

Russell Street Elementary School

Parent and Student Handbook

2021/2022

Russell Street School
57 Russell Street
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Letter from the Principal

Dear Parents and Students,

On behalf of the entire Russell Street Elementary School faculty and staff I would like to welcome you to a new school year. Our mission **to inspire and sustain learning and achievement, preparing each student for the challenges of life in the 21st century** will be supported throughout the school year. Russell Street will continue to offer a continuum of programs and academic enrichment to ensure that we meet the learning needs of all of our students.

We have a beautiful school with state of the art technology; iPads, Chromebooks, LCD projectors and interactive whiteboards in every classroom. This technology will enhance teaching and learning with opportunities to access current information right in their classrooms.

As always, our students will be instructed in the common core of fundamental skills in all subject areas, guided by the Massachusetts Curriculum Frameworks and the district wide curriculum guides that have been aligned with the state standards. With the dedication and expertise of the staff and your support and encouragement at home and in the classroom, I am confident that your children will develop the competencies and skills needed for continued success in school.

Current research suggests that there is a strong correlation between high student achievement and families that take an active role in their children's learning. As the principal of the Russell Street School, I want to assure you that we at Russell Street are committed to fostering an environment in which everyone is welcome and encouraged to participate in their children's learning. I encourage you to become involved at Russell Street during the school year through the PTA or perhaps volunteering in the classroom if your schedule allows. The PTA and the Russell Street School Council provide an important voice in the planning and implementation of academic and enrichment initiatives and activities at our school. Everyone is encouraged to participate.

This handbook should be used as a convenient reference to answer routine or procedural questions you may have throughout the year. The first section of the handbook pertains to the Russell Street School, with the addendum identifying district wide policies and procedures as required by state and federal mandates. There are a few policies that may not pertain directly to Russell Street students; however, we are required to include them in our handbooks. Please know that the handbook does not take the place of personal contact should you have questions relating to your child's education. I look forward to building the momentum for a productive and exciting school year. If you have any questions, please do not hesitate to call us. Welcome, and best wishes for a wonderful school year.

Sincerely,

Cheryl Temple

LITTLETON PUBLIC SCHOOLS MISSION

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

CORE VALUES STRIPEs

Safety - Take Responsibility - Respect - Integrity - Perseverance - Empathy

Russell Street School Mission

The Russell Street School, serving grades three through five, is the second stage of the child's educational experience in Littleton, connecting the primary school years to their middle school years. As such, our primary focus is to promote the intellectual, emotional, social and physical growth of students through a developmentally appropriate academic program that motivates and inspires the child in the learning process. The school's standards establish high expectations of intellectual growth while maintaining sensitivity to the uniqueness of the individual and encouraging the natural creativity within each child.

We offer a sequentially structured curriculum and educational practices which encourage our children to realize their highest potential for learning while enabling them to acquire a body of knowledge, including the application of reasoning, analytical, and technological skills. Our environment encourages students to develop an appreciation for cultural diversity and awareness of the interdependence of the global community.

We strive to foster an atmosphere of mutual respect, tolerance, and optimism wherein each child will develop positive self-esteem. The dedication of the staff is evident through the professional and personal commitment to the student's academic and emotional development. We recognize that only through high expectations for our own performance can we, in turn, establish high expectations for our students. Through the collaborative efforts of students, teachers, parents, administrators, and community, the Russell Street School is dedicated to helping prepare each student to meet his or her educational future with excitement and a love of learning.

**Celebrate differences! Be creative!
Reach for the stars! Do your best!
Think hard, "ponder!"
Enjoy many different cultures!
Respect and tolerate others!
Be positive!
Demonstrate your excitement to learn!**

CENTRAL OFFICE STAFF

SUPERINTENDENT OF SCHOOLS

Dr. Kelly Clenchy

DIRECTOR OF CURRICULUM

Ms. Elizabeth Steele

DIRECTOR OF STUDENT SERVICES / District Equity Coordinator

Ms. Lyn Snow

BUSINESS MANAGER

Mr. Steven F. Mark

SCHOOL ADMINISTRATORS

Littleton High School Principal – John Harrington

LHS Assistant Principal – Keith Comeau

Littleton Middle School – Jason Everhart

LMS Assistant Principal - Matt LeVangie

Russell Street Elementary School - Cheryl Temple

RSS Assistant Principal - Andrea Romano

Shaker Lane School – Michelle Kane

SL Assistant Principal - Rebecca Deacon

SCHOOL COMMITTEE MEMBERS

Mr. Matthew Hunt - Chairperson

Mr. Justin McCarthy

Ms. Jen Gold

Mr. Brad Austin

Ms. Timalyn Rassias

SCHOOL DEPARTMENT PHONE NUMBERS

Central Office 978-540-2500

Shaker Lane School 978-486-3959

Russell Street School 978-540-2520

Littleton Middle School 978-486-8938

Littleton High School 978-952-2555

DISTRICT WEBSITE

www.littletonps.org

RUSSELL STREET DIGITAL RESOURCES WEBSITE

<https://sites.google.com/littletonps.org/rssdigitalresources/home>

Russell Street School Staff

Office – (978) 540-2520

Web Site address: <https://www.littletonps.org/russell-street-school/index>

E-mail addresses for Staff are: <first initial><last name>@littletonps.org

Principal	Cheryl Temple
Assistant Principal	Andrea Romano
Executive Admin Asst	Joan Pare
Administrative Assistant	Mary Sannella
Guidance Counselor	Rachel Leighton
School Nurse	Nicole Barry
Cafeteria	Alice Shimmel
	Audrey Bera
	Ching Mak
Custodian	Rich Roy

GRADE **THREE**

<u>Name</u>	<u>Assignment</u>
Heather Love	Teacher
Zoe Germain	Teacher
Michele Smith	Teacher
Jessica Schoffel	Teacher
Kerry Kristie	Teacher
Annemarie Soares	Teacher
Kim Donlon	Special Education Teacher
Cathy Autio	Special Education Assistant
Alyssa Mulone	Special Education Assistant
Michele Behan	Special Education Assistant

Four

Rachel Weiland	Teacher
Jennifer Jones	Teacher
Katharine Dale	Teacher
Nicole Patterson	Teacher
Tracy Tecce	Teacher
Amy Metcalfe	Teacher
Christina Burndrett	Special Education Teacher
Pat Dolak	Special Education Assistant

Andrea Price-Simmons	Special Education Assistant
Lisa Bentley	Special Education Assistant

Five

Jessica Mason	Teacher
Katie Cotter	Teacher
Laura Raposa	Teacher
Melissa Davis	Teacher
Sara Angelo	Teacher
Meredith Franceschi	Teacher
Judi Dokus	Special Education Teacher
Carolyn Duval	Special Education Teacher
Kyla Gallacher	Special Education Assistant
Linda Moreno	Special Education Assistant
Koree Stockwell	Special Education Assistant
Carrie Maylott	Special Education Assistant
Grace Healy	Special Education Assistant

Specialists

Sydney Wood	Physical Education/Health (Gr. 1-5)
Kristen Hemmis	Art Teacher (Gr. 1-5)
Tim Gansenberg	Music Teacher (Gr. 1-5)
Starla Hazen	Library Tutor
Charlie Sullivan	Technology Specialist
Rita McKinley	Literacy Specialist
Laurie LeBlanc	Title I Reading Tutor
Susan Mitchell	Title I Math – Intervention Specialist
Heidi MacGregor	STEM Integration Specialist K-5
Heather Palmer	ELL
Sharon Kanpersal	ELL
Theresa Fiori	BCBA – District
Jennifer Rieth	Occupational Therapist
Cynthia Peterson	Speech and Language Therapist
Jill Mandel	Physical Therapist (District wide)
Allison Gilman	Team Chair Gr.K-5
Lesley Cella	Out of District Coordinator
Leah Botko	Food Service Directo

CASE

Margaret Colman	Classroom Teacher
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Tigers' Den

Marna Wetherbee	Extended Day Care Director
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Home School Partnership

Strong parent/school partnership

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

The foundation for a strong parent/school partnership is regular, open communication. We will make every effort to keep parents and community informed about what's happening at school through newsletters, newspaper articles, curriculum nights, parent/teacher conferences and other special events throughout the school year. An electronic newsletter is sent home to families on Fridays. Please be sure to ask your children if they have any newsletters or notices from their teachers. It is also helpful to check book bags and backpacks on a regular basis for information. Every student will also have an assignment notebook that will be used on a daily basis to record homework assignments and may contain important reminders about happenings at the school.

When you have a concern

Parents are encouraged to and should feel comfortable contacting the school when questions or concerns arise. We are concerned about your school problems and welcome the opportunity to assist you and your child to have a successful experience at Russell Street. Contacting the right person and discussing your concerns can solve most problems. Generally, the best place to resolve a concern is with the source, in most cases the classroom teacher. Please don't ever hesitate to call or email a teacher to get more information, ask questions or voice a concern from the immediate source. **All email addresses for the Littleton School District are: first initial, last name @littletonps.org.** Almost always the situation can be resolved at that level. Of course, in the event that you are not satisfied with the response or solution or are unable to resolve an issue, you should then contact the school principal. In the rare event that your problem is not addressed to your satisfaction at the building level, you should then contact the Superintendent or Director of Student Services. Please refer to the Communication Map located at the end of this handbook to assist you with communication.

SCHOOL HOURS/DROP-OFF & PICK-UP PROCEDURES

Office Hours

7:30 a.m. – 3:00 p.m.

Student arrival and dismissal times - Grades 3-5

7:50 a.m. – Student arrival *Students should not be on school property prior to 7:50. Please plan accordingly.

8:05 a.m. – School begins (Students must be in the classroom by this time. Students arriving late must stop at the office for a pass and will be marked tardy.)

2:30 p.m. – School dismissal – 2:30 p.m. bus dismissal, followed by car pick up, walkers, cyclists

11:30 a.m. – Early dismissal on professional development and parent teacher conference days

3:00 p.m. – Late bus dismissal (Monday, Tuesday, Thursday)

Student Drop-Off and Pick-Up Procedures

For the safety of all students we have developed and implemented a student drop off and pick up procedure for student arrival and dismissal times.

- Buses drop off students at front door of school from 7:50 – 7:55 a.m.
- Parent drop off children at front door of school from 7:55 – 8:05 p.m.
- Cars may not enter the circle until **all** buses have departed. Cars will be waved into the circle, with the first car pulling up to the front door with other cars following.
- Tiger's Den traffic should take an immediate LEFT after drop-off. Do not enter the circle.
- To keep the flow of cars moving, children must be ready to exit with their belongings so that cars can move out quickly for the next group of cars to pull in.
- Cars may not pull out and go around other cars but should wait for the line to move unless directed by a staff member. There have been several accidents resulting from cars trying to pass cars in line during drop off and pick up times.
- For student safety, please have your child leave and enter the car on the sidewalk side of the circle only. Students should exit the car at any spot along the sidewalk area (not just at the front door).
- Parents may not drop off their children in the driveway area (approaching the circle). Unsupervised children crossing the driveway to reach the sidewalk is the most dangerous situation. This rule will be strongly enforced. To ensure the safety of children, we ask for your full cooperation and to please follow this procedure.
- Cars may **never** enter the circle when buses are present – **No Exceptions.**
- The afternoon pickup is similar. Cars will line up in the far parking lot (where buses park). After the buses leave, cars will be waved in to pick up their children. Again, it is important that the first car pull up to the front door to allow as many cars as possible in at one time. This will allow the pickup to move quickly and safely and in an orderly manner.
- Once cars have left the circle student walkers will be dismissed. This will be enforced each year for the safety of children walking home from school.
- Students on bikes, scooters, etc will be dismissed last.

A reminder to all parents: It is against Massachusetts law to pass school buses in either direction while bus lights are flashing.

STUDENT ATTENDANCE

Student Absence Policies

As stated by Massachusetts General Law Chapter 76, Section I: The Superintendent or principal in so far as authorized by him or by the School Committee, may excuse cases of necessary absence from other causes not exceeding seven day sessions or fourteen half day sessions in any period of six months.

Attendance of students is required on all scheduled school days. If a child is absent, it is the responsibility of the parent/guardian to keep the school informed each day of the absence. Parental communication is essential, as well as appreciated.

Absence From School Procedure

Absence Call – In Procedure

If your child is going to be absent due to illness or an emergency you must call the Absence Call Line at **(978) 540-2520**. You may call anytime. Please leave a message noting your child's name, classroom teacher, reason for being absent and expected day of return to school. If we do not receive your call, school personnel will contact you to verify the absence. If we do not reach a parent the absence will be noted as an **unexcused** absence unless a note identifying the student's name, teacher, dates and reason for being out of school is sent in when the student returns to school.

A "Significant family event" is a rare and extraordinary circumstance that cannot be avoided or re-scheduled during non-school hours. Student absence for a "significant family event" must be approved by the principal prior to student absence.

Unexcused absences include being absent due to truancy, class cutting, or any absence from class without proper notification by a parent/guardian.

All absences count toward the total number of absences.

When frequent absences or an unchanged pattern of frequent absences are noted, one of the following may occur:

- Parents/Guardians may receive an attendance letter from the school Principal
- Parents/Guardians may be required to meet with school Principal
- Parents/Guardians may receive a letter from or be required to meet with a School Resource Officer, Truancy Officer, or other related state agency officials

Extended absences

In the event that your child is injured or seriously ill, and will be absent for two weeks or more, please notify the school nurse who will verify the absences and assist you with the process for academic tutoring and support.

Student Absence Notification Program

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

Work Completion

Family vacation taken during school time can interrupt the learning process and diminish the importance of education. In instances when a family decides to plan a vacation during school time, teachers are not required to prepare schoolwork in advance for students. A folder of class work may be saved for the student to complete at home on his/her return to school.

Tardy to School

Students must be on time for school and in their classroom by 8:05 a.m. ready to begin their school day. Students are considered late if they arrive after 8:05 a.m. All tardy students must sign in and receive a late slip at the office, which must be presented to his/her teacher. When a student has frequent tardiness in a marking term, the following may result:

- Parents/Guardians may receive an attendance letter from the school Principal
- Parents/Guardians may be required to meet with school Principal
- Parents/Guardians may receive a letter from or be required to meet with a School Resource Officer, Truancy Officer, or other related state agency officials

School Dismissal

Students are dismissed from school at 2:30 p.m. For the safety of all students, the following procedure will be used for student dismissal:

- Students riding the bus will be dismissed first at 2:30 p.m.
- Students being picked up by car will wait. After bus departure, parents will be waved into the circle to pick up students.
- Students walking to after school destinations will be released after students and cars have left the circle.
- Students on bicycles, scooters, etc. will be dismissed last.

In the event that a student must be dismissed from school prior to 2:30 p.m., a note must be given to the teacher before the start of the school day. An email does not constitute a note. Teachers will notify the office of students who will be picked up prior to dismissal time. Parents may pick up their children at the main office for early dismissal. For the safety of your child, no child will be allowed to leave the school with anyone other than a parent unless we have a note from his/her parent

identifying who will be picking up their child. If we do not have a note, the student will not be dismissed without contact with the parent or guardian and the consent of the school administration.

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

School Closings/Delays

The decision to close school or to delay the opening of school is made in the interest of the safety of all children and school staff and is based upon the information available. The schools recognize and respect the right of parents to exercise their own judgment on the advisability of sending their children to school on a particular day, since conditions change and may vary from one location to another.

The Littleton Public Schools uses an automated call system that allows us to send broadcast messages to large groups. Voice, texts and email communications can be sent at the same time to a large number of recipients. We will provide parents with any appropriate information and or login procedures for this system at the start of the school year and parents will be notified via emails, school newsletters, or direct mailings. Parents can opt out of this system if they choose, however, they may not receive any emergency or informational messages from the School Department should they choose to opt out.

Information on school closings and delays can also still be found on local television and radio stations.

Delayed Openings - School will begin between 1-2 hours later than normal start time.

Emergency School Dismissal - Various situations may occur during school hours, such as snowstorms, heating problems, lack of water etc. that may result in an emergency school closing. In such an event Alert Now will be used to notify parents. Students will follow normal transportation plans for returning home in the case of an emergency early release unless the school is made aware of other transportation arrangements in case of emergency.

Student Registration

New students are registered at the Russell Street School office. Proof of residency, birth certificate and health records are required for student registration.

Student Withdrawal

In the event that you move during the school year, all student withdrawals are processed through the school office. Please notify your child's teacher and the office as soon as possible when you know you will be leaving. It is necessary for a parent to sign a form to allow the release of student records, which will give us permission to forward cumulative records to the new school. Please allow for sufficient time to process the paperwork to ensure a smooth transition for your child. All student records will be mailed from the school office upon request of the authorities of the new school.

COMMUNICATION AND EMERGENCY PROCEDURES

Emergency Information/Change of Address

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

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

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

Phone System

All teachers have a phone in their classroom and can be called directly. However, to keep interruptions to a minimum, calls will not go into the classrooms between the hours of 7:45 and 3:00 p.m. During these hours you will be able to leave a voice message for your child's teacher. If you want to talk to someone in the office, please press zero and this will bring you to the office staff.

When necessary, students may call home with the permission of their classroom teacher and/or the office secretary. Students are not allowed to use cellphones in school, as they are a distraction to the student and others. If a student uses a cell phone in school it will be confiscated and held in the office for a parent to pick up.

NOTE: We have seen an increase in students wearing Smart Watches in school. Students may not use features on their Smart Watch other than the watch feature.

Fire Drills and A.L.I.C.E. Procedures

As required by Massachusetts Law, fire drills will be held under the supervision of the Littleton Fire Department during the year. Fire routes for exiting the building are posted in each classroom. Under the direction of the Littleton Police Department we will also practice emergency procedures for securing and/or evacuating all students and staff in the building. Following an A.L.I.C.E. drill, parents will be notified in writing so that you can talk to your children to allay any fears they may have regarding the need for practice. All staff members have procedures to follow for a variety of scenarios that would require emergency protocols to safeguard students and staff while in school. The LPS utilizes an A.L.I.C.E protocol for emergency procedures, which stands for Alert, Lockdown, Inform, Counter, Evacuate. These procedures are reviewed with staff and students annually.

VISITING THE SCHOOL

Visitors are always welcome at our school. When you visit it allows us to show you all of the great day-to-day happenings at Russell Street. It is important however, that we follow the safety protocol established by the Littleton School Committee and school administration to ensure the safety of our students and staff. When planning to visit you should first arrange your visit with the classroom teacher. Teachers have little planning time during the school day and when parents visit teachers unexpectedly it can take them off task, losing valuable planning and teaching time with students. Teachers are available to conference when there is a concern, with advanced notice at a time mutually agreeable between parent and teacher.

According to the safety standards set by the Department of Education and the Littleton School Committee **all visitors to the school must enter the school through the front doors, which remain locked throughout the school day. Surveillance cameras, placed outside the building, with inside monitors allow school staff to view all visitors who wish to enter the school. Visitors must ring the bell and once identified, office staff, will unlock the door for admittance. All visitors must then sign in at the office. Visitors will also receive a visitor's badge identifying where you will be while in the building.** You will also be asked to sign out and return the visitors badge when you leave. No one should be in the building without the office staff's knowledge. This procedure will help to ensure a safe environment for all of our children.

CORI Check

If you volunteer in the school or plan to chaperone a field trip you are required to have a CORI (criminal offender record information) background check completed **EVERY THREE YEARS**. Paperwork for a CORI check, along with a picture ID must be completed and brought in person to the Russell Street School office or Superintendent's Office where it will be processed. It will take a few days for the check to be completed and volunteers may not be with students until this process has been completed. Only one CORI check is required for the Littleton School District.

Volunteers

Children enjoy having the involvement of their parents in their day-to-day school life. Volunteer programs also provide a vehicle for strengthening the home/school connection. Parents are encouraged to volunteer at the Russell Street School. Rest assured, because of your support and expertise, you are always in demand! Our school volunteers perform a variety of functions from helping in the main office, to preparing materials for students and teachers, to assisting teachers in the library and classrooms. Volunteers are also welcome to come in to present special topics or projects to our students as well. Please make other arrangements for siblings when volunteering.

Volunteering doesn't require specific skills, but it often times requires some training from the person you will be working with. The key to successful experience is dependability and does require a commitment for the period of time an individual agrees to work in the school.

At the beginning of each school year a form listing volunteer opportunities is distributed. Anyone interested in volunteering should let the classroom teacher know and fill out the volunteer form. If there is something not identified on the form, please contact the classroom teacher or principal to share your ideas for volunteering. All volunteers will be required to have a CORI completed every three years.

Confidentiality

Perhaps one of the greatest obstacles in the path of effective use of volunteers, especially parent volunteers, is the worry on the part of other parents, teachers and principals the possible misuse of privileged information. Once anyone begins to work in a school setting, they may become aware of information about children related but not limited to; behavior patterns, academic ability, emotional maturity, relationships with others, etc. In some cases, information of this nature is imparted in order that the volunteer might work effectively with a child. In other cases, it is simply acquired in the course of frequent contact in the school.

In addition, volunteers are in a position to learn more about staff members than would normally be learned by the public. One also forms personal opinions about the professional competency of individual teachers and administration whether through personal observation or hearsay. It is important to understand, however, that personal opinions are just that and should not be shared in the community or with anyone who has no legitimate need to know. Similarly, care must be taken not to make comments harmful to the reputation of any pupil, professional or other volunteer.

Should a volunteer have a problem or concern, the line of communication should always be first with the staff member closest to the situation and then if necessary, the principal. If volunteers do not share their concern with the one who can do something about the situation then the situation may not be corrected or addressed appropriately. A volunteer has the right to expect that their participation will be treated with the same confidentiality and respect.

We can ensure a trusting environment in our school only if each member of the school family respects the rights, privileges and confidence of all others.

Russell Street School Support Organizations

Parent Teacher Association (PTA)

We are very fortunate to have a group of dedicated parents working to support the students and staff of the Littleton School District. The PTA supports the students, staff, parents and administrators at Russell Street financially, as well as, by offering enriching activities and events for all to enjoy. The PTA also helps to organize volunteers within the school. Money raised by PTA activities is used for a wide variety of activities such as cultural enrichment programs, author/illustrator weeks, classroom/school activities, field trips and materials and equipment that benefit children over and above what the school budget allows for. I strongly encourage you to become involved with the PTA, as it is a wonderful way to be of service to your school and ultimately to your child. PTA Meetings with the principal and building representatives are held monthly at the Russell Street School and all parents are welcome to attend. Dates and times are posted in the weekly newsletter.

Russell Street School Council

As a requirement of the Education Reform Act of 1993, all public schools are required to have a school council with administrative, staff, parent and community representation. The charge of the school council is to meet regularly with the school principal and assist in the identification of the educational needs of the students, review of the annual school budget and handbook and the formulation of the school improvement plan. The makeup of the Russell Street School Council is desired to include the principal, a minimum of three parents, three teachers and at least one community member. Elections of parents to the council will take place at the Curriculum Night meetings scheduled in the fall. The school council serves an important need to the principal and parents are encouraged to serve on the council. Parents are encouraged to attend school council meetings where you will be welcome and encouraged to participate in the dialog with council members. Dates and times are posted in the weekly newsletter. Parents will be given school council information at the start of each school year with the number of seats vacant and the process for election by peers to the Russell Street School Council.

Littleton Special Education Parent Advisory Council

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

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

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

GENERAL INFORMATION

Lost and Found

Each year we have an abundance of student clothing, particularly jackets and sweatshirts that get left outside on the playground. If students' clothing was clearly marked with their name, we could eliminate the need for a lost and found area. Please mark all jackets, coats and sweatshirts with your child's name in permanent marker to help us when clothing items get left behind. We will continue to maintain a lost and found area in the lobby. If your child is missing an article of clothing, please have them check the lost and found box. Any clothing which is not claimed by the middle and end of the school year will be donated to a local charity.

Recess

Third and fourth grade students will have two recesses during the school day; fifteen minutes in the morning and twenty minutes at lunch time. Fifth graders have one recess for twenty minutes at lunchtime each day. The playground areas have a variety of surfaces and equipment on which students may play. During recess time, students can relax, run around in designated areas, play ball (no hard balls), or play on the equipment. Expectations are posted on the playground areas.

Except in case of extreme weather conditions, students will go outside for recess. It is important that students dress warmly in the cold weather with coats, hats and mittens for outside play. If students want to play in the deep snow they must wear snow pants and boots.

When there is rain or severe cold, students will have recess in their classrooms where they can participate in quiet games and play. To ensure the safety of all students, playground rules have been established and are found in the Expectations for Student Behavior section. Again, expectations are posted outside as well.

Toys in School

Students are not allowed to bring toys, game cards, collectables (erasers, bracelets, etc.), electronic devices (handheld games, cell phones, etc.), or anything that distracts students, or disrupts the educational process, to school unless explicitly approved by the teacher. This policy will be enforced by classroom teachers and administration. If children are seen with any of these items in school, they will be held and parents will be requested to pick up the item(s) at the office.

Animal Policy

A School Committee policy was adopted in May 2012 that follows the Massachusetts State guidelines that animals/pets may not be brought to school and are not allowed on school grounds when school or Tigers' Den are in session. Please see the School Committee Policy for complete information.

FOOD SERVICES PROGRAM

School Lunch Program

The Littleton School Department offers students a nutritious lunch program daily. We know that children need good nutrition to learn and to grow to their potential. As parents we know that getting children to make good food selections is not always easy. At Russell Street we are committed to working with the Food Service Department to ensure that we offer children the most popular, nutritious and healthy food selections each day.

Russell Street students use the computerized point of sale procedure for purchasing school lunches or snacks. Parents are able to pre-pay for school lunch (full price - \$2.85 or reduced price \$.040). Please visit myschoolbucks.com to set up an account. In addition to making payments, you can monitor your child's transactions and receive email reminders when your account needs to be replenished. All students have an identification card, which remains in school, but is used when purchasing school lunches, milk or snacks. Parents are able to place money on their child's lunch account or continue to pay in cash by the lunch. Children may also choose to bring their lunch to school from home. Milk may be purchased at school. Ice cream is sold on Tuesday and Friday after all students have purchased their lunch. Healthy snacks are also available to purchase. Should it be observed by the cafeteria monitors that a student is not eating lunch on a regular basis it will be reported to the school nurse and parents will be notified.

Cafeteria

Students will have 20 minutes scheduled for lunch along with a 20 minute recess at lunch time. This should be ample time to eat their lunch and be outside for recess. This is a time for students to relax and enjoy themselves in the middle of their school day. As long as students act appropriately in the cafeteria they may sit anywhere they would like, however seats may not be saved and students may never turn away a classmate who wishes to sit at their table. Tables will seat six – eight students depending on the size of the class.

Free and Reduced Lunch Applications

Free and reduced meals are available to students if there is a financial need. Forms will be sent home to all parents/guardians and everyone is encouraged to complete the paperwork. Eligibility for free or reduced lunch is governed by the Department of Education. A written notification will be sent to families stating what program they qualify for. Please know that students who receive free or reduced lunch is confidential information. Students are not identified as receiving free or reduced lunch in any way, when they participate in the school lunch program.

Additional Information

- Lunch menus will be posted on the school website each month.
- Parents are able to pre-pay for school lunch (full price - \$2.85 or reduced price \$.040). Please visit myschoolbucks.com to set up an account. In addition to making payments, you can monitor your child's transactions and receive email reminders when your account needs to be replenished. Students may still bring lunch money to school in the form of cash or check made out to the Town of Littleton. *Please note the cafeteria does not give change. Example: If a

child brings \$3.00 for lunch, the extra \$0.15 will be put onto the child's lunch account for future use. If you have any questions, please contact the cafeteria manager.

- Should a student forget their lunch money or forget to bring a lunch it will be billed to the student's lunch account. Students will not go without lunch should the debt not be paid, but we do ask that the school be reimbursed as soon as possible after borrowing lunch money. Students may not borrow money to buy snacks or ice cream.

HOMEWORK AND STUDENT PROGRESS REPORTS

Homework

Homework is a purposeful learning experience that should be an extension and/or application of school learning that is assigned by the teacher to be done outside of the school day. The purpose of homework is to develop independent study habits, to reinforce classroom instruction, to prepare for upcoming lessons, and to encourage parent participation in each child's program of study and academic development. Homework may consist of review and practice materials, compositions, reports and projects, assigned reading and problem solving activities. All homework is intended to be meaningful, designed to meet the needs of each student.

A homework notebook is given to all students in grades 4 and 5. A folder system is used in grade 3. Assignments are written into the notebook each day and should be checked by parent and teacher. Homework is given Monday through Thursday with a recommended amount of time to complete. The chart below presents typical amounts of time to be spent on homework. Times below do not include an additional minimum 15-minute reading requirement each night.

Grade	Minimum	Maximum	Times Per Week
3	30 min.	45 min.	4
4	30 min.	45 min.	4
5	45 min.	60 min.	4 & Occasionally on weekends

Should you or your child experience excessive frustration with a particular assignment or type of assignment, please discuss this with your child's classroom teacher. If your child continues to struggle after working the recommended times, simply write a note to the teacher explaining the situation. Homework should not be a punishment, but rather an opportunity to practice and apply the skills being learned in school. It is important that both students and parents experience success for their efforts in completing homework assignments. It is also important to discuss homework with the teacher if your child is often experiencing difficulty completing homework assignments.

Feedback: Students should expect feedback from their teacher regarding homework and will be kept informed regarding the status of their homework.

Consequences: Should a student consistently not complete homework the teacher may use age appropriate measures to encourage completion of homework such as staying after school (with parent permission). Parents will be informed regarding problems with homework.

Student Report Cards and Progress Reports

Russell Street will follow a trimester schedule for distributing report cards. Students will receive report cards three times a year in December, March and June. Progress Reports will be completed in October and January.

Parent Teacher Conferences

Formal parent teacher conferences are held in the fall and spring. All parents are encouraged to attend these conferences in order to exchange information, which will benefit the child. However, either the parent or the school may initiate a conference if needed at any time during the school year.

The classroom teacher may contact the parent to schedule a conference if there is a need to do so. When the parent sees a need to meet with the teacher, they should set the meeting up directly with the teacher at a mutually agreed upon time. Prior to the meeting it is important to identify key issues to be addressed. These might include your child's performance and progress, personal development, discussion about a specific curriculum area or skill development or test results.

SCHOOL PROGRAM HIGHLIGHTS

Specialists

General Music

General Music classes meet once a week for students in grade 3-5. Students learn critical thinking skills through the medium of music. Students learn the symbolic language of music, how to perform music on small percussion instruments, how to work independently, how to work as part of a group, how to interpret something exactly, how to improvise and how to listen.

Instrumental Music/Band

Students have the opportunity to begin music lessons on wind, brass and percussion instruments in the 5th grade. Fifth grade band students will receive one group lesson and participate in band with one band rehearsal each week beginning in October. An instrumental band performance will take place in the spring for fifth grade.

Chorus

Chorus will be offered for fifth grade students. All fifth grade students who are not in the fifth grade band will participate in the fifth grade chorus. A fifth grade choral performance will take place in the winter/ spring of the school year so all students get the chance to perform.

Art

Art Classes meet once a week for students in grades 3 -5. Along with the introduction and experimentation of many tools and materials, the art principles aligned with the Massachusetts State Frameworks are emphasized by creative use of the art elements. A wide range of projects is interwoven into the classroom curriculum. Art becomes an integral part of the child's learning process with imagination and creativity stressed. Throughout the year, student artwork is displayed in the school lobby and once a year the art teacher has an art show to exhibit student work.

Physical Education

Students in grades 3-5 have physical education once a week. Areas that are stressed include basic skills, movement activities, games, physical fitness and good sportsmanship. The fifth grade girls and boys will participate separately in a unit on maturation with a meeting for parents to review materials, held prior to the unit of instruction being taught by the school nurse. Parents will be notified about when this unit will take place.

Presidential Physical Fitness

Students who pass certain athletic criteria throughout the school year are rewarded with the Presidential Physical Fitness award at a school wide assembly at the end of the school year.

Technology Education

The Russell Street School keeps cutting-edge instructional technology tools available to students and staff that are current and on the cutting edge. Currently, this includes mobile technology,

classroom projectors, interactive white boards, and a makerspace. Technology is evaluated regularly and updated as necessary.

Library

All classrooms visit the library once a week for instruction in library skills. The library is also used by classrooms or small groups when working on projects requiring the use of reference materials. The Library is a place where topical literature and reference material can be used or borrowed for research on a given topic. Children may borrow books for recreational reading or for enrichment in the academic areas.

School Wide Meetings

School Wide Meetings are scheduled regularly throughout the year. During these meetings, all students and faculty gather to celebrate and acknowledge student and classroom accomplishments. Student presentations, performances and announcements may also be shared.

Student Recognition

It is very important to recognize and celebrate student accomplishments in a variety of ways. Teachers utilize a variety of methods in recognizing students within their classroom. These vary from notes home to special activities that focus on students as individuals. Throughout the school year we will also recognize students for their accomplishments in school newsletters or at school wide meetings when appropriate.

SPECIAL SERVICES

Guidance Counselor

The role of the guidance counselor is to assist children with their social/emotional growth as it affects their educational performance in school. The school guidance counselor offers a variety of programs ranging from assisting teachers in the classrooms to small group support and direct instruction in areas related to students' social/emotional development.

The Student Support Team meets regularly to review the performance of students experiencing difficulty with academics, behavior, and social/emotional development or sustaining attention. The role of the Student Support Team is to ensure that a struggling student receives the support needed to make continued progress with academics and or social/emotional development. Student referrals to the Student Support Team are made by the classroom teacher after discussion with parents to identify the areas of concern. The classroom teacher will share the outcome of the Student Intervention Team Meeting with the parents.

Response to Intervention (RTI)

Russell Street School utilizes a RTI model for reading and math instruction as part of the general education curriculum. RTI provides a framework for targeted instruction to meet the needs of students who require more time and instruction to become proficient or to expand content area knowledge. The model includes data driven tiers of instruction based on the learning needs of all students. The math intervention block is called W.I.N. (What I Need).

504/Special Education Evaluation

The Littleton School District provides special education services in accordance with the Individuals with Disabilities Act and state regulations. Students may be referred for a 504/Special Education Evaluation by parents or staff when there is a suspected area of disability.

When an evaluation is recommended, parents will be notified through the Department of Pupil Services by requesting parent permission for the school district to conduct an evaluation. Parent requests for an evaluation should be made in writing to the school principal. Following a 504/Special Education Evaluation, a Team Meeting is held to review the results of the evaluation and determine special education eligibility. When a student meets the eligibility criteria for special education an Individual Education Plan will be developed for the student addressing the area of disability. As required by law every opportunity will be provided for integration in the regular classroom. The special education department provides a wide range of instructional programs to enable each child identified with a disability to become a capable and confident learner.

504 Policy

Section 504 of the Rehabilitation Act is a federal civil rights law that prohibits discrimination against individuals with disabilities. Section 504 helps provide students with disabilities equal access to educational programs, services and activities. Students with disabilities may not be denied participation in school programs and activities solely on the basis of disability. Any concerns regarding Special Education or Section 504 should be directed to Lyn Snow, Director of Student Services / District Equity Coordinator at 978-540-2509 or 33 Shattuck Street, P.O. Box 1486, Littleton, MA. 01460.

Speech and Language

Speech and Language services offer screening and evaluation services to students suspected of having speech, language, voice and/or auditory processing difficulties. Therapy will be provided for students who are identified with an area of disability affecting language development and/or speech articulation.

Occupational Therapy

The occupational therapist provides screening and evaluation services to students who experience difficulty with fine motor coordination and difficulty with writing in forming letters and numbers. Therapy will be provided to students who are identified through an evaluation process with an area of disability affecting fine motor development.

Title I Reading Program

The Title I reading intervention program is a service for students who are identified as having difficulty reaching proficiency with reading. The following criteria are used to identify students who require further reading instruction to reach proficiency: district-based standardized assessments, MCAS, end of unit reading assessments, classroom performance and teacher recommendation. Title I reading intervention is delivered through small group targeted instruction.

Title I Math Program

The Title I Math program is designed to provide further instruction to children who identified as having difficulty and working below grade level with mathematics. The following criteria is used to identify students who require further math instruction to reach proficiency: district-based standardized assessments, MCAS, end of unit math assessments, classroom performance and teacher recommendation. Title I math intervention is delivered through small group targeted instruction with grade level math curriculum.

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

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

FIELD TRIPS

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

- Although the goal is that all students will participate, any student involved in chronic, serious disciplinary incidents may be barred from participation in field trips at the discretion of the principal.
- Any student who has been barred from a field trip or chooses not to participate should report to school on the day of the field trip and be prepared to remain in school for the entire day. A folder of teacher-assigned work will be complete by the student during the day. Students who are barred from a field trip and have previously paid for the field trip will receive a refund, if available.
- Students experiencing financial hardship should contact the main office for help in paying for the trip.
- Field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students and also bring about better public relations. The School Committee will also encourage field trips as an integral part of the instructional programs in the schools.
- The Superintendent will establish regulations to assure that:
 - All students have parental permission for trips.
 - All trips are properly supervised.
 - All safety precautions are observed.
 - All trips contribute substantially to the educational program.
- All out-of-state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the School Committee. Fundraising activities for such trips will be subject to approval by the appropriate Administrator.

SOURCE: MASC Policy

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

HEALTH AND WELLNESS

Wellness Policy

The Littleton Public Schools Wellness Policy was designed to promote a healthy environment for students and staff. The last few years we have seen an increasing number of students in our schools who have food allergies and students whose health conditions require dietary restrictions. In continuing to reflect on our protocol around celebrations in our school, we have sought input from our faculties, and from parents at School Council meetings, PTA meetings and at Principal’s coffees. In compliance with the policy, and to prevent an overabundance of food at celebrations and ensure that celebrations do not disrupt the learning process, classroom parties will be limited to no more than four celebrations per year. Classroom teachers/grade levels will determine when each of these four celebrations will occur. There are cultural curriculum related activities that involve food that also may occur.

Party food should not contain any peanut butter or nuts/nut products since there are several children who are allergic to them. Please use the following food plan when arranging for all classroom parties.

Beverage	Sweet Treat (1)	Healthy Snack
Juice or Water	Cupcakes	Fruit
<u>No Soda</u>	Brownies	Veggies and Dip
	Cookies	Popcorn
	Ice Cream	Cheese and Crackers

ALL “SWEET TREATS” MUST BE STORE BOUGHT ITEMS IN THEIR ORIGINAL PACKAGING.

Some parents have asked what they can send into school to honor their child’s birthday; suggestions are a book or game donated to the class.

Health/Nurse

A school nurse is available to assist students and staff with medical issues, injuries, required screenings and medical emergencies during the school day.

- Students being dismissed for an unexpected medical reason or illness during school hours must be seen by the nurse prior to dismissal.
- Health screenings, including vision, hearing, postural, nutritional growth and development assessments will be done for all students based on state regulations.
- BMI screening will be done in grade 4. Parent/ Guardian notification is done prior to the screening
- Current physical examinations (within the last 13 months) are required by the State prior to entering the Littleton school system, as well as upon entering the 4th, 7th, and 10th grades.

Medication Policy

Parents should make every effort to have medication times set for time periods other than school hours. When this is not possible, a school nurse may assist in the administration of medication during school hours, subject to the following rules and procedures:

Medications

Any medications to be administered in school must be brought to the school in the original container by a parent or guardian. At this time the proper documentation required will be completed by parent and nurse. The parent must also provide the school with a written note giving permission to have the nurse administer the medication. This note should include the name of the medication, the dosage, the time and dates to be given out, the student's name, parent's signature and the date. No medication of any kind will be given without written permission. Please notify the school nurse if your child is taking medications at home that may cause side effects while in school.

- **No child will be allowed to transport medication to or from school** unless he/she carries an emergency medication due to a life threatening illness. If someone other than a parent is delivering the medication the nurse should be notified in advance by the parent of the arrangement and the quantity of medication being **delivered** to school.
- **Students are not allowed to carry any medication of any kind, prescription or non-prescription, while in school. Medication must be kept in the nurse's office where it will be properly stored and secured.** A student may carry emergency medication if the parent/guardian has consulted with the school nurse and indicated in writing that the student has been fully instructed and is capable of self-administration, if needed.
- All medication must be taken in the presence of the school nurse or other designated personnel.

Prescription medication

Any prescription medication to be taken, including inhalers, epi-pens and Benadryl for allergic reactions, must be accompanied by a physician's order and contain the following information. This request is valid for one year.

- Child's name
- Medication name with route of administration, dosage, frequency, and duration of medication to be taken
- Special care needed to store medication
- Reasons medication is being taken
- Side effects
- Termination date for administering the medication
- Pertinent medical history
- Other medication(s) student is taking
- Signature of physician with phone number
- Medication must be supplied in the original prescription labeled container
- The school nurse shall record the date medication is brought in, ensure that the required authorization is on file and count and record the number or amount of medication in the presence of the person who brought it.

Over-the-counter medications

Tylenol (acetaminophen); Advil (ibuprofen); Sudafed (pseudoephedrine); Robitussin (guaifenesin) Benadryl (diphenhydramine) and TUMS may be administered with parental permission. Permission forms are available from the school nurse. Parents/guardians may be asked to supply the above medications.

Retrieving medication

Medication may be retrieved by a parent/guardian from the school by the end of the school day. However, if the medication is not picked up within one week following the termination of the order or by the last day of school, the medication will be destroyed.

Immunizations

Any student entering school must comply with the State of Massachusetts' regulations and be fully immunized against:

- Diphtheria, Pertussis, Tetanus (DPT)
- Measles, Mumps, Rubella (MMR)
- Polio
- Hepatitis B
- Proof of Lead Testing
- Varicella


Parents are required to give written proof of immunizations with specific dates signed by a physician. The school nurse will review the health record and notify the parents of any missing data. Medical and religious exemptions of immunizations require a signed form from the physician. Contact the school nurse for the exemption form.

Health Protocols For School Attendance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- *Rashes*
- *Cold/ Cough symptoms*
- *Headache*
- *Stomach ache*

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

Updated 05/2011

STUDENT TRANSPORTATION/BUS POLICY

Students who live beyond two miles of the Russell Street School are eligible to ride the bus to and from school without cost. Students who live within the two miles may take the bus by paying an annual fee as determined by the School Committee each year. Bus pick up and drop off will be determined by the bus company and school district and you will be notified by web site a week before the opening of school.

Bus schedules are not exact. On any given day, a child's bus can be a few minutes early or late. All students should be at their bus stop five minutes early. When your child misses the bus, parents are responsible for getting their child to school.

Please note children are not allowed to ride a bus other than the one to which they are assigned unless there is a regular schedule change e.g. every Tuesday etc. Switching buses for things such as play dates cannot be accommodated.

Student Behavior on the school bus

When students are riding on the school bus, the same school rules must be followed. Transportation by school bus to and from school is a privilege. The bus is an extension of the classroom and it should be understood that the right of the pupil for transportation to and from school is a qualified right dependent on appropriate and safe behavior. In order to ensure the safety and well being of all students riding school buses, it is essential that the following procedures for student transportation be followed:

On the school bus students will:

- Arrive at the bus stop on time and stay away from the road while waiting for the bus.
- Follow all school rules while waiting at the bus stop.
- Be courteous to the bus driver and other students while loading, riding and leaving the bus.
- Remain seated at all times waiting until the bus stops and leave the bus in an orderly fashion.
- Never use loud voices or inappropriate language, throw objects or fight with other students.
- Never extend arms or any other parts of your body or other items out of the bus windows.
- Keep books and bundles out of the aisles and do not carry heavy objects on the bus that might cause injury to other students.

Notify bus driver

If your child comes home upset about something that happened on the school bus it is most important that they let the bus driver know. A parent may also contact the principal or the bus driver to report an incident on the school bus. Please stress that if we are not made aware of a student acting inappropriately on the bus we cannot address the issue.

Consequences for misbehavior on the school bus

When a student acts inappropriately on the school bus the bus driver will give a verbal warning to student(s). Should the behaviors continue the following may result:

- **First Offense**
 - Bus slip sent home to parents

- Student will meet with guidance counselor or principal to review bus slip and discuss inappropriate behaviors and review appropriate rules for acceptable bus behavior.
- Assigned seat on bus at bus driver's discretion
- **Second Offense**
 - Bus Slip sent home to parents
 - Phone call home to parents
 - Student meeting with the principal after school
 - Assigned seat on bus
- **Third Offense**
 - Bus Slip
 - Meeting with the principal, student, parents
 - Removal from bus for one week
- **Further offenses**
 - Bus Slip
 - Meeting with principal, student, parents, school resource officer,
 - Removal from bus for two weeks
 - Potential permanent removal from bus

There may be circumstances that could result in immediate suspension from the bus. Such disciplinary action will be at the discretion of the school principal. When a student has been suspended from bus privileges, the district will not be responsible for providing transportation. Any suspension of bus privileges will begin as soon as the parents are notified. Bus riding is a privilege. Parents are urged to discuss these rules and consequences with their children in order to prevent problems.

Late Bus

The late bus departs at 3:00 p.m. Monday, Tuesday and Thursday. There is no late bus on Wednesday and Friday or on early release days. Students who do not qualify for or pay a bussing fee may not ride the late bus. The late bus is for those students participating in all authorized after-school activities. Students on the late bus are transported to Shaker Lane School and then take their regularly assigned bus from there.

Proper behavior is expected on the late bus also. Bus slips are also issued on the late bus. **If a student receives a bus slip for misbehavior on the late bus they may automatically lose late bus privileges for one week. Misbehavior at Shaker Lane may result in loss of privilege for riding the late bus.**

STUDENT BEHAVIOR

Civic and Social Expectations

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

Expectations for Student Behavior

The Russell Street Elementary School community believes that all students can and will learn the skills needed to function appropriately in the school and community setting when given clear expectations, instruction and sufficient time and support to meet the expectations for appropriate student behavior. It is important that everyone who comes into our school knows that they will be treated with respect. The development of good behavior in the elementary school is a teaching process that has a positive effect on the student and the learning environment. School is a place where children and adults learn and spend many hours together. It is important that a school establish a Code of Conduct to make sure that everyone can come into our school free of distraction, fear or discomfort so that optimum teaching and learning take place throughout the day.

Everyone has the following rights when at school:

- To be in an environment that is pleasant, safe and orderly
- To be free from insulting or abusive treatment from others
- To have an atmosphere that encourages learning

It is everyone's right to feel safe, welcomed and respected
when at the Russell Street School. It is everyone's

Responsibility
to make it happen

School rules are designed to protect these rights. Please take the time to review our expectations for student behavior with your child. A good way is to read the rules together and discuss why each one is important and necessary.

Code of Conduct

Russell Street School Students will:

- Treat others with kindness and respect
- Use problem solving strategies to resolve conflicts
- Act in a way that does not disrupt learning
- Take good care of personal property and the property of others
- Take pride in their school property by not breaking damaging or defacing buildings, grounds, materials, furnishings

- Conduct themselves in an orderly way and walk, not run in the hallways
- Never use language that includes hurtful words, vulgarity or profanity
- Never bully, fight, tease or call others names

In the cafeteria students will:

- Enter and leave respectfully
- Talk quietly to their friends
- Use proper table manners; never play with or throw food
- Get permission from the lunchroom monitor before leaving the cafeteria and sign out to use the bathroom
- Stay seated until called upon for the food line, snacks, throwing away trash or lining up for recess
- Clean table and floor area when finished eating
- Not share food (in case of food allergies)

On the playground students will:

- Encourage classmates to join in games –excluding students will not be allowed
- Use playground equipment in an appropriate manner
- Throw only soft balls (tennis balls, nerf footballs, etc.)
- Leave rocks, sticks, snow or other dangerous objects on the ground
- Settle differences peacefully
- Get permission to use the bathroom
- Not approach animals that come onto the playground
- Line up right away when recess is over
- Not play roughly (no contact sports or games)
- Not bring toys from home to school
- Not chase balls if they go beyond the playground boundaries
- Not have food, drinks or gum

When students engage in inappropriate behavior

There will be logical and progressive consequences for students who exhibit inappropriate behavior. Consequences may range from warnings to loss of certain school privileges and parents will be notified.

If inappropriate behavior disrupts the learning of other children or is threatening or physical in nature, or interferes with the safety of other children or adults, the child may be temporarily removed into a designated area in the school. In those rare instances when a child's actions may be detrimental to the health or welfare of the school, the child may be suspended from the school. School suspension is generally an in school suspension, out of school suspension or a combination of both.

Responsive Classroom

The Russell Street School staff has embraced the philosophy of Responsive Classroom, which emphasizes academic, social and emotional growth of all students. An important component to this philosophy involves teaching positive behavior strategies so that all students take ownership of their actions. When possible, teachers work with students to promote positive behavior choices in school.

This is achieved through student collaboration when creating classroom rules and modeling behavioral expectations. Although we strive to promote positive behavior, it is necessary at times to utilize the behavioral consequences listed below.

Consequences if students break the rules on the playground

- Verbal reminder
- Discussion with playground assistant reviewing the rule, why the rule is in place and redirection (have the child do it the right way).
- Time out for short periods of recess
- Loss of recess or possible alternative recess
- After school detention
- Possible suspension from school for severe violations of the code of conduct
- Verbal or written notification to parents

Enforcement of School Rules

The Russell Street School staff is charged with enforcement of student rules and regulations of the school. In cases of serious offenses (level 3 and above; please see “DISCIPLINARY ACTION” chart later in this document) the principal may be involved with imposing disciplinary action. Consideration will be given to the seriousness of the incident, including the student’s past disciplinary record; the amount of disruption caused and whether or not it resulted in injury to others or damage to property. Levels of disciplinary violations include, but are not limited to the following:

1. Reprimand the student and document the reprimand in the student’s record.
2. Schedule a student-parent conference to discuss the matter.
3. Seek restitution for property damage.
4. Place the student on disciplinary probation.
5. Assign Detention.
6. Permanently remove the student from the class or activity.
7. * Assign Suspension (up to 10 days).
8. *Assign Suspension (over 10 days).
9. * Refer to the Superintendent for expulsion hearing conducted by the School Committee (for offenses including but not limited to physical fighting, assault, harassment, vandalism, deliberate destruction of property, possession of alcohol and repeated violations of other school rules).
10. Expulsion by Principal for ***Weapons, Controlled Substances, Assault of Educational Staff or Felony*** violations.

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

Responsiveness

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

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

Civility

Students are expected to treat every member of our learning community with respect. Words – written and verbal – gestures and actions that are perceived as inappropriate, disrespectful or offensive will be addressed.

Conflict

Whenever members of the school community find themselves to be in conflict, they are expected to resolve their differences in a peaceful manner without resorting to aggressive or abusive behavior, either physical or verbal. Any student who initiates physical conflict is subject to disciplinary action as well as any student who accepts the challenge. Students who engage in physical/aggressive behavior are at risk for in school or out of school suspension.

Personal and School Property

Students are expected to respect the possessions of other members of the school community as well as all school property. Disciplinary consequences will be issued for handling, transporting, or using the school's or others' belongings without permission, as well as malicious destruction of property, which includes, but is not limited to altering, bending or damaging structures, belonging to the school or others. Damage to school property may result in restitution for cost of repair or replacement.

Lockers

Safety regulations require that the school have access to all lockers that are loaned to students. School authorities may conduct reasonable searches of students, their lockers and possessions as necessary in investigating alleged violations of school rules or of local, state, or federal law. Students are not allowed to enter another student's locker for any reason. Students will be responsible for any graffiti, etchings, stickers/decals, and/or dents or damages to lockers at the end of the year.

Gum

Gum is allowed in school. Each teacher has the right to prohibit gum in the classroom.

Soda

No soda is allowed in school for lunches or school-sponsored events.

Litter and recycling

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

Electronic devices and cell phones

All electronic devices, including cell phones are not allowed at Russell Street School. Students needing a telephone may, with permission, use the classroom or office phone. Students who use a cell phone during school hours will be asked to surrender the phone, which will be kept in the Main Office

until a parent or guardian picks it up from the office. Students are expected to comply with any request made by a member of the faculty or staff regarding electronic devices/cell phones.

Party Invitations

In the spirit of inclusion, students may not distribute any type of invitations to outside of school events in school or on the bus.

Parental Notification

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

DISCIPLINARY ACTION

Level of Offenses

Level 1 Offense – minor violations; may include, but not limited to: <ul style="list-style-type: none"> • Running • Disruptive transitions • Out of assigned area • Classroom disruptions • Uncooperative behavior • Put downs • Use of electronic equipment in school 	Level 1 Consequence – Students who engage in Level 1 offenses may receive a mild consequence designed to discourage the inappropriate offense from recurring in the future. Level 1 consequences include, but are not limited to: Verbal correction, timeout, loss of recess time, apology, behavior form completed Electronic equipment will remain in office until picked up by parent
Level 2 Offense – more serious in nature; may include, but not limited to: <ul style="list-style-type: none"> • Chronic level 1 offenses • Disrespectful to staff • Possession of inappropriate material • Cheating • Throwing rocks, food, etc. • Refusal to go to class • Teasing • Inappropriate gestures • Inappropriate drawings 	Level 2 Consequence Students who engage in Level 2 offenses may receive Level 2 consequences which may include, but are not limited to: Verbal correction, loss of recess(es), temporary removal from a class or activity, written apology, behavior contract, after school detention, in school suspension.
Level 3 Offense – serious offense May include, but not limited to: <ul style="list-style-type: none"> • Chronic level 2 offense • Stealing • Spitting • Physical aggression • Threats • Intimidation • Bullying/harassment • Verbal abuse/profanity • Vandalism 	Level 3 Consequence Students who engage in Level 3 offenses may be referred to the principal/designee for immediate corrective action. Consequences for level 3 offenses may include, but are not limited to: Behavior contract, parent meeting with teacher/administration, restitution, school detentions, school suspension (in or out of school). Parent/designee must pick up child upon suspension.
Level 4 Offense – most serious offense May include, but not limited to: <ul style="list-style-type: none"> • repeat level 3 offense • physical aggression toward adults • possession of a weapon • possession or under the influence of an illegal substance 	Level 4 Consequence Students who engage in Level 4 offenses may be referred to the principal for immediate action. Could include automatic school suspension for up to five days. School resource officer will be notified

ANTI-BULLYING LEGISLATION

In May, 2010 the Massachusetts Legislators crafted and the governor signed into law, an anti bullying law. Littleton Public Schools adhere to the MA General Laws in regards to bullying prevention and intervention.

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

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

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

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

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

The full text of the MA General Law about bullying in schools is included in the Appendix of the Handbook and is available on the Littleton Public Schools' website. A copy of the District Bully Prevention Plan can be viewed on the District web site.

ACADEMIC INTEGRITY

In the Littleton Public Schools, we strive to create an environment wherein all act honestly. We believe it is the right, privilege and responsibility of each individual to contribute to and work in an environment of trust. The following refers to academic standards; however, ethical behavior covers the full range of activities within the school environment. This prohibits cheating, academic stealing, plagiarizing and lying.

- Incidents involving academic violations may be recorded in a student's personal file.

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

- Willful giving or receiving of an unauthorized, unfair, dishonest or unscrupulous advantage in school work over other students.
- Attempted cheating.
- Some examples are: deception; talking or using signs or gestures during a test or quiz; copying from another student or allowing another student to copy your work; passing test or quiz information during a class period or from one class period to members of another class period with the same teacher; text messaging information; submission of pre-written assignments at times when such assignments are supposed to be written in class; illegally exceeding the time limits on timed tests, quizzes or assignments; unauthorized use of study aids, notes, books, data or other information; computer fraud; sabotaging the projects or experiments of other students.

Academic Stealing is a form of cheating, for example:

- Taking or appropriating the schoolwork of another student or the instructional materials of a teacher without the right or permission to do so. Some examples are: stealing copies of tests or quizzes; text messaging information; illegitimately accessing the teacher's answer key for tests or quizzes; stealing the teacher's edition of the textbook; stealing another student's homework, notes, or handouts.

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

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

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

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

STANDARDS FOR STUDENT DRESS

We take pride in the appearance of our students, whose dress, in many ways, reflects the sense of purpose and quality of our school. The dress code is based upon the premise that all students attending school may wish to dress and groom themselves appropriately with due consideration to popular convention. Based on Littleton community convention, clothing should not reveal a student's bare back, midriff, chest, or fully exposed shoulders. Pants, shorts, or skirts should not reveal a student's underwear or buttocks. The rights of any student as to personal dress and appearance shall not be abridged, provided that such right does not cause any disruption or disorder within the school, and that reasonable standards of health, safety and cleanliness are maintained.

Clothing or jewelry that denotes prejudice, violence, alcohol, drugs, weapons, sex, gambling, gangs, or illegal actions is not allowed. Hoods may not be worn in the upright position. Footwear must be worn in the school building at all times.

The dress code is in effect for both the school day and all school sponsored events that occur at the school or off school grounds, unless otherwise specified for special events.

If deemed necessary, we reserve the right to contact parents to bring in alternate clothing or to remove the student from class.

Russell Street School does not intend to interfere with individual style in student dress and recognizes that most students dress appropriately every day. This should be a non-issue and we expect that the guidelines set forth in this policy can and will be easily adhered to by all students. We encourage and appreciate parental support in helping us maintain a healthy school environment.

ANNUAL AND CONTINUOUS NOTIFICATION CONCERNING NONDISCRIMINATION AND EQUITY COORDINATOR

It is the policy of the Littleton Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, gender identity, homelessness, sexual orientation, age or disability in its educational programs, services, activities or employment practices.

If a student, parent, employee or applicant for employment believes that he/she has been discriminated against, denied benefit or excluded from participation in any educational program, activity or service, the district's grievance procedure is to be used.

Any school employee, student, parent, school volunteer, community member or other person who becomes aware or has a reasonable belief that harassment, bullying, discrimination retaliation or a hate crime has occurred or may have occurred on school property or in a school related activity must report the alleged incident(s) to a building principal, designated school official or a person they feel comfortable with.

All complaints, not resolved at the building level will be forwarded and documented by the district's Equity Coordinator, Lyn Snow. She will determine whether to institute formal or informal proceedings and will conduct investigations and provide written reports as appropriate. If complainants are not satisfied with the written response he/she may appeal in writing to the superintendent within five (5) working days of the Equity Coordinator's response. A copy of the complete grievance procedure may be obtained from the building principal or my office.

Thank you for your cooperation in this matter. Please contact my office should you have any questions or concerns or you may obtain further information by contacting Lyn Snow, District Equity Coordinator at the Central Office at 978-540-2503.

DESIGNATION OF COORDINATOR(S); GRIEVANCE PROCEDURES

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

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

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

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

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

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

DISTRICT POLICIES

Tobacco

Section 36 of the Educational Reform Act of 1993 prohibits the use of tobacco products within the school building, the school facilities, on the school grounds or on school buses by any individual. Reasonable suspicion through odor or other obvious indicators will constitute use. Students should not be in possession of tobacco products or paraphernalia at school or school sponsored events. Tobacco use is a public health issue affecting others as well as the primary user.

Use of Inhalants

M.G.L.A. 270 s18

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

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

Alcohol

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

Graffiti Laws

Under General Law Chapter 266, section 126A and 126B, whoever intentionally, willfully and maliciously or wantonly, paints, marks, scratches, etches or otherwise marks, mars, injures, defaces or destroys the real or personal property of another including but not limited to a wall, fence, building, sign, rock, monument, gravestone, or table, shall be punished by imprisonment in a state prison for a term of not more than three years or by imprisonment in a house of correction for not more than two years.

Whoever sprays or applies paint or places a sticker upon a building, wall, fence, sign, tablet, gravestone, monument, or other object or thing on a public way or adjoined to it, or in public view, or on private property, violates state law. Such conduct or activity, known as “tagging”, with the intent to deface, mar, damage, mark or destroy such property, shall be punished by imprisonment in a house of correction for not more than two years. A police officer may arrest any person for commission of the offenses prohibited by this section without a warrant if said police officer has probable cause to believe that said person has committed the offense prohibited by this section.

Hazing

Commonwealth of Massachusetts: Anti-Hazing Law

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

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

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

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

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

Chapter 269: Section 18. Failure 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.

Drugs

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

Weapons, Controlled Substances, and Assault of Educational Staff

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in Chapter 94 C; including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b. Any student who assaults a principal, assistant principal, teacher, teacher’s aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games may be subject to expulsion from the school or district by the Principal.

- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; informed that he/she may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal.
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

Parents and students should note that the definition of “assault” includes not only harmful or offensive contact, but also threatening such contact.

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

Policy on Suspensions and Expulsions

Updated to incorporate revisions based on Chapter 222 that went into effect in July 2014

Suspension is intended to underscore the seriousness of an infraction and to focus the attention of all concerned, including parent(s) or guardian(s), teachers and other students on the student and the problem. All programs conform to all pertinent regulations and laws concerning the suspension of students, particularly students with special needs (see below). Littleton staff work in conjunction with school based administrators to ensure that all of the student’s rights to due process and to special education services are enforced. These include due process rights regarding the hearing related to an infraction, special education entitlements as set forth in the IDEA regarding exclusions constituting a disciplinary change in placement and any applicable appeal rights under state and/or federal laws and regulations.

In addition, all programs in Littleton conform to M.G.L. c.71, §§ 37H, 37H1/2 and 37H3/4 regarding the authority of the Principal related to students in possession of weapons, controlled substances, assaults, felony charges and other disciplinary violations.

Disciplinary Due Process

Definitions

Expulsion: means the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently,

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. * *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating cumulative days of suspension.* .

Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

Principal: The primary administrator of the school or the Principal's designee for disciplinary purposes.

Due Process

In-School Suspension: Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the Principal determines that the student committed the disciplinary offense, the Principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent. On or before the day of the In-School Suspension, the Principal will deliver written notice to the parent of the basis for and length of the in-school suspension and inviting the parent to meet to discuss the student's behavior if such a meeting has not already occurred.

Out-of School Suspension: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged,

the basis for the charge, the potential length of the student's suspension, and shall inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the Principal, and the right to request that the hearing be audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto prior to the Principal's imposition of a short-term/interim suspension of ten (10) consecutive school days or less pending formal disciplinary proceedings. Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings to consider the student's long-term suspension or recommendation for termination.

Principal's Hearing:

Short-Term Suspension:

At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the Principal's consideration in determining consequences for the student.

Long-Term Suspension/Expulsion:

In addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:

- The right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- The right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not
- The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
- The right to cross-examine witnesses presented by the school district;
- The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

Principal's Decision:

Based on the evidence presented at the hearing, the Principal will determine whether the

student committed the disciplinary offense and the remedy or consequences to be imposed. The Principal shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Principal decides to suspend or expel the student, written notice of the Principal's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Principal's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The Principal will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

Students excluded from school for disciplinary reasons and their parents or guardians will be required to attend a re-entry conference prior to a student returning to school. The purpose of the conference is to develop a plan, including a revised behavior plan if appropriate, to ensure that the student has a successful re-entry to the program. After three (3) non-consecutive days of suspension within one school year, EDCO staff will convene a TEAM meeting with parents, school staff, and the student's district liaison to discuss the appropriateness of the current out of district placement.

Appeals:

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the Superintendent. And for exclusions imposed pursuant to M.G.L c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request.

Academic Progress:

Any student who is serving an in school or out of school short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the M.G.L. c.76, §21.

Procedure for recording suspensions

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

State Requirements

Federal Requirements

34 CFR 300.534

Group Activity

Students should be aware that if they are part of a group that is engaged in activities contrary to school rules, they may come under suspicion and be subject to investigation if that is deemed appropriate by the Administration. It is wise, therefore, either to prevent the wrongdoing or, failing that, to absent one's self from the group.

Referral to Police

Students should know that the school department will report any suspected criminal activity to the police department and will cooperate with the police in their investigations.

Memorandum of Understanding

It is essential that the positive learning environment in our schools should not be undermined by illegal activities. We must make it clear that participation in illegal activity will not be tolerated in the Littleton Public Schools. The success of this initiative depends, in part, on creating a link between the education community and the local law enforcement agencies.

To this end, the Little Public School District and the Town of Littleton Police Department agree to coordinate their efforts to prevent illegal activity and to respond effectively, therein, to incidents in school, on school premises, or at school sponsored events. The Littleton Public School District and the Town of Littleton Police Department further agree to adopt a written Memorandum of Understanding clarifying the notification process and procedures to be implemented when a student is discovered participating in illegal activity on school premises or at school sponsored events. A copy of this Memorandum can be obtained through the School Resource Officer.

APPENDIX OF FEDERAL LAWS, STATE LAWS, AND DISTRICT POLICIES

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

It is the school committee's belief that as part of the educational process students should be made aware of their legal rights and of the legal authority of the school committee to make, and delegate authority to its staff to make rules regarding the orderly operation of the schools. Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior. The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through individual school handbooks that are distributed annually.

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

Adopted: June 10, 2004

CIVIL RIGHTS REGULATION / TITLE I / TITLE IX

All Littleton Public School programs, activities and employment opportunities are offered without regard to race, color, sex, religion, national origin, sexual orientation, and/or disability. Any concerns regarding perceived violations of the civil rights or the Title IX policies should be directed to Ms. Lyn Snow, Director of Student Services / District Equity Coordinator at 978-540-2500.

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

Any concerns regarding violations of the Title I policy should be directed to Elizabeth Steele at 978-540-2505 or 33 Shattuck Street, P.O. Box 1486, Littleton, MA. 01460.

504 POLICY

Section 504 of the Rehabilitation Act is a federal civil rights law that prohibits discrimination against individuals with disabilities. Section 504 helps provide students with disabilities equal access to educational programs, services and activities. Students with disabilities may not be denied participation in school programs and activities solely on the basis of disability. Any concerns regarding Section 504 should be directed to Ms. Lyn Snow, Director of Student Services / District Equity Coordinator at 978-540-2500 or 33 Shattuck Street, P.O. Box 1486, Littleton, MA. 01460.

NOTICE OF NON-DISCRIMINATION

The Littleton Public Schools does not discriminate on the basis of race, color, sex, homelessness, religion, national origin, sexual orientation, age or disability in admission to, access to, employment in, or treatment in its programs and activities. The Littleton School Committee reviewed and updated this policy on 2-26-2009.

The Coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Chapter 622 of the Acts of 1971 is Lyn Snow (District Equity Coordinator) and can be reached at 978-540-2500 or 33 Shattuck Street, P.O. Box 1486, Littleton, MA. 01460.

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

HEALTH EDUCATION

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

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

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

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

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter

to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.

2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute. The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year.

Proposed: August 21, 1997, Reviewed: September 18, 1997, Approved: September 18, 1997.

DISCIPLINE OF SPECIAL NEEDS STUDENTS

All students, including those receiving Special Education services, are expected to follow all rules and regulations stated in this Student Handbook. Any modification of disciplinary policy for special needs students will be written into their individual education plans.

STUDENT SEARCHES AND SEIZURES

Littleton Public Schools is dedicated to maintaining a safe and orderly environment for students. In furtherance of this objective school administrators and employees shall adhere to the following procedures with respect to search and seizure.

1. Students and their personal belongings, including student vehicles, are subject to search by school personnel. In order for school personnel to search a student or his/her belongings, there must be a reasonable basis for suspecting that the search would reveal evidence that the student has violated the law or school rules. In the event of a search of a student or his belongings, parents will be notified of the search and the results thereof as soon as practical.
2. Except as otherwise necessary due to exigent circumstances, searches will be conducted by a school administrative staff member in the presence of another adult. In all cases, the nature of the search must be reasonably related to the object sought and not excessively intrusive in light of the age and gender of the child.
3. In the event a student is found to be in possession of an object or substance which may give rise to a crime, such object or substance will be given to the police. Other objects or substances, which are prohibited by school rules or are otherwise disruptive to the school environment, may be held by school officials for later return to the student's parents.
4. When school officials refer a student to the police the student's parents will be notified as soon as practical.

5. School lockers and desks, which are assigned to students for their use, remain the property of the school department and students should, therefore, have no expectation of privacy in these areas.

SOURCE: MASC Policy, Adopted: June 8, 1995, Revised: October 21, 2004

Consistent with M.G.L. Chapter 71, Section 37H

RESTRAINT OF STUDENTS IN LITTLETON PUBLIC SCHOOLS

The Littleton Public Schools complies with the Department of Elementary and Secondary Education's restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below. The Littleton School Committee updated this policy on 2-26-2009

Methods and Conditions for Implementation.

School staff may use physical restraint only (1) when non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others or (2) pursuant to a student's IEP or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian. Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. Chemical and mechanical restraints may only be used if explicitly authorized by a physician and approved by a parent or guardian. Seclusion is prohibited. The Regulations do not prevent a teacher, employee or agent of the District from using reasonable force to protect students, other persons or themselves from assault or imminent serious harm or from restraining students as otherwise provided in the Regulations.

Staff Training.

All school staff must receive training with respect to the district's restraint policy (i.e., following the Regulations), including receiving information about interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. Additionally, the school must identify specific staff to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations.

Reporting Requirements and Follow-Up.

In instances where a physical restraint (1) lasts more than five minutes or (2) results in injury to a student or staff member, the school staff must report the physical restraint to the principal or a designee. The principal/designee must maintain an ongoing record of all such reported instances, which will be made available in accordance with state and federal law and regulations. The principal/designee must also verbally inform the student's parent or guardian of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of the restraint. The written restraint report must be provided to the parent or guardian in the language in which report cards and other necessary school-related information are customarily provided. In the

event that a physical restraint (1) last longer than 20 minutes or (2) results in serious injury to the student or staff member, the school must, within five school working days of the reported restraint, provide a copy of the written report to DOE along with a copy of the school's record of physical restraints covering the thirty-day period prior to the date of the restraint. For students who require the frequent use of restraint because they present a high risk of frequent, dangerous behaviors, school staff may seek and obtain the parent or guardian's consent to waive reporting requirements for restraints administered to an individual student that do not result in serious injury to the student or staff member or constitute extended restraint (longer than 20 minutes).

Follow-up procedures for restraint include not only the reporting requirements set forth above, but also reviewing the incident with the student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident. Additional information, including a copy of the regulations, can be obtained from the Director of Student Services / District Equity Coordinator who can be reached at 978 540-2503. A copy of the regulations may also be obtained at www.doe.edu/lawsregs/603cmr46.html.

Approved: 10/11/01, Effective: 1011/01, updated 2-26-09

REPORTING TO COLLEGES

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

Student Records

Parents have a right to review their child's school records. Parents should first call the Principal to arrange a visit to the school to review the student's cumulative folder. If students are transferring to another school district, the school, following the parent's authorization of a release of records, will forward official records. Official copies cannot be made immediately and sufficient notice is requested to ensure a smooth transfer of student records. The Littleton Public Schools does not release student information to outside organizations.

In circumstances of divorce, the parent with physical custody will receive information from the school regarding school performance. The non-custodial parent may receive information from the school unless restricted or denied as defined by Massachusetts State Law. See procedures for obtaining information below.

Non-Custodial Parents Rights

In accordance with the law; Chapter 71, Section 34H, the non-custodial parent may receive information about their child upon the written request to the principal and when legally eligible.

ELIGIBILITY

Any parent who does not have physical custody of a child is eligible for receipt of educational information unless:

- Said parent has been denied legal custody of the child based on a threat to safety of the child or custodial parent;
- Said parent has been denied visitation or has been ordered to supervised visitation;

- Said parent whose access to the child or to the custodial parent has been restricted by a temporary or permanent protective order that specifically allows access to educational information contained in the student record;
- There is an order of a probate and family court judge which prohibits the distribution of student records to a parent.

PROCEDURE

The non-custodial parent must submit a written request for educational information to the school principal. The initial request must include:

- Letter with request for educational information, including child's full name and date of birth.

SCHOOL RESPONSE

Upon receipt of the above request, the school immediately notifies the custodial parent in writing of the request for student records information. Notification is made by certified and first class mail. The school will provide the information to the requesting parent after 21 days unless the custodial parent provides the principal documentation or any court order that prohibits the distribution of the information or that is a temporary or permanent order to provide protection to the custodial parent or any child in the custody of the custodial parent unless said order specifically allows access to the information. For further information please contact the school office.

Notification of Rights Under FERPA and the Massachusetts Student Records Regulations

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

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

In addition, the Littleton Public Schools generally discloses "directory information" without parent/eligible student consent. Directory information for preschool and elementary school students includes the student's name, grade, and classroom assignment. Directory information for middle and

high school students includes the student's name, address, graduating class, team/class assignment (middle school), weight and height of members of athletic teams, participation in officially recognized activities and sports, and honors and awards. In the event a parent or eligible student wishes the school not to release such directory information, the student or parent must notify the school principal.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC.

LITTLETON PUBLIC SCHOOLS STUDENT RECORDS POLICY

The Littleton Public Schools abide by the provisions of the Family Educational Rights and Privacy Act (FERPA) and Massachusetts laws and regulations in providing access to and confidentiality of student records.

As permitted by these laws, the Littleton School Committee has designated selected student records to be "directory information." For preschool and elementary school students, the following records have been designated as directory information:

- Name
- Grade
- Classroom assignment

For middle and high school students, the following records have been designated as directory information:

- Name
- Address
- Graduating class
- Team/class assignment (middle school)
- Weight and height of members of athletic teams
- Participation in officially recognized activities and sports
- Honors and awards

The Littleton Public Schools will release the designated directory information to governmental agencies as required by law without the consent of the parent or eligible student, unless the parent or eligible student provides the principal with written notice that he/she does not wish the school to release such information. The notice must be received annually by a date designated by the principal.

The Littleton Public Schools also discloses all student records without the consent of the parent/eligible student to officials of other schools in which a student seeks or intends to enroll.

To the extent required by applicable law, the Littleton Public Schools will provide parents/eligible students with an annual notice of their general rights relative to student records. The Superintendent will determine the content and method of such notice.

Statutory References:

Family Educational and Privacy Rights Act (FERPA): 20 U.S.C. § 1232ga, 34 CFR §99

Massachusetts Student Records Regulations: 603 C1VIR 23.00, et seq.

Student Records Access for Non-Custodial Parents: General Laws, Chapter 71, §34H

HARASSMENT

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

This policy defines: unlawful and prohibited conduct; reporting and investigation procedures; and disciplinary sanctions. The Littleton School Committee reviewed this policy on 2-26-2009.

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

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

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

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

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

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

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

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

M.G.L. Chapter 151B

Investigation and Corrective Action: The Littleton Public Schools will investigate all complaints of harassment. Such investigation may include discussions with all involved parties, identification and questioning of witnesses, and other appropriate actions. Reports of sexual harassment and related information will be kept confidential to the extent consistent with the school's obligations under law. Each building principal will appoint two or more complaint managers, at least one of each gender. The complaint managers shall be responsible for investigating complaints of harassment, communicating the investigatory findings to the Hearing Officer, and recommending discipline as a consequence of harassment.

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

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

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

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

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

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

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

CORI POLICY

As required by law, Littleton Public Schools will review criminal records of candidates under consideration for employment, individuals regularly providing school transportation for children in the district, or volunteer service, as well as current employees, volunteers and drivers. Per M.G.L. c. 71, Section 38R, Littleton Public Schools will obtain all available Criminal Offender Record Information (CORI) from the Criminal History Systems Board (CHSB) prior to hiring employees or engaging volunteers and subcontractors who may have direct and unmonitored contact with children. No volunteer will be allowed to have unmonitored contact with children prior to a CORI check. After hiring employees, subcontractors or engaging volunteers, the

Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain CORI checks of these individuals. The Littleton Public Schools will require that independent entities, such as out of district special education schools or programs, or other entities or organizations which are primarily engaged in providing activities to or programs to Littleton Public School students, adhere to the Massachusetts CORI standard. Direct and Unmonitored Contact with Children Definition – According to the Department of Education definition, Direct and unmonitored contact with children means contact with a child when no other CORI cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students.

Disqualification – The existence of a criminal record creates a high level of scrutiny of an applicant for or continued service in a position in the Littleton Public Schools. As determined by the Superintendent or designee, no applicant will be hired or current employee retained, or volunteer accepted or retained, or individual permitted to provide school transportation for students, who has a criminal record containing information which, in the judgment of the Superintendent or designee, demonstrates a potential risk to students or otherwise compromises that ability of the individual to perform the duties of the position applied for or currently occupied by the individual. In reviewing the criminal record of an individual to determine whether to use discretion to disqualify the individual, the Superintendent may request that the individual submit additional information, including a letter from the individual's probation or parole office. The Superintendent may also contact police, courts, or prosecuting attorneys for additional information relevant to assessing the review standards described above. The Superintendent shall consider relevant factors such as the type and nature of the offense;

the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant.

1. All individuals subject to this policy shall sign a request form authorizing the Littleton Public Schools to receive all available CORI from the Massachusetts Criminal History Systems Board (CHSB).
2. Applicants for employment and prospective volunteers will be required to sign a Request Form only if it has been determined that the individual is qualified to perform such employment or volunteer duties, and would be recommended for such position, contingent upon satisfactory CORI review under this policy. Failure of an applicant for employment or prospective or current volunteer to sign a Request Form will disqualify the individual from employment or volunteering in the Littleton Public Schools. Applicants who have not lived in Massachusetts for the previous ten years will be required to provide a list of prior residences and CORI checks will be required for each state where the applicant resided during this period. The applicant may bear the cost of the CORI checks.
3. Current employees will be required to sign a request form for all initial and for each subsequent CORI review required by law and this policy. Refusal to sign the CORI request may result in discipline or other action consistent with any procedures of Massachusetts law and any relevant collective bargaining agreement. Any action under this policy, which affects the employment status of a current employee, will be taken consistent with any procedures required by Massachusetts law or relevant collective bargaining agreements.
4. Nothing in this policy prohibits an applicant or current employee, or prospective or current volunteer from meeting with the Superintendent or designee regarding the requirements of this policy.
5. All documents related to implementation of this policy, including but not limited to request forms and other CORI material shall be kept in a secure location, separate from personnel files. This policy specifically prohibits release of any information obtained under this policy for any purpose other than to protect children or to implement or enforce the provisions of this policy. Access to CORI information shall be restricted to persons certified to receive such information.
6. The Superintendent or designee shall assure that all applicants and current employees and prospective and current volunteers are notified of the requirement that the Littleton Public Schools obtain CORI information as set forth in this policy, both for initial CORI reviews, and for all subsequent reviews required by law and this policy.
7. The Superintendent or designee shall assure that all inquiries regarding an individual's criminal record comply with the guidelines issued by the Massachusetts Commission Against Discrimination regarding the permissible scope of inquiry into such matters.
8. All individuals covered by this Policy shall have the right to review their CORI information file in the Littleton Public Schools. Security of Records – CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. CORI may be shared with the individual to whom it pertains, upon his or her request, and in the event of an inaccurate report the individual should contact the criminal history systems board. Access to CORI material must be restricted to those individuals certified to receive such information.

REFS.: Dept. of Education CORI Law Advisory, February 17, 2003

M.G.L. c. 71, Section 38R, c. 6, Section 172G, Section 172H, 172I (St. 2002, c.385), c. 151B, .276;
MCAD Regulations; Mass. Dept. of Education Advisory, February 17, 2003
Adopted: September 14, 2006

SEX OFFENDER REGISTRY INFORMATION

Out of State Sex Offenders Attending Massachusetts Schools

Sex offenders residing in locations outside of Massachusetts, who are required to register as sex offenders in the state in which they live, but who are also enrolled in any school in the Commonwealth, must register within 10 days of attending the school.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION

In the Child Nutrition and WIC Reauthorization Act of 2004, the U.S. Congress established a new requirement that all school districts with a federally-funded school meals program develop and implement wellness policies that address nutrition and physical activity by the start of the 2006-2007 school year. The Littleton Public School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity, as well as the development of lifelong wellness practices.

- In all cases Federal and State Law will take precedence over this policy.

Nutrition Education

The goals for the Littleton Public schools are:

1. Educators are encouraged to incorporate nutrition and wellness education into many areas of the curriculum such as math, science, language arts and social studies.
2. The school cafeteria serves as a learning laboratory to allow students to apply sound nutritional practices.
3. Staff members are encouraged to participate in professional development activities to effectively deliver an accurate nutrition education program.
4. The school district will provide information to families that encourage them to teach their children about health and nutrition and to provide nutritious meals for their families.
5. In all aspects of local wellness, the school staff should act as role models for good nutrition and physical activity behaviors

Physical Activity

The goals for the Littleton Public schools are that:

1. Creative ways to increase physical activity will be included throughout the school day. Movement can be made a part of science, math, social studies and language arts.
2. Creative Physical Education courses will be the environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge.
3. Time allotted for physical activity will be consistent with research, national and state standards. Children should have several opportunities for physical activity.
4. At the elementary level a daily recess period must be provided. Rather than having recess restricted, consider alternative means when it comes to disciplinary action.
5. The school provides a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted or those with physical limitations.

Other School Based Activities

- After school programs will encourage healthy habits.
- Local wellness policy goals are considered in planning all school-based activities (such as school events, field trips).
- Support for the health of all students is demonstrated by helping to enroll eligible children in Medicaid and other state children's health insurance programs.
- The Community Health Council, school based health professionals and/or the School Councils are encouraged to advise to the wellness needs of their building's staff and students

and implement and improve the nutrition, physical and wellness activities in the school environment.

- All foods made available during school hours will comply with the current USDA Dietary Guidelines for Americans:

Vending machines

A la carte

Beverage contracts

Student stores

- School parties/celebrations/birthday recognitions: Schools should limit celebrations that involve food during the school day. (For example birthdays could be celebrated on one day during the month.) Each party should encourage the serving of no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). The schools will disseminate a list of healthy party ideas to parents and teachers.
- Schools will not use unhealthy foods or beverages as rewards, and will not withhold food or beverages including food served through school meals. (Exception: unless specified in Health, Individual Education or 504 Accommodation Plan.)
- All food providers will take every measure to ensure that student access to foods and beverages meets federal, state and local laws and guidelines.
- Hand sanitation prior to meals will be encouraged to promote good hygiene and to prevent the spread of illnesses.
- An area in each cafeteria must be designated as food allergen free. Cafeteria workers and supervisory staff must be trained by the food service director to keep the area safe, clean, and allergen free, to the best of their ability.
- Food may not be consumed or exchanged on the school bus for runs to and from school.
- Due to dietary restrictions, food allergies, and the spreading of illness students should be discouraged not to share or trade food both at snack and lunch.
- Nutrition information for products offered in snack bars, a la carte, vending and school stores will be readily available near the point of purchase.
- Children will be encouraged to bring in healthy food choices.
- Foods and beverages sold at fundraisers should include healthy choices.
- Fundraisers during the school day will not include food.
- Advertising messages are consistent with and reinforce the objectives of the education and nutrition environment goals of the school.

Eating Environment

- The National Association of State Boards of Education recommends that students should be provided 20 minutes to eat lunch from the time they are seated.
- Dining areas are attractive and have enough space for seating all students.
- Rules for behavior in the cafeteria will be posted so that all students when entering the cafeteria can see them.

Adopted: June 8, 2006

Littleton Public Schools Responsible Use of Technology Policy

Purpose

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

Monitored Use / Privacy

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

Liability

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

Improper Use / Consequences:

All students and staff are responsible for adhering to this policy. Violations of this policy by students can include, but are not limited to the following disciplinary actions: restricting access to devices, disabling device features or applications, revocation of all network access, detention, suspension or exclusion from school as well as legal action by appropriate authorities in the case of violation of Massachusetts general law. Violations of this policy by staff can include, but are not limited to the following disciplinary actions: restricting access to devices, disabling device features or applications, revocation of all network access, as well as legal action by appropriate authorities in the case of violation of Massachusetts general law. The District's Bullying Prevention and Intervention Plan applies to online behaviors, and students and staff are expected to comply with all provisions of that

policy. Students or parents should contact the district or school administration if they have any questions about this agreement or its implementation.

Guidelines for Responsible Use of Technology:

A. Devices. Students/Staff are prohibited from:

1. Sharing and/or using someone else's account and/or password.
2. Deleting or intentionally tampering with someone else's files, folders, or work.
3. Damaging or modifying devices, computer system, or network in any way.
4. Storing confidential or sensitive District information on portable external electronic storage media. Portable external electronic storage media includes but is not limited to USB or flash drives, CDs, removable hard drives.
5. Violating any federal, state, or local laws including, but not limited to, copyright, plagiarism, libel and slander laws.

B. Network. Students/Staff are prohibited from:

1. Sending inappropriate and unsolicited information through "spamming."
2. Downloading non-educational content such as streaming music, video, while utilizing the District network.
3. Viewing, sending, downloading inappropriate content or displaying offensive images or messages.
4. Attempting to override, disable, alter, or circumvent security restrictions, management systems, or network settings. Any attempt will be considered intentional damage.
5. Using the network for financial or commercial gain.

C. Social Media. Students/Staff are prohibited from:

1. Creating, sharing or posting audio, video, or any material of or created by another Student or Staff without permission.
2. Posting private information of another Student or Staff member.
3. Impersonating or attempting to impersonate another individual on any social media platform.
4. Engaging in any form of cyberbullying, harassment, or other malicious behavior.

Policy Amendment and Modifications

Littleton Public Schools reserves the right to modify or change this policy and related implementation procedures at any time.

COPPA (Children's Online Privacy Protection Act)

Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013. Littleton Public Schools works diligently to comply with COPPA requirements. Littleton

Public Schools does not collect student personal information or transmit such information directly to online entities for the purpose of creating web-based accounts.

CIPA (Children's Internet Protection Act)

The Littleton Public Schools uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Littleton Public Schools is aware that not all inappropriate information can be filtered, and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by Staff and Students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is an appropriate modification of the filtering profile. Littleton Public Schools educates Students about appropriate online behavior, including interacting with other individuals on social networking web sites as well as cyberbullying awareness and response.

Educational Accounts for Students

Littleton Public Schools utilizes computer software applications and web-based services. These include Google Apps and other educational programs that provide web based tools and applications for learning. In order for our students to use these programs and services, certain identifying information, generally the student's name and email address must be provided to the web site operator. Under Federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools such as Littleton Public Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator.

Aspen

Littleton Public Schools uses a web-based school information management system, Aspen. This password protected family and student portal makes communication among Students, Parents, Teachers, and Administrators more efficient. It is used to maintain Student data including demographics, attendance records, schedules, grades and transcripts. Parents and Students in grades 6-12 are able to access online progress and grade reports, attendance records, and Student schedules with District-assigned usernames and passwords. Aspen provides Staff with the ability to share additional course information such as syllabi, study guides, class documents, assignments, homework, scheduled assessments, class updates, and assignment grades.

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

Updated June 2017
Approval date 6/8/2017
Approved by School Committee
Updated 7/24/2019

SCHOOL COMMITTEE POLICIES

SCHOOL COMMITTEE POLICY DEVELOPMENT

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

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

POLICY ADOPTION

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

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

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

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

POLICY REVISION AND REVIEW

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

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