be disciplined accordingly:

1st offense	warning conference with student and/or parent notification
2nd offense	parent notification and/or up to 2 week suspension of bus privileges
3rd offense	parent notification and/or up to refusal of bus transportation for remainder of year

1. Pupils must be on time for the bus both morning and evening. This rule will be enforced within reason.
2. Pupils must make sure that the road is clear before they cross to or from the bus.
3. Pupils must occupy the seats assigned to them by school officials or the bus driver.
4. Pupils must not extend their hands, arms, heads or bodies through the bus windows or doors. Pupils must not leave the bus on the way to or from the school or an activity without permission of the driver. The driver will not give such permission except in case of personal emergency on the part of the pupil, or upon the request of the pupil's parent, teacher, or principal.
5. Pupils will be permitted to use their electronic devices but must wear headphones. Students are not allowed to videotape or take pictures. Students may converse in a normal tone, but loud, profane, and obscene language will be prohibited. Unnecessary conversation with the bus driver will be frowned upon especially when the bus is in motion.
6. Pupils will not be permitted to smoke, eat or drink on the bus at any time.
7. Pupils must not open or close bus windows without the permission of the driver, nor shall they regulate or operate any part of the bus.
8. Pupils must cooperate in keeping the bus clean, and must abstain from damaging it. They shall not throw articles in or out of the bus, not spit on it, and not mar or deface it.
9. With the exception of their books, musical instruments, and other school equipment, pupils shall not transport anything without the permission of the bus driver.
10. Pupils must be courteous to the driver, to fellow pupils, and to all other persons.
11. Positively no extra riders without explicit permission from school officials. Transportation in Ludlow is provided for public and private school children alike.



Traffic Safety

There is a great deal of bus and automobile traffic before and after school. Students should be aware of their own safety, as well as the safety of others. There is absolutely no bicycle racing in the parking lot, or cutting in front of cars and buses. Any careless or reckless riding of bikes, skateboards, or roller blades by a student may result in the loss of privileges. Bicycle racks are provided at the bus loop side of the building. All bicycles should be secured with a lock.

Walking Students - Students walking to and from school should be very safety conscious, using the sidewalks and crosswalks to avoid accidents. Running across the parking lot is extremely dangerous because of the heavy bus and automobile traffic.

Parent Drop-Off – Parents may drop off around the flagpole or at the gym entrance. There is no supervision prior to 7:40 a.m. All doors will lock at 8:05. Parents who drop students after 8:05 must use the main entrance on the parking lot side of the building.

Parent Pick-Up - is at the flagpole loop entrance/exit. There is no supervision beyond 3:30 unless your child is enrolled in the Boys and Girls Club After-School Program.

Safety Drills

Safety drills are conducted periodically to insure safety in case of an emergency. The evacuation instructions are posted in each room in a prominent place and all students should learn these directions. The evacuation signal is given on the school fire alarm system bell.

Students should file from the building single file in an orderly manner, as quickly as possible, with no running. Everyone will remain outside until signaled to return.

In the event we are not permitted to return to the building, students will relocate to the Ludlow Boys and Girls Club and wait for instructions from Ludlow's Public Safety Department.

Endangered Students

Reporting a Potentially

Dangerous Situation



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 Baird Middle School.

Health Office Protocol

- A. All students must have a pass from the teacher in order to come to the health office, unless it is an extreme emergency (excessive bleeding, broken bone, difficulty breathing, etc.) Students can visit the nurse without a pass before school starts or at their lunchtime.
- B. First aid is treatment given to protect the life and comfort of the student until authorized treatment is secured and is limited to first treatment ONLY. Subsequent treatment is the responsibility of the student's parent(s)/legal guardian(s).
- C. Home injuries and illness should be treated by the parent/guardian and child's physician. Children are encouraged to address their complaints of injury or illness with their parents/ guardians for further follow up.
- D. If your child has a fever greater than 100 degrees they should remain at home until fever free for 24 hours. If your child has diarrhea, and/or vomiting, the child should remain at home and be free of both for 24 hours before returning to school. Any student who has been diagnosed with Strep throat or bacterial conjunctivitis by their physician must be on antibiotics for 24 hours before returning to school. Any student diagnosed with an active case of head lice or nits will be dismissed from school. Students must be free of head lice and nit free prior to returning to school.
- E. Health office visits are computerized. The nurse will contact both parent and administration if a student is abusing the nurse's office and missing time from the classroom.
- F. It is expected that every child who attends school on a given day is able to participate in all activities that are offered. When a student returns to school after surgery, injury or an extended illness a doctor's note is required indicating any restriction in gym/sports activities, stairs/elevator use or need for medications/treatments. A physician's note is needed in order to use crutches in school.
- G. If your child requires a snack or water bottle during the school day a physician's order is necessary and the order should be on file in the Health Office.
- H. When a student transfers to another school or school system, upon receipt of a signed "Release of Information" form from the student's parent(s)/legal guardian(s), the health record may be sent with other school records. Prior to transfer the nurse's office requests a 48-hour notice in order to process the school health record.
- I. Students transferring in to Ludlow Public Schools should set up an appointment to meet with the nurse to discuss any health issues.
- J. School nurses are mandated reporters by law and must report any suspicions of abuse or neglect to appropriate agencies.
- K. The nurse's office is closed daily for a thirty minute lunch break, and ½ hour at the end of the day to complete required



nurse that the student is unable to remain in school, a parent/guardian will be contacted to make arrangements for dismissal. Students who are ill must be seen and evaluated in the school health office. The school nurse will make the decision based on the student's symptoms if that student requires a nursing dismissal. Students are not allowed to call from the public telephone, classroom phones or their cell phone to make arrangements for dismissal due to illness or injury. Any student that arranges for a dismissal by a parent based on a phone call from the student, not the nurse, is deemed a **parent dismissal only**. In the event of a serious illness or an accident requiring immediate attention, the nurse or a designated person will make every attempt to contact the child's parent(s) or guardian(s). If the parent/guardian cannot be reached, the school will attempt to reach a person listed on the child's emergency card. Thus it is very important that you list an individual on the emergency card that can make decisions about your child's health. It is also very important to notify the school in writing of any changes to the emergency card, i.e. address, phone number, or contact persons.

Life Threatening Allergies

The Ludlow Public Schools adopted a Life Threatening Allergies Policy. This policy is available to view on-line at our school based website. Parents are responsible for informing the school nurse of their child's allergies prior to the start of the opening of school (or as soon as possible after diagnosis). Parents should also provide the school nurse with enough up-to-date emergency medication so they can be placed in all required locations for the school year. Parents must complete and submit all required medication forms. Students may carry their Epi-Pens during transportation to and from school when all required forms are on record in the school nurse's office. All medical forms are available to download and print on the LPS website at www.ludlowps.org. Click on the Health Services link.