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Central Office Directory

Paula Deacon, Superintendent
Leominster Public Schools
24 Church Street
Leominster, MA 01453
(978) 534-7700

School Committee Members

Mayor Dean Mazzarella	(978) 534-7500
Michael Stassen, Ward 1	(978) 514-4879
Ronald Houle, Ward 2	(978) 537-6076
Isabelle Alera, Ward 3	(978) 833-3358
Nona Ojala Ward 4	(978) 537-2904
Eileen Griffin, Ward 5	(978) 537-6128
Cody Caisse, At-Large	(978) 602-6194
Vacant At-Large	
Suzanne Koehler, At-Large	(978) 537-4988

Directory of Schools

Priest Street School **Grades PK-K**
115 Priest Street
(978) 534-7761 phone
(978) 534-7770 fax
Principal Ann Margaret Tessi-Mitchell
Assistant Principal Andrew Pineo

Bennett Street School **PK-K**
145 Pleasant Street
(978) 534-7704 phone
(978) 534-7769 fax
Principal Ann Margaret Tessi-Mitchell
Assistant Principal Andrew Pineo

Samoset Pre-School **Grade PK**
100 DeCicco Drive
(978) 537-3383 phone
(978) 537-4879 fax
Principal Ann Margaret Tessi-Mitchell
Assistant Principal Andrew Pineo

Fall Brook School **Grades K-5**
25 DeCicco Drive
(978) 534-7745 phone
(978) 466-9825 fax
Principal Jeff Sullivan
Assistant Principal Lynn Fiandaca

Johnny Appleseed School **Grades K-5**
845 Main Street
(978) 534-7765 phone
(978) 534-7776 fax
Principal Margaret O'Hearn-Curran
Assistant Principal Patricia J. King

Northwest School **Grades K-5**
45 Stearns Avenue
(978) 534-7756 phone
(978) 534-7779 fax
Principal Colleen LeClair
Assistant Principal Brian Prehna

Frances Drake School **Grades K-5**
95 Viscoloid Avenue
(978) 534-7751 phone
(978) 466-8603 fax
Principal Andres Vera
Assistant Principal Wendy Hess

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

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



LEOMINSTER PUBLIC SCHOOLS
2019-2020 CALENDAR

Approved by School Committee **April 1, 2019**



AUGUST 4

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

SEPTEMBER 20

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

OCTOBER 22

M	T	W	T	F
	1	HD	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 16

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

DECEMBER 15

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

JANUARY 21

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

FEBRUARY 14

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH 21

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

APRIL 17

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

MAY 20

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

JUNE 10

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

August 26, 2019	1st Day for Teachers
August 27, 2019	1st Day for Students
Sept 2, 2019	Labor Day Holiday
Sept 3, 2019	1st Day for Kindergarten and PreK
Sept 18, 2019	Half Day for Students/Prof Dev
Oct 2, 2019	Half Day for Students/Prof Dev
Oct 14, 2019	Columbus Day
Nov 11, 2019	Veterans Day
Nov 25, 2019	1/2 Day (Parent/Teacher Conf.)
Nov 26, 2019	1/2 Day (Parent/Teacher Conf.)
Nov 27-29, 2019	Thanksgiving Recess
Dec 4, 2019	Half Day for Students/Prof Dev
Dec 23-Jan 1 '20	Winter Recess
Jan 20, 2020	Martin Luther King Jr. Day
Feb 3, 2020	Professional Development Day
Feb 17-21, 2020	Presidents Week Recess
March 9, 2020	Professional Development Day
April 1, 2020	Half Day for Students/Prof Dev
April 10, 2020	Half Day for Students and Staff
April 20-24, 2020	Spring Recess
May 25, 2020	Memorial Day
June 1, 2020	Half Day for Students/Prof Dev
June 6, 2020	LHS Graduation
June 12, 2020	Last Day for Students (if no snow days)

First Days for Teachers

First Day for Students

Holiday/No School

Professional Development Day (no students)

180TH DAY

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

HD *Half Day for Students*

First Day for Kindergarten and PreSchool

HD *Half Day for Students and Staff*

1. ACADEMIC POLICIES

Grading Policy

The Leominster public Schools Elementary report card reflects the learning standards in all content areas as outlined in the Massachusetts State Frameworks. This standards based report card communicates student progress toward meeting end-of-year learning standards specific to each grade K-5. Teachers assess student performance against these learning standards, which are specific and observable grade level skills articulated in the Leominster public Schools elementary curriculum. This is done by measuring performance, using specific criteria for each level of progress against the identified learning standard using the following indicators:

Academic Performance Skill Indicators

- Mastery – the student demonstrates consistent and independent mastery of or proficiency at the grade level skill/standard.
- Progressing – the student is progressing towards mastery of consistent and independent mastery of or proficiency in the grade level.
- Beginning to Progress – the student is beginning to progress towards mastery of consistent and independent mastery of or proficiency in the grade level.
- Not Yet Demonstrating – the student is not yet demonstrating progress towards mastery of consistent and independent mastery of or proficiency in the grade level.
- / - the standard is not addressed at this time.

Academic Progress Reports

Academic Progress Reports (Warning Cards) are sent home at the midpoint of each term to any child with a grade of "C" or below in grades 3, 4, or 5, or a student whose grade performance has dropped more than one letter grade. The parent/guardian must sign the progress report and return it to the teacher. Parents/guardians are encouraged to contact the teacher for more information about their child's progress. Progress reports may, if the teacher thinks it is necessary, be sent at any time to inform the parents/guardians of their child's performance. Any child in grades 1 and 2 who is "approaching grade level" or below will receive an academic progress report.

Conferences

Parents/guardians are welcome and encouraged to come to school for conferences. Appointments for Parent Conference Day are scheduled, in advance, at times convenient for both teachers and parents/guardians. The teachers will be available at times that do not interrupt or interfere with class time. Conferences can be scheduled throughout the school year by calling their child's school to set up a date and time.

Homework

Leominster Public School District Homework Policy

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

Staff shall:

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

Students shall:

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

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

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

Makeup Work:

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

Homework Requests: If your child is absent, homework and make up work can be sent home. This work must be completed and returned within five (5) school days. Please call the school office to allow sufficient time for class work and homework to be picked up at the end of the school day.

2. ATTENDANCE POLICY

Daily attendance is required of every student between the ages of 6 and 16. Research indicates that one of the major reasons for poor achievement in school is poor attendance. Parents/guardians are responsible for ensuring that their children attend school on time and on a consistent basis. Taking students out of school for vacations, other than at scheduled school vacation times is strongly discouraged. Parents/guardians, along with the student, may be contacted for conferences regarding issues of poor attendance. Letters concerning excessive absences and tardiness will be sent home.
The following are the school day hours for Pre-K through Grade 5 Leominster Public Schools:

Pre-Kindergarten:	Samoset Preschool -	9:00 AM to 3:30 PM Monday through Thursday
		9:00 AM to 11:45 AM on Friday
	Bennett School -	9:00 AM to 3:30 PM
Kindergarten:	Priest St. School -	9:00 AM to 3:30 PM
Elementary:	Fallbrook School -	8:45 AM to 3:15 PM
	Johnny Appleseed School -	8:15 AM to 2:45 PM
	Northwest School -	8:30 AM to 3:00 PM
	Frances Drake School -	9:00 AM to 3:30 PM

Absences
When a child is absent from school, his/her parent/guardian must call the school on the first morning of the student's absence. If the school has not been notified by a parent or guardian of a child's absence within three days of the absence, office personnel will notify the parent or guardian of the absences for an explanation and to ensure safety.

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

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

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

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

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

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

Student Absence Notification Program

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

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

Any class work or homework missed due to absence must be made up by the student within five (5) school days upon their return. If a student is absent five (5) consecutive days or more, appropriate medical documentation will be required. If total absences exceed twenty (20) days, a student may be considered for retention. The school will send an attendance letter to the parents/guardians once a child has been absent eight (8) days and a second letter at twelve (12) days. When absences reach seven (7) days within a period of 6 months, the district may file a complaint against the parent. (M.G.L.c.76 s 2). A decision may be made by the principal to contact the district's attendance officer. Court proceedings may follow.

Dismissal

No student will be dismissed (sent home early) unless a written note is provided or the parent/guardian is present to pick up the student. The parent/guardian will report to the office and may be required to provide proof of identity in the event that the office staff does not know them. The office staff will then page the student to the office. Parents/guardians will sign a release form at the time they pick up their child.

Students may be dismissed from school for the following reasons: medical treatment, bereavement or legal proceedings. Parents/guardians who cause their child to be absent or dismissed for any other reason may subject themselves to being reported to the Department of Children and Families or a civil fine under Mass General Law, chapter 76 sections 2 and 4. Class work missed due to dismissal is expected to be made up.

Students who need to be dismissed from school for personal reasons must present a note from their parent/guardian to the school office at the beginning of school on the day of dismissal. This note must indicate that the parent/guardian or another authorized person will be picking up the child. This note must be dated, signed and include a telephone number where the parent/guardian can be reached in order to verify dismissal, if necessary.

A non-custodial parent, i.e. one who does not have physical custody, may not dismiss a student from school without the school authority receiving written authorization from the parent/guardian who has physical custody. Notification must be in writing and a photo ID of the non –custodial parent must be presented.

Tardy

"A little late is too late". If a student arrives late to school, he/she must report to the office to get a tardy pass to take to his/her homeroom teacher. Excessive tardiness may result in disciplinary action.

Truancy

Truancy is defined as being out of school without permission. Truancy violates state and local attendance laws and will be considered a serious offense. The administration believes very strongly that for educational and safety issues, a child must be accounted for at all times. Students who are truant may be assigned a detention. Multiple truancies may result in further disciplinary or legal action.

Transfer/Withdrawal of Students

The school should be notified at least two (2) days in advance of a student's withdrawal. The student will receive a transfer form to be taken to his/her new school. All textbooks, library, books, and lunch payments must be accounted for before the student's records can be transferred to another school. Student records will be forwarded to schools in which the student seeks or intends to enroll without consent of eligible student or parent in accordance with the Leominster Public Schools Student Records Policy and Massachusetts Student Records Regulations.

3. DISCIPLINARY GUIDELINES

Disciplinary Statement

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

Detention

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

In-School Suspension

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

Principal's Discretion

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

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

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

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

Procedures for Emergency Removal
If the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption, the principal shall temporarily remove the student from the school. This temporary removal shall not exceed two (2) days following the day of the emergency removal and the superintendent shall be immediately notified of the removal. Additionally, the principal shall make immediate and reasonable efforts to orally notify the student and student's parent of the emergency removal, the reason for the emergency removal, and the other information required in a short-term suspension notification. The short-term suspension notice shall be provided in writing to the student and parent. The opportunity for a hearing with the principal shall occur within two (2) school days, unless

otherwise extended by the school and parent. A decision regarding the student's continued suspension or other removal shall be rendered the same say as the hearing and written notice shall be provided the following school day. This written notice shall include all the information required based on the type of discipline imposed (short-term suspension, in-school suspension, long-term suspension, or expulsion).

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

Procedures for an In-School Suspension

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

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

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

Procedures for Long-Term Suspension

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

The principal, or his/her designee, may issue long-term suspensions at the building level. The principal may also issue expulsions for the offenses set forth in M.G.L. c. 71, §37H and §37H½. Expulsions for other offenses are handled by the School Committee pursuant to M.G.L. c. 76, §16 and §17.

1. In the event of a long term suspension or expulsion, the student will be provided oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
    i. The disciplinary offense;
    ii. The basis for the charge;
    iii. The potential consequences, including the potential length of the suspension;
    iv. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
    v. The date, time, and location of the hearing; and
    vi. The right of the parent and student to interpreter services at the hearing.
2. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to

document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

3. In advance of the hearing, the student shall have the right to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student.
4. The student shall also have the right to be represented by counsel or a lay person at the choice and expense of the student/parent.
5. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The student shall also have the right to produce witnesses and the right to cross-examine witnesses presented by the school. The student may request that the hearing be audio recorded by the principal and may request a copy of the recording. All parties must be made aware that the hearing is recorded in advance of the hearing.
6. The parent, if present, shall have the opportunity to discuss the student's conduct and other information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
7. The principal shall make a determination as to whether the student committed the disciplinary offences and what consequences shall be imposed. The principal shall notice the student and parent in writing of his/her decision, including the following information:
    i. The disciplinary offence, the date on which the hearing took place, and the participants in the hearing;
    ii. The key facts and conclusions reached by the principal;
    iii. The length and effective date of the suspension and the date of return to school;
    iv. The notice the student's opportunity to receive education services to make academic progress during the suspension;
    v. The student's right to appeal the principal's decision to the superintendent or his/her designee if a long-term suspension has been imposed. This notice of appeal shall include the process for appealing the decision, which requires the parent or student to file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension.
        a. The superintendent shall hold the hearing within three (3) school days of the student's request, unless an extension is mutually agreed to.
        b. The superintendent shall make a good-faith effort to include the parent in the hearing.
        c. The hearing shall be conducted to determine whether the student committed the disciplinary offense and, if so, what the consequence shall be. The hearing shall be audio recorded and a copy of the recording shall be provided to the student or parent upon request.
        d. All the same rights as are afforded in the above long-term suspension principal's hearing shall apply to the student in a superintendent's hearing.
        e. The superintendent shall issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or lesser consequence than the principal.
        f. The decision of the superintendent shall be the final decision of the school district.

vi. If the student is in grades K-3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for the suspension before the suspension takes effect.

Expulsion

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

Additional Procedural Protections

In general, special education students may be excluded from their programs for up to ten school days per school year just as any other student. However, when the district seeks to exclude a special education student from his/her program for more than ten school days in the school year, the student's special education team must first determine whether the student's behavior was caused by, or was directly and substantially related to his/her disability or whether the conduct in question was the direct result of the district's failure to implement the student's IEP (a "manifestation determination"). If the Team determines that the behavior was a manifestation of his/her disability or was caused by a failure to implement the IEP, it must conduct a functional behavioral assessment and develop a behavior plan (or review and modify an existing plan, if necessary), and return the student to his/her current program, unless the student's parents and the district agree to a change in placement.

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

Additional information regarding the procedural protections for students with disabilities can be obtained from the Director of Pupil Services.

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

MGL Chapter 71, Section 37H

Section 37H. The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on

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

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

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

a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter 94C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
e. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion,

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

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

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

MGL Chapter 71, Section 37H ½

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

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or

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

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

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

Educational Services and Academic Progress During Suspensions and Expulsion

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

Any student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through a school-wide education service plan. This plan will be developed by the principal and shall describe the services that the school district will make available to student who are expelled or suspended for ten (100 or more consecutive days. The plan will include the process for notifying such students and their parents of the services and arranging the services.

Behavioral Guidelines

The behavioral guidelines and prohibited conduct outlined below describe some but not all of the kinds of conduct for which a student may be disciplined. At the discretion of the principal, other types of conduct including, but not limited to lying, disobeying a directive of a teacher, and/or plagiarism may also warrant a disciplinary penalty.

a. Outside the Building without Permission

No student is allowed to leave the building during the school day without the authorization of an administrator. Any student who leaves the building without permission may be suspended.

b. Wandering or Loitering In or Out of the Building

Every student is assigned to a specific location every period. Any student who is not where he/she has been assigned is wandering or loitering and may be subject to disciplinary actions.

c. Inappropriate Conduct in the Cafeteria

Inappropriate conduct, such as yelling, food throwing, or improper disposal of trash, or other behavior in violation of this student handbook may result in disciplinary action and/or community service.

d. Smoking

We recognize smoking to be a proven health hazard involving risk to both the smoker and the non-smoker. It is the responsibility of Leominster Public Schools to discourage practices that are clearly hazardous to the health and well-being of the school community. **THEREFORE, NO PERSON IS ALLOWED TO SMOKE ANYWHERE WITHIN THE SCHOOL BUILDINGS OR ON THE SCHOOL GROUNDS.** Any student who is caught violating this rule will be given an out-of-school suspension for up to thirty (30) days.

1. Smoking is defined as: possession of any tobacco product, lighter or matches; lighting a cigarette; blowing smoke; or holding a lit cigarette.
2. The use of smokeless tobacco and electronic cigarettes is not permitted in school or on school grounds for health and hygienic reasons. The penalty for this infraction is the same as for smoking.
3. After the first offense, in lieu of or in addition to a suspension, the school may suggest that a student participate in, and successfully complete, a cessation program. Written verification of successful completion must be turned in to the school principal within one (1) week of completion of the course.

e. Alcohol

The possession, use, or distribution of any alcoholic beverage on school property, or at school functions, is strictly prohibited. Drinking or being under the influence of alcohol on school grounds or school functions may result in a short or long term suspension of one (1) to thirty (30) school days.

f. Drugs

Controlled substances are not, under any condition, allowed on school property.

If a student is found to be, or admits to being, under the influence of drugs or alcohol, the principal or his designee will contact the student's parents/guardians. Normal disciplinary action will occur. A conference will then be held with the parents/guardians, school nurse and a guidance counselor to determine a proper course of action prior to the student's return to class. The police may be notified of the incident. The liaison officer will determine if juvenile complaints or a care and protection petition should be sought in the juvenile court.

In the event that a student voluntarily admits a drug or alcohol problem to a staff member of the school department, an administrator, a guidance counselor and the school nurse will meet to determine a proper course of action.

If a student is found to be in possession of drugs, as defined in Massachusetts General Laws Chapter 94C, or alcohol, the principal or his designee will call the parents/guardians of the student and the police school liaison officer and normal disciplinary action will take place. A conference between the principal or his designee and the student's parents/guardians may be held prior to the student being eligible to return to school. The illegal item will be turned over to the police. The school liaison officer will take appropriate action.

If a student is found to be selling or distributing drugs or alcohol, the principal or his designee will notify the parents/guardians and the police school liaison officer. The student will be suspended by the principal and may be expelled. Prior to the student's return to school, a conference will be held with the parent/guardian.

Drugs prescribed by a physician may be used only when the school nurse has been notified and a doctor's order is provided. All medication must be stored in the nurse's office and must be taken in her presence.

g. Inhalants

Use of non-prescription inhalants is prohibited. Non-prescription inhalants include, but are not limited to cooking sprays, adhesives, and aerosol cans. Students may be suspended and parents/guardians will be contacted by the school administration for use of non-prescription inhalants. Counseling may be recommended to the family

h. Weapons

The determination of whether an object is a dangerous weapon for the purposes of MGL chapter 71 section 37H is left to the discretion of the principal. For purposes of this policy, a dangerous weapon may include, but is not limited to, a gun or knife or another object that has the purposes of inflicting harm.
A student shall not possess, use or attempt to use any dangerous weapon on the school premises or at a school- related event, including, but not limited to, travel to and from the event. Any student who is found on school premises or at school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, or knife is subject to a suspension and/or expulsion from the school by the principal.

i. Assault

Any student who physically and/or verbally abuses or fights with another student may be suspended. Physical force, other than self-defense, as a response to verbal or physical confrontation will be considered an assault. Legal action may occur in any or all instances. Any student who physically and/or verbally assaults or confronts a staff member may be suspended and may be expelled by the Principal.

Verbal assault means defiance, insolence, rudeness, obscenity or abusive language. Abusive language shall include, but not be limited to, derogatory statements concerning race, sexual orientation, color, gender, age, religion, national origin, or disability.

j. Theft, Intimidation, Destruction of Property and Forgery

Stealing, intimidation, malicious destruction of property of others, or forgery will not be tolerated. Offenders subject themselves to severe disciplinary action such as short or long term suspension.

k. Hazing

Offenders subject themselves to severe disciplinary action such as long-term suspension and legal action.

MGL Chapter 269, Sections 17, 18 & 19

Section 17. 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.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

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

l. Defacing, Damage or Loss of School Property
If caught defacing or damaging school property, which includes, but is not limited to: teacher related materials, equipment, facilities and grounds, students may be suspended. Restitution for any damages/losses will include cost of repair/replacement as well as needed materials and labor. Legal action may occur.

m. Fireworks
Fireworks of any size or form are dangerous and are not allowed on the school grounds or at school-related events. A student possessing, distributing, or using fireworks may be suspended with notification of the possession of fireworks to the proper authorities.

n. Unauthorized Entrance
Unauthorized entrance to any area of the building and/or use of any equipment by students without proper supervision is prohibited. Disciplinary action will be taken and may result in detentions or suspension.

o. Profanity
The use of profanity is prohibited. Students may be subject to disciplinary action up to and including suspension.

p. Gum
Gum chewing is not allowed.

q. Electronic Devices/Cellular Telephones
A student shall not possess MP3 players, headphones, radios, CD players, or video games on school premises or at a school sponsored activity. Any such device found in a locker, or desk will be considered to be in the possession of the student assigned to the locker/desk for purposes of disciplinary action or confiscation. Cellular telephones are not allowed to be taken out or used in school. A cell phone brought to school is the sole responsibility of the student. A student may ask the administration to hold a cell phone

until the end of the day. The school is not responsible for any electronic property that is lost or stolen.

r. Fire Alarms

Any student who has falsely or mischievously set off a fire alarm may be subject to suspension from school. Proper authorities may be notified. Delinquency complaints may be sought against those involved.

s. Searches and Seizures

A student may be searched by the principal, assistant principal or a teacher whenever there is a reasonable suspicion that the student is, or has been, in possession of contraband or materials indicating a violation of the discipline code or the law or where the student has violated or is violating either the discipline code or the law. The search itself will be conducted in a reasonable manner, given the age and sex of the student as well as the nature of the infraction. Additionally, school lockers are school property and, therefore, lockers may be searched at any time for any reason, and students have no expectation of privacy in the contents of the locker.

Students may be assigned lockers, laboratory tables, desks, furniture, computers/media storage, and similar property of the school system for their use while in school. Property of the school department assigned to a student for his/her use during the school year is subject to inspection and search at any time for any reason. Students should have no expectation of privacy regarding school assigned lockers, laboratory tables, desks, furniture, computers/media storage, and any other storage locations within the school. If an illegal substance/object, or evidence of activity which violates the law or school policy, is found during any inspection or search, it will be confiscated and appropriate action will be taken against the student.

In addition, professional and administrative personnel may search a student's belonging, such as clothes, backpack, handbag, wallet, etc., or frisk or search the student him/herself when the staff person has reasonable cause to believe that the student has, or the student's belongings contain an illegal substance/ object. The search itself will be conducted in a reasonable manner, given the age and sex of the student as well as the nature of the infraction. If an illegal substance/object or evidence of activity which violates the law or the school policy is found during any search, it will be confiscated and appropriate action will be taken against the student.

Students should have no expectation of privacy for bags or backpacks left unattended. School personnel will search unattended items to determine ownership and/or to assess danger/threat.

t. Lockers

Students may be assigned lockers. The locker is jointly accessible to the student and school officials and may be subject to search at the discretion of school officials. Students should not share a locker. Lockers and common areas are the property of the school rather than any individual student and as such are subject to inspection at any time for any reason, and students have no expectation of privacy in the contents of the locker. Students should note that a locker should not be considered safe storage.

PROHIBITION AGAINST BULLYING AND RETALIATION

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

Acts of bullying, which include cyberbullying, are prohibited:

(i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and

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

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

DEFINITIONS

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

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

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

i. causes physical or emotional harm to the target or damage to the target's property;

ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;

iii. creates a hostile environment at school for the target;

iv. infringes on the rights of the target at school; or

v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying is bullying through the use of technology or electronic devices such as

telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. Cyberbullying also includes:

i. The creation of a web page or blog in which the creator assumes the identity of another person;

ii. The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation results in bullying; or
iii. The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution of posting results in bullying.

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

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

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

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

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

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

TRAINING AND PROFESSIONAL DEVELOPMENT

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

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

- developmentally or age appropriate strategies to prevent bullying;
- developmentally or age appropriate strategies for immediate, effective interventions to stop bullying incidents;

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

Additional areas identified Leominster Public Schools include building pro-social behaviors, developing healthy relationships, fostering supportive behavior management in the school and classroom and increasing coping strategies.
Leominster Public Schools provides all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties in the school or district employee handbook and in the code of conduct. Staff sign that they have received this notice.

ACCESS TO RESOURCES AND SERVICES

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

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

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

Special Education Considerations:

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

ACADEMIC AND NON-ACADEMIC ACTIVITIES

The Plan, including all curricular and school-based initiatives is designed to disrupt a negative

pattern of bullying behavior. It is an integrated approach which incorporates disciplinary action, behavior management, preventative education, and positive behavior supports. Students in our district will do the following to prevent bullying:

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

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

Curricula are evidence-based.

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

A. Specific bullying prevention approaches. Bullying prevention curricula is informed by

current research which, among other things, emphasizes the following approaches:

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

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

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

- setting clear expectations for students and establishing school and classroom routines;
- creating safe school and classroom environments for all students, including for students with disabilities, lesbian, gay, bisexual, transgender students, and homeless students;
- using appropriate and positive responses and reinforcement, even when students require

discipline;
- using positive behavioral supports;
- encouraging adults to develop positive relationships with students;
- modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- using the Internet safely; and
- supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.
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POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

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

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

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

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

Reporting by Staff

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

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

Reporting by Students, Parents or Guardians, and Others

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

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

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

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

Obligations to Notify Others:

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

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

Notice to law enforcement: At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that

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

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

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

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

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

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

Responses to Bullying:

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

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

Taking Disciplinary Action: If the principal or designee decides that disciplinary action is appropriate, the disciplinary action is determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline is consistent with the Plan and with the district's code of conduct.

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

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

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

Reporting Bullying Incident Data to the Department

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

Responding to a report of bullying or retaliation: <u>– Allegations of Bullying by School Staff</u>

The Leominster Public Schools takes allegations of bullying by school staff extremely seriously. When the principal or designee (or the Superintendent, if the principal is the alleged aggressor, or the School Committee, if the Superintendent is the alleged aggressor) receives a report of school staff bullying a student, the principal or designee shall proceed with the same notification, investigation, and determination process described above. Any and all student witnesses or

students interviewed pursuant to the investigation will be reminded of the importance of being truthful and that retaliation is strictly prohibited.

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

COLLABORATION WITH FAMILIES

Parent education and resources: The school or district will offer education programs for parents and guardians that are focused on how parents can reinforce the anti-bullying curricula at home and any social competency curricula used by the district or school. The programs offered will be in collaboration with the PTO, PTA, School Councils, Special Education Parent Advisory Council, or similar organizations. Additional information about bullying resources for parents is available on the district's and school's website and on the Department's website at http://www.doe.mass.edu/bullying/.

Notification requirements: Each year the school or district informs parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice includes information about the dynamics of bullying, including cyberbullying and online safety. Leominster Public Schools provides parents written notice each year about the student-related sections of the Plan and the district's Internet safety policy.
All notices and information made available to parents or guardians are in hard copy and electronic formats, and are available in English, Spanish and Portuguese. The Plan and related information is posted on Leominster Public Schools' website.

RELATIONSHIP TO OTHER LAWS

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

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

4. COMMUNICATION

Internet/Network Acceptable Use Policy

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

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

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

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

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

Rules for Student Use of the Network, Internet and E-Mail

Behavior is governed by the expectation that the students are responsible and deserving of a learning environment that is open and limitless. However, the student must follow the rules listed. Violations may result in a loss of access, disciplinary and/or legal action. The administration reserves the right to review students' files and communications to maintain system integrity and ensure that the users are using the system within the authority provided by the district.

Students will:

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

Leominster Public Schools' personnel will make every attempt to monitor and guide students toward appropriate materials and the appropriate use of the system.

These regulations conform to school committee policy.

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

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

The Leominster Public Schools makes no guarantee regarding the reliability of the data connection. The Leominster Public Schools shall not be liable for any loss or corruption of data resulting while using the network.

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

No School/Delayed Opening Notice

If school is canceled or delayed because of inclement weather, in most circumstances, parents/guardians will receive a phone message from the superintendent of schools clearly indicating the cancellation or delay. Parents/guardians should also listen to the local radio stations or Boston television or radio stations for an official announcement from the

Superintendent of Schools. A delayed opening may be one or two hours in length. The school will not be open during this time period and children should observe the policy for arrival for a normal school day: 15 minutes before school starts. Occasionally, parents/guardians may be notified of an early closing if weather conditions or other natural or manmade hazards might put children in danger.

Telephone Use

Use of the telephone by students is limited to emergency calls and school business calls only. With the large number of students attending the school, the use of telephones must be limited to keep lines open for calls concerning school business. Parents/guardians should plan in advance for changes in their child's routine.

5. MEDICAL AND HEALTH ISSUES

a. Medical and Health Issues

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

A written medication order must accompany all medications to be administered in school. This order must come from the student's physician, nurse practitioner or licensed prescriber. Students needing medication on a long-term basis must have this form renewed at the beginning of each school year. All medication must be stored in the nurse's office and must be taken in her presence. All medication must be delivered to the school nurse by parent/guardian in a manufactured labelled container. Students may not deliver medication. Please ask your pharmacy to provide separate containers for sending to school. EPI pens and inhalers may be carried by students with a physician's order and parent consent, once assessed and approved by the nurse. Questions regarding medication should be directed to the school nurse.

b. School Health Services Provided by School Nurses

The school nurse is responsible for the following:

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

c. When to Keep Your Child at Home

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

Do not send your **child** to school if he/she:

- Has a fever of 100 degrees or higher.
- Has a persistent cough or cold.
- Has had vomiting or diarrhea within the past 12 hours.
- Has an unidentifiable skin rash.
- Has a contagious illness i.e. Chicken Pox or Strep Throat.
- Has active head lice or body lice.

Head Lice

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

d. Emergency Cards

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

e. Medication Policy

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

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

f. Immunizations

Massachusetts has regulations that describe the immunizations required in order for a student to enroll in public school. There are limited exceptions to these requirements. More information regarding immunization requirements can be found at 105 CMR §220.0. The school health office is required to have a complete record of the immunizations for every student, including the date of each inoculation. The report must be signed by a physician. Please send in documentation of any immunization that your child receives to keep the school health record current. If you have any questions about required immunizations, you may contact your primary care physician or the school nurse.

g. Physical Exams

Students are encouraged to obtain physicals from their own physician to enhance quality of care. Physical exams are required:

1. Within one year prior to the entrance to school or within 30 days after entry and at intervals of either three or four years thereafter. A student transferred from another school system shall be examined as an entering student. Health records transferred from the student's previous school may be used to determine compliance with this requirement;

2. For students under age 16 and over age 14 requesting employment certificates; and

3. Prior to a student's participation in competitive athletics, on an annual basis.

The school physician offers exams in school once each year, on a limited basis.

h. State Mandated Screenings

1. Vision screening is required yearly until grade 5.
2. Hearing will be screened by the school nurse, or nurse substitute, in the year of school entry and annually through grade 3.
3. Growth and development screening will be done by the school nurse, or nurse substitute, in grades 1, 4, 7, and 10. The measurement of height and weight shall be done and the BMI (body mass index) calculated from that and reported directly and confidentially to a parent or legal guardian. A report of each student's BMI and percentile, along with easily understood informational and explanatory materials, will be provided.
4. Postural (Scoliosis) screening is conducted yearly for grades 5-9.

   A. Screening will be done by the school nurse or substitute nurses during specific weeks during the school year. Prior notification to parents/guardians will be done.
   B. Girls will need to bring or wear a bathing suit or halter top for better visualization of the spine.

1. Documentation of screening by a primary care physician is required, if school based screening is refused.

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

1. HIV/AIDS diagnoses are **confidential**. Students or parents/guardians are not obligated to disclose HIV Infection or AIDS diagnoses.

a. Students or parents/guardians may inform the school nurse directly of a diagnosis.
b. Specific, informed, written consent from the parents/guardians is necessary before further disclosure of his/her HIV/AIDS is allowed.

2. All children diagnosed with HIV/AIDS and being followed medically are expected to attend regular classes except when the following occurs:
   a. Open skin lesions that cannot be covered.
   b. Chronic uncontrollable bleeding.
   c. Exhibition of inappropriate behavior which increases the likelihood of transmission of disease, such as biting.
   d. Circumstances that are deemed medically necessary by the primary care provider.
3. Siblings of students diagnosed with HIV/AIDS may attend school without similar restrictions.
4. A child with HIV/AIDS may be at a greater risk of getting infections at school. If the school nurse is aware of the student's HIV/AIDS status, she/he will be able to alert the student's parents/guardians of a contagious disease in the school so that they can consult with the primary care physician about preventive treatment or the need to keep the child at home.

j. Wellness Policy

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

1. Nutrition Education: All students will receive nutrition education that teaches the skills they need to adopt and maintain healthy eating behaviors. Behaviorally-focused nutrition education will be integrated into the curriculum in grades PK-12. Therefore, nutrition will be taught not only in health related classes, but also throughout all disciplines.
2. Physical Activity: Programs throughout the school system will promote activity and lifelong fitness. Students will be given the opportunity for physical activity during the school day through physical education classes, daily recess (where age appropriate), and the integration of physical activity into the academic curriculum, where applicable. Physical education is an important aspect of a student's overall health and learning. Therefore, students will not be kept out of physical education classes or recess to make up work or for punishment. The school system encourages parents/guardians to promote and support physical activity in school, at home and in the community.
3. Nutrition Standards: It is the policy of the school system that all foods and beverages made available on campus during the school day are consistent with the School Lunch Program nutrition guidelines. Food and beverage items sold in school cafeterias, school stores and vending machines as well as food and beverages brought in for class celebrations will provide healthy choices in accordance with the above guidelines. Food will not be used by school staff as a reward. All parents/guardians are encouraged to promote and support healthy eating practices at school, home, and in the community.
4. Other School-based Activities: All community and before-and-after school programs will comply with Leominster Public Schools' wellness policy.

6. RIGHTS

Students Identified as Having a Disability and Provided with a Section 504 Plan

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

Is the misconduct the result of failure to implement the student's 504 plan?
Is the misconduct caused by, or does it have a direct and substantial relationship to the student's disability?

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

Additional information regarding the procedural protections for students with disabilities can be obtained from the Director of Pupil Services.

Parent Observation of Classes

MGL Chapter 71B Section3 governs observations of current and proposed special education programs. The purpose of that portion of the law is to ensure parents/guardians can participate fully and effectively in determining the child's appropriate educational program. Leominster Public Schools complies with MGL Chapter 71B Section 3 by implementing the following observation policy:

1. Parents/guardians request to observe their child's current program or a potential placement must be made in writing to the special education director or designee.
2. The special education director or designee shall contract the parent(s)/guardian(s) for an initial scheduling conversation within five (5) school days of receipt of the parent/guardian request. At that time the parent/guardian will be notified of the need for a CORI for all observances prior to the visit as is the policy for all visitors to Leominster Public Schools. However, if the CORI takes an inordinately long period of time, a CORI'd adult may accompany the observer to the observation.\
3. When a parent/guardian requests an observation of a special needs student or program, the special education director or designee will seek approval from the building principal before it is processed. Such approval may only be withheld for those reasons outlined within the law and DESE guidance on the topic.
4. The special education director or designee will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to scheduling and placement of the observer in the classroom). The school reserves the right to avoid scheduling observations during state testing times or on days with special schedules (ie. Exam days, professional development days etc).
5. The number, frequency, and duration of the observation periods will be determined on an individual student basis in accordance with law and DESE guidance. The start and end time of observation periods and a schedule of observation periods will be communicated in advance. In order to minimize classroom or student disruption, the length of individual observation periods may be limited.
6. If the observer is not the parent/guardian, the parent/guardian must sign a release for the individual to observe. Again, the individual must first go through the CORI process.

7. The number of observances at any one time may be limited to the special education director.
8. The observer will be informed that he/she is not to interfere with the educational environment of the classroom. If his/her presence presents a problem he/she will be required to leave. This notice is particularly important since the presence of parents/guardians can influence both the performance of their children and that of others.
9. The observer will be informed that he/she is there to observe the specific educational program. He/she is not there to evaluate a teacher's ability to perform his or her contractual job duties.
10. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to their children. Staff must be mindful of removing materials which may be part of student's records from plain view. IN the event that removal is not possible the observer may be asked to sign a non-disclosure agreement.
11. A school administrator or designee will observe at the same time and take notes as to what is observed, paying particular attention to note anything that is not typical concerning the period. This observation summary will be placed in the student's file and provided to the parent/guardian prior to any follow-up TEAM meeting.
12. The district may restrict program observations when necessary to protect the safety of the children in the program during the observation, the integrity of the program during the observation and children in the program from disclosure by an observer of confidential or personally identifiable information he or she may obtain while observing the program.

Restrictions on Observations

The law states that districts may restrict program observations when necessary to protect:

1. the **safety** of the children in the program during the observation;
2. the **integrity** of the program during the observation; and
3. children in the program from **disclosure** by an observer of confidential or personally identifiable information he or she may obtain while observing the program.

Additionally, to limit the opportunity that personally identifiable information is released; the school will require that parents do not speak to students during the observation. Additionally, to prevent a disruption to lessons, parents are asked to refrain from asking questions during the lesson, however, they will be provided an opportunity to meet with teachers during a designated time after the observation. To ensure that such concerns are honored, the school reserves the option to have an administrator (principal, headmaster, or special education coordinator) also participate in the classroom observation.

7.

Non-Discrimination Policy and Grievance Procedure

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

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

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

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

Definitions

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

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

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

Reporting Procedures

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

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

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

The district encourages the complainant or person reporting the discrimination or harassment to file the complaint using the report form available from the principal or guidance counselor in each building (which is also available at the personnel office). However, oral reports of discrimination or harassment will be considered as well. If an oral is received, the principal or guidance counselor can request a written complaint but cannot insist upon a written complaint. Additionally, if only an oral complaint is received, the principal or guidance counselor must reduce the complaint to written form within forty-eight (48) hours and forward the complaint to the human rights officer.
The human resource director shall be the school district human rights officer with responsibility to identify, prevent and remedy discrimination and harassment. The human rights officer shall:

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

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

The superintendent will develop a method of discussing this policy with students and employees. Training, including debriefing, on the requirements of non-discrimination and the appropriate responses to civil rights violations as herein defined will be provided to all school personnel on an annual basis but no later than October 15th of each school year, and at such other times as the superintendent in consultation with the district human rights officer and the diversity task force determines is necessary or appropriate. This policy shall be reviewed at least annually for compliance with state and federal law.

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

Investigation Finding and Appeal of Finding

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

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

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

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

Contact information for the superintendent and the building principal is on pages 3 and 4.

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

School District Actions

Upon receipt of a report that a violation has or may have occurred, the school district will take prompt, appropriate action. To prevent recurrence of any harassment and/or discrimination and to correct any discriminatory effect on the complainant or others, as appropriate. Appropriate actions may include but are not limited to:

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

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

In the event that the evidence suggests that the misconduct is also a crime in violation of any state or federal statutes, the school district human rights officer shall report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

The results of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the school district in accordance with state and federal statutes regarding data or records privacy, and consistent with the privacy rights of the alleged perpetrator, victim and witnesses.

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

1. For complaints related to discrimination/harassment of students:
   The Office for Civil Rights US Department of Education 8th Floor
   5 Post Office Square, Boston, MA
   02109-3921 Telephone: 617-289-0111 FAX:
   617-289-0150 TDD: 877-521-2172

2. For complaints related to discrimination/harassment of parents:
   The Office for Civil Rights US Department of
   Education
   8th Floor
   5 Post Office Square,
   Boston, MA 02109-3921
   Telephone: 617-289-0111
   FAX: 617-289-0150
   TDD: 877-521-2172

3. For complaints related to discrimination/harassment of employees:
   The Office for Civil Rights
   US Department of Education 8th Floor
   5 Post Office Square,
   Boston, MA 02109-3921

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

   The Massachusetts Commission Against Discrimination
   One Ashburton Place
   Sixth Floor, Room 601
   Boston, MA 02108
   Phone: 617-994-6000
   TTY: 617-994-6196
   OR

The Equal Employment Opportunities Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone: 1-800-669-4000"

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

8. Student Records

a. General Provisions

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

The rights outlined below may be exercised by the custodial parent(s)/guardian(s) for a student under the age of 14 years, or jointly by the student and custodial parent(s)/guardian(s) of a child over the age of 14 years. A student over the age of 14 is called "an eligible student". A student 18 years or older may limit the rights of his custodial parent(s)/non-custodial parent(s) under the student records law by making such request in writing to the school principal or superintendent. However, the parent of a student may inspect the student record regardless of the student's age.

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

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

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

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

b. Directory Information Notice

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

The following information regarding students is considered directory information:

1. Name
2. Address
3. Telephone number
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Degrees, honors and awards received
10. Post high school plans of the student

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

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the Principal on or before the 15th day of each September. In the event that a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information.

c. Rights of Non-Custodial Parents

Parents are responsible to provide any temporary/permanent custody order, decree, or agreement – either signed by the judge of the probate court in the case of an order or decree or signed by both parents in the case of an agreement – concerning a student to the school's main office. These orders are important for determining access to the student's records, the right to have the student dismissed into the care of an individual, the right of access to a student's teacher and similar issues. Parents are responsible for notify the school of any changes in the custody order, decree or agreement.

Any parent who by court order does not have physical custody of the student is considered a "non-custodial parent" for purposes of student records law. This includes parents who by court order do not reside with a supervise the student even for short periods of time.

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

Non-Custodial Parent Access: In the case of a non-custodial parent who is eligible to access the student record, i.e., does not fit any of the four (4) categories under 1-4 above, the non-custodial parent must submit a written request for the student record to the school principal. Upon receipt of the request, the principal and/or his/her designee shall immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth under 1-4 above.

When the student record is released to the non-custodial parent, the school will delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records will be marked to indicate that they shall not be used to enroll the student in another school.

d. Amending Your Child's Record

1. A parent has the right to add information, comments, data or any other relevant written material to the student's record. The parent should submit the additional information in writing to the Principal with a written request that the information be added to the student record.
2. A parent has the right to request in writing deletion or correction of any information contained in the student's record, except for information, which was inserted into that record by the TEAM. Such information inserted by the TEAM shall not be subject to such a request until after the acceptance of the Individual Educational Plan (IEP), or, if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below.

    A. If a parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student's record, the parent shall present the objection in writing and/or have the right to have a conference with the Principal or his/her designee to make the objections known.

    B. The Principal or his/her designee shall within one (1) week after the conference or receipt of the objection, if no conference was requested, render to such parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent, the Principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

    C. If the Principal's decision is not satisfactory to the parent, the parent may file an appeal to the Superintendent. Such an appeal shall be in writing and submitted to the Superintendent within five (5) business days of the Principal's decision. The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.

    D. If the Superintendent's decision is not satisfactory to the parent, the parent may appeal to the School Committee by filing a written appeal within five (5) business days of receipt of the Superintendent's decision. The School Committee shall conduct a hearing as required on the appeal as required by 603 CMR §23.09(4).

e. Notice on Transfer to Other Schools

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

f. Destruction of Records

1. Notice is hereby given that the temporary record of a student will be destroyed no later than seven (7) years after that student transfers, graduates or withdraws from the school system. When the student transfers, graduates or withdraws from school, and if the eligible student or the parent/guardian wants the temporary record, they must request, in writing, prior to the last day of school, that the documents be provided to them. No additional notice, other than this notice in the handbook, will be provided to the student or his parent/guardian of such destruction.

2. In addition, each year, the Principal and/or teachers and/or other service providers may destroy the following documents that are considered part of the student's temporary record.

    - Disciplinary records (other than documentation of suspensions/ expulsions/exclusions).
    - Any notes from the parent/guardian or other documents concerning absences, early dismissals, late arrivals; as well as
    - Examples of student work

If the eligible student or the parent/guardian wants the records, they must request, in writing, prior to the last day of school that the documents be provided to them rather than destroyed. No additional notice, other than this notice in the handbook, will be provided to the student or his parent/guardian of such destruction.

g. Display/Publication of Student Work

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

h. Complaint Procedure

In addition to the appeal procedure, above, a parent/guardian/eligible student may file a complaint with the Family Policy Compliance Office (FPCO) of the federal Department of Education. The FPCO has the authority to interpret and decide issues involving student records under FERPA. FPCO's address is:

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

9. PHYSICAL RESTRAINT POLICY

Policy Regarding Physical Restraint of Students

The Leominster Public Schools shall use physical restraint of student only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution, when needed to protect a student and/or member of the school community from imminent, serious, physical harm. Any such restraint shall be administered and reported in accordance with the requirement of 603 CMR 46:00. A copy of the district's physical restraint policy and procedures may be obtained.

10. TRANSPORTATION

Transportation is a privilege that may be withdrawn for inappropriate actions. Additionally, students riding the bus must comply with the rules and regulations as prescribed by each company and state law. All busses are equipped with video cameras. In order to ensure the safety and security of all students, bus behavior may be videotaped and utilized by the school administration as a teaching tool or to implement disciplinary action. Students are expected to abide by all school rules while on the bus in addition to the Bus Rules stated below. Disciplinary consequences for violations on the bus may range from loss of privileges to expulsion.

Bus Rules

a. Previous to loading at the bus stop, on the road and at the school all students will:

1. Be on time at his/her designated bus stop.
2. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter. Bus riders should not move toward the bus until the bus has come to a complete stop.
4. Not crowd or push while getting on the bus.

NOTE: All school rules apply while riding the bus and while waiting for the bus at the bus stop.

b. While on the Bus

1. Keep hands and head inside the bus. Stay seated.
2. Assist in keeping the bus safe and sanitary.
3. No loud talking, shouting or unnecessary confusion.
4. Treat bus equipment as you would the furniture in your home. The offender will be required to pay for damage to equipment.
5. Riders should never tamper with the bus or any of its equipment.
6. **Do not** leave books, lunches, or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Help look after the safety and comfort of small children.
9. **Do not** throw anything out the bus window.
10. **Do not** leave or change your seat while the bus is in motion.
11. Be quiet when approaching a railroad crossing.
12. In case of a road emergency, children are to remain on the bus unless requested to leave by the bus driver.
13. Smoking, lighting of matches, alcohol, illegal substances, and weapons are not allowed on the bus. Suspension or expulsion from school may occur and proper authorities will be notified.
14. Sit where you are assigned.
15. Obtain written permission to leave the bus other than at your regular stop.
16. Ride the bus **assigned** to you at the beginning of the year.
17. Ride on another bus only if you have a permission note from your parents and the office approves.
18. No chewing gum or candy on the bus; no eating on the bus.
19. Pupils shall be courteous to the driver, to fellow pupils, and passersby.
20. Pupils who refuse to obey promptly the directions of the bus driver or refuse to obey regulations forfeit their right to ride on the bus.

NOTE: The emergency door must be used for emergencies only.

c. After Leaving the Bus

1. Cross the road, when necessary, immediately after getting off the bus, at least ten (10) feet in front of the bus and only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to danger signals from the driver.
4. The driver will **NOT** discharge riders at places other than regular bus stops, unless by proper authorization from school officials.

d. Extra-Curricular Trips

1. The aforementioned rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall follow the instructions of chaperones appointed by the school.

11. MISCELLANEOUS

After School Activities
The school's behavioral code of conduct applies to all students when attending after school or evening activities and performances. Once inside, students are not allowed to leave the building until the activity is completed. A student who is absent from school on the day of an after school activity or performance will not be allowed to attend the activity or performance unless specific prior approval has been granted by the administration. Transportation home from school activities should be arranged with parents/guardians before school on the day of the activity. **Parents are expected to be prompt in picking up their child. Formal supervision ends fifteen (15) minutes after the end of a scheduled event.**

Building Security
Every effort is made to ensure that each school provides a safe and secure environment in which to learn. To this end, all exterior doors to the building are locked while school is in session. All visitors and guests must sign in at the office upon arrival to the school and sign out upon departure. Visitors who are authorized to go to the classroom will be given a visitor's pass. Visitors will not be permitted to loiter on the school grounds or in the school building. Students leaving the school with an adult, with the knowledge of the office, should use the front entrance only. **Parents are asked to make an appointment to meet with staff.**

Proper Attire
Students are expected to be neat, clean and orderly in their appearance. When a particular appearance or dress is deemed to offend reasonable standards of health, safety, and morality, or is likely to disrupt the teaching/learning process, in the opinion of the staff, corrective measures will be taken. If students dress improperly, their parents will be contacted for a change of clothes to be brought to the school.

Guidelines for proper dress include the following:

1. Students should not wear hats, caps, hoods or other head covering inside the building.
2. Appropriate footwear must be worn all times for health and safety reasons. Sneakers with wheels are prohibited. For safety reasons, flip flops and other backless shoes are prohibited.
3. Students should not wear clothing advertising alcoholic beverages and tobacco products or containing inappropriate language, symbols and/or messages.
    a. Obscene or provocative clothing in any form will not be allowed in school.
    b. Displaying the "colors" of any inappropriate social group is strictly prohibited
4. Shorts, blouses, and shirts should be within the norms of good taste keeping in mind the age and physical development of the student. Tube tops, halter tops, tops that bare any part of the body, chest to waist, are not allowed.
5. Outside clothing such as coats and jackets are not allowed to be worn in school during the day. They are to be kept in students' lockers or assigned areas.
6. The administration of the school reserves the right to make the final decision on all modes of dress.

Student Guest
Due to potential disruption of the normal school day, students may not bring a guest to school. Student guests may not attend school activities.

12. SCHOOL NUTRITION PROGRAM

SCHOOL LUNCH PROGRAM

Charge Procedures

Purpose and Goals:

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

To ensure that all students have a healthy meal;

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

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

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

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

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

To ensure that no child goes hungry.

II. Procedure:

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Allergies

All students with food allergies who have a doctor's note on file in the nurse's office, stating the food allergy will be flagged in the computer i.e. "Allergic to "
The computer will alert all cafeteria staff to the student's food allergies when he or she purchases a meal.

4. Purchase of Other Food Items

If a parent or guardian chooses not to allow his/her child to purchase extra foods such as snacks, drinks and second lunches, the student's account may be flagged "No Extras Allowed". This will allow only breakfast and/or lunch to be purchased by the student. A parent or guardian must let the cafeteria manager know of this request in order for the restriction to the student's account.

LEOMINSTER PUBLIC SCHOOLS MEDICATION PERMISSION FORM

This form is to be completed by physician and parent for any medication to be dispensed in school.

Massachusetts' Regulations regarding the administration of medication in schools require that the school nurse receive a proper medication order from a licensed prescriber. Below please find the required information that must be provided by the licensed prescriber.

PHYSICIAN'S ORDER

Physician: _____

Please complete this form if the below named student must take prescribed medication during school hours.

Student's Name: _____

Name of School: _____

Diagnosis: _____

Medication prescribed: _____

Dosage prescribed: _____

Time during school day to be given: _____

Duration of medication: _____

Specific directions for administration: _____

Additional comments (ex. Special side effects, contraindications, adverse reactions to be observed, other medications being given, date of student's return to physician):

_____

_____

Date: _____ **Physician's Signature:** _____

Telephone Number: _____

Parent or Guardian:
I, the undersigned, give permission to the School Nurse to administer the above named medication to my child.

Date: _____ **Parent/Guardian Signature:** _____

LEOMINSTER PUBLIC SCHOOLS

CIVIL RIGHTS REPORTING FORM

Name: _____

Date: _____

School: _____

Who was responsible for the alleged violation(s)?

_____

_____

_____

Describe the violation(s):_____

_____

_____

(Attach additional pages if necessary)

Date(s), time(s), and place(s) the violation occurred: _____

_____

Were there other individuals involved in the alleged violation(s)? _____

If so, name the individual(s) and what their role was: _____

_____

Were there any witnesses? _____ **If so, name the witnesses:** _____

_____

What was your reaction to the alleged violation(s)? _____

Describe any prior incident(s):

_____

_____

Signature of Principal and/or Guidance Counselor: _____

Submit form to the Leominster Civil Rights Officer at Leominster Public Schools, 24 Church Street, Leominster MA 01453 48 hours of the reporting of the incident.

LEOMINSTER PUBLIC SCHOOLS
BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

1. ***Information about the reporter:***
   Name of reporter/person filing the report: _____
   (Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)
   Check whether you are the : ____ target of the behavior ____ reporter *(not the target)*
   Check whether you are a: ____ student _____ staff member *(specify role)*_____
   _____ parent _____ administrator _____ other *(specify)*
   _____
   Your contact information/ telephone number**:** _____
   If student, state your school/grade: _____
   If staff member, state your school or work site: _____

2. ***Information about the Incident:***
Name of target *(of behavior):* _____
Name of aggressor *(person who engaged in the behavior)***:** _____
Date(s) of Incident(s):
_____
Time when incident occurred:
_____
Location of incident(s) *(Be as specific as possible):*
_____

3. ***Witnesses*** *(List people who saw the incident or have information about it):*
Name: _____ Student Staff Other _____
Name: _____ Student Staff Other _____
Name: _____ Student Staff Other _____

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

5. ***Signature of person filing this report:*** _____ ***date:*** _____
(Note: Reports may be filed anonymously.)

6: ***Form given to:*** _____ ***position:*** _____***date:*** _____

LEOMINSTER PUBLIC SCHOOLS

STUDENT/PARENT/GUARDIAN RETURN FORM

A parent, guardian or the student him/herself must sign the acknowledgment form below, indicating that he/she has received and read a copy of the handbook. If the signed acknowledgment form is not received by Friday, September 13, 2019 then the school district will nonetheless presume that the parent, guardian or student him/herself (if over 18 years old) has received and read the handbook.

LEOMINSTER PUBLIC SCHOOLS

I received the Leominster Public School K-5 Student/Parent Handbook. I have carefully read the Leominster Public Schools K-5 Student/Parent Handbook with my son/daughter. We understand the rules and regulations of Leominster Public Schools and agree to abide by them.

Student Name _____

Student Signature_____

Parent/Guardian Signature _____ Date _____

_____I give permission for the school to use my child's name and/or picture on the school website, on the local access cable station and in any media action that pertains to the Leominster Public Schools.

_____I **do not** give permission for the school to use my child's name and/or picture on the school website, on the local access cable station and in any media action that pertains to the Leominster Public Schools.

_____I give permission for my child to use the network, internet, e-mail and electronic devices for instruction and with adult supervision in accordance with the Acceptable Use Policy outlined previously in the handbook.

_____I **do not** give permission for my child to use the network, internet, e-mail and electronic devices for instruction and with adult supervision in accordance with the Acceptable Use Policy outlined previously in the handbook.

Parent/Guardian Signature _____Date _____