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CENTRAL OFFICE DIRECTORY

Dr. Nadine Binkley, Superintendent
Leominster Public Schools
24 Church Street
Leominster, MA 01453
(978) 534-7700

DIRECTORY OF SCHOOLS

PRIEST STREET SCHOOL *Grades PK - K*

115 Priest Street
(978) 534-7761 phone
(978) 534-7770 fax
Principal..... James Reilly
Assistant Principal.....Elizabeth Medley

BENNETT STREET SCHOOL *Grades PK - K*

145 Pleasant Street
(978) 534-7704 phone
(978) 534-7769 fax
Principal..... James Reilly
Assistant Principal.....Elizabeth Medley

SAMOSET PRE-SCHOOL *Grade PK*

100 DeCicco Drive
(978) 537-3383 phone
(978) 537-4879 fax
Principal..... James Reilly
Assistant Principal.....Elizabeth Medley

FALLBROOK SCHOOL *Grades K - 5*

25 DeCicco Drive
(978) 534-7745 phone
(978) 466-9825 fax
Principal.....Paula Leger-Cox
Assistant Principal.....Cynthia LeBlanc

JOHNNY APPLESEED SCHOOL *Grades K - 5*

845 Main Street
(978) 534-7765 phone
(978) 534-7776 fax
Principal.....Margaret O'Hearn-Curran
Assistant Principal.....James Burns

NORTHWEST SCHOOL *Grades K - 5*

45 Stearns Avenue
(978) 534-7756 phone
(978) 534-7779 fax
Principal.....Steven Mammone
Assistant Principal.....Renee Kostka

SOUTHEAST SCHOOL *Grades K - 5*

95 Viscoloid Avenue
(978) 534-7751 phone
(978) 466-8603 fax
Principal.....Elizabeth Pratt
Assistant Principal.....Andres Vera



Leominster Public Schools
2009-2010 School Calendar
Approved by School Committee 4/7/09



AUGUST 1

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

SEPTEMBER 21

M	T	W	T	F
	1	2	3	4
NS	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER 21

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

NOVEMBER 16

M	T	W	T	F
2	○	4	5	6
9	10	NS	12	13
16	17	18	19	20
HD	HD	NS	NS	NS
30				

DECEMBER 17

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	NS	NS
NS	NS	NS	NS	

JANUARY 19

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

FEBRUARY 15

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
NS	NS	NS	NS	NS
22	23	24	25	26

MARCH 23

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	HD	18	19
22	23	24	25	26
29	30	31		

APRIL 16

M	T	W	T	F
			1	NS
5	6	7	8	9
12	13	14	15	16
NS	NS	NS	NS	NS
26	27	28	29	30

MAY 20

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
NS				

JUNE 11

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

T First Days for Teachers

● First Day for Students

NS Holiday/No School

○ Professional Development Day
(no students)

June 180th Day

June Last Day for Students & Teachers (Including 5 Snow Days)

HD Half Day for Students

- August 24-26 1st Days for Teachers
- August 27 Administrative Meetings
- September 7 Labor Day - No School
- August 31 1st Day for Students
- October 12 Columbus Day
- October 21 1/2 Day (Professional Development)
- November 3 Professional Development Day
- November 11 Veterans' Day
- November 23 1/2 Day (Parent/Teacher Conf.)
- November 24 1/2 Day (Parent/Teacher Conf.)
- November 25-27 Thanksgiving Recess
- Dec 24-Jan 1 Winter Recess
- January 13 1/2 Day (Professional Development)
- January 18 Martin Luther King Jr. Day
- February 15-19 President's Week Recess
- March 17 1/2 Day (Professional Development)
- April 2 Good Friday
- April 19-23 Spring Recess
- May 31 Memorial Day
- June 5 LHS Graduation
- June 15 Last Day if no Snow Days
- June 22 Last Day for Students (including 5 Snow Days)

Leominster Education Foundation Dates

- Oct. 8 Wine Testing
- March 18 Dining Out for Education

MCAS Testing Dates

- Nov 4-13 Retest
- March 1-5 Retest
- March 23-March 25 Test Admin
- May 10-27 Test Admin
- May 17,18, June 2,3 Test Admin

MEPA Test Dates

- Oct 19-28
- March 3-17

AP Exam Schedule

- May 3 US Gov & Politics, Comp. Gov and Politics, French
- May 4 Computer Sci, Spanish, Statistics
- May 5 Calculus AB, Calculus BC, Chinese Lang.
- May 6 Eng. Lit, German, Japanese
- May 7 US History, European History, Studio Art
- May 10 Biology, Music Theory, Physics
- May 11 Chemistry, Enviro. Sci, Psychology
- May 12 Eng Lang, Art History
- May 13 Macroeconomics, World History, Microeconomics
- May 14 Human Geography, Spanish, Latin

I. ACADEMIC POLICIES

GRADING POLICY

Listed below are the guidelines for assessing student progress:

- A+ 98-100
- A 93-97
- A- 90-92
- B+ 88-89
- B 83-87
- B- 80-82
- C+ 78-79
- C 73-77
- C- 70-72
- D+ 68-69
- D 63-67
- D- 60-62
- F Less than 60

The grading policy is currently being revised. The school community will be notified when the new grading policy has been approved by the school committee.

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 deemed necessary by the teacher, 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

Conferences will be scheduled, in advance, at times convenient for teacher and parents/guardians. Teachers will be available at such times that do not interrupt or interfere with class time. Parents/guardians are welcome and encouraged to come to school for conferences by calling their child’s school to set up a date and time.

HOMEWORK

Your child may be receiving homework on a daily basis or whenever the teacher determines it is appropriate. There are several reasons for this homework:

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity for students to learn good work habits.
4. To provide opportunity for growth in responsibility.
5. To provide parents/guardians with an opportunity to see what their child is studying and how well he/she is doing.

It is important for learning to continue after school hours. The daily homework should not be viewed as punishment, but rather, as a way to encourage and extend learning.

HOMEWORK REQUESTS: Homework and make up work due to absenteeism 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. Class work and homework missed due to student absence may be assigned upon the student’s return.

II. ATTENDANCE POLICY

Daily attendance is required of every student between the ages of 6 and 16 in accordance with Massachusetts General Laws chapter 76, section 2. 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 are attending 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 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. Additional absences may result in legal action. A decision may be made by the principal to contact the district's attendance officer. Court proceedings may follow.

ABSENCES

When a child is absent from school, his/her parent/guardian must call the school the morning of the student's absence. If the school has not been notified by telephone, office personnel will attempt to reach home and/or the work place for an explanation.

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. Additional absences may result in legal action. 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 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 to 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 noncustodial 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.

TRUANT

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 detention. Multiple truantries 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 impending 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 secures a transfer of record to another school.

III. DISCIPLINARY GUIDELINES

DISCIPLINARY STATEMENT

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. Students not following rules as stated in this handbook may be issued detention; Saturday detention; suspensions, in or out-of-school; and/or expulsion. In addition, at the discretion of the principal, other consequences may be imposed on the student, including, but not limited to, time out, letters of apology, restitution, community service and the like. Disciplinary actions will be progressive in nature.

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 must be provided by the parent/guardian of the student. 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 for academic credit.

SUSPENSION

When a student is suspended from the public school for 1-30 **school** days, the student will receive written notice of the reason for the suspension. Any suspension will be for a specified period of time. Suspended (or excluded) students are not allowed to attend any school function, including but not limited to sports practices, dances, athletic events, or any other extra curricular activity or overnight field trip. Any student who is suspended and is found on the school grounds may be prosecuted for trespassing. Any suspended student who wishes to come on school grounds to see a teacher or administrator must call to make an appointment to get a visitor's pass immediately upon entering the building. Parent/guardian notification will be made by the school administration.

LONG TERM SUSPENSION

When the student is suspended from the public school for more than thirty (30) calendar days, the student will receive:

1. Notice of the reason for the suspension.
2. Notice of the right to be represented at the hearing at his/her own expense.

3. Copies of all documentation in the administrations possession regarding the reasons for suspension.
4. Names of all witnesses.

Long-term suspension may result from the following infractions:

1. Possession/distribution of illegal substances.
2. Possession of dangerous weapons.
3. Destruction of school property.
4. Violent or threatening acts against other individuals.
5. Habitual school offenses.

Prior to the long-term suspension, parents/guardians and the student will be invited to attend a meeting with the school administration to discuss:

1. Notification of length of suspension.
2. Consequences.

Parents/guardians must accompany the student upon return to school.

EXPULSION/EXCLUSION

Expulsion is defined as the permanent removal of a student from school. Expulsion by the principal may result from the following infractions, in accordance with chapter 71, section 37H of the Massachusetts General Laws.

1. Possession/distribution of a controlled substance.
2. Possession of a dangerous weapon.
3. Assault on a staff member.
4. Conviction of a felony (Exclusion).

Written notification of the charges, the reason for the expulsion, a right to representation and the right to present evidence and witnesses at a hearing will be provided to parents/guardians and students.

The student shall also receive written notification of the right to appeal and the process for appealing an expulsion to the superintendent.

BEHAVIORAL GUIDELINES

The Behavioral Guidelines and prohibited conduct outlined below are not all inclusive of the kinds of conduct for which a student may be disciplined. 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

Appropriate conduct is expected in the cafeteria. Any action deemed inappropriate, such as yelling, food throwing, or improper disposal of trash 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 the 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 one (1) 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 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 mandate 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 will result in a short or long term suspension of one (1) to thirty (30) school days.

F. Drugs

Controlled substances are, under no condition, allowed on school property. If a student transfers a prescription or non-prescription drug to another student, both sets of parents/guardians will be required to meet with the administration. In the event that a student voluntarily admits a drug or alcohol problem to a professional staff member of the school department, a guidance counselor and the school nurse will meet to determine a proper course of action. The police will not be involved.

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 will 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.

If a student is found to be in possession of drugs, *as defined in Massachusetts General Laws 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 will 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. Counseling may be recommended to the family for the first offense. For a second offense, counseling, at the expense of the parent/guardian will be mandatory and the school principal must receive confirmation of completion from a counseling agency within one (1) week of said completion.

H. Weapons

A dangerous weapon is defined as any device that is inherently dangerous, such as a gun or knife, and any other devices such as a screwdriver, paper clip, scissors, writing instrument, or object that a student attempts to use to inflict bodily harm on another.

A student shall not possess, use or attempt to use any 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 of up to **thirty (30) days**, long term suspension or expulsion from the school by the principal, regardless of the size of the weapon.

I. Assault

Any student who physically and/or verbally abuses or fights with another student may receive a suspension of one (1) to thirty (30) days. **Physical retaliation 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 abuses or confronts a staff member will 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 and Forgery

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

K. Hazing

Hazing is defined, according to Chapter 269, Section 17 of the Mass General Laws, as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or person. Such conduct shall include whipping, branding, beating, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage or drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Offenders subject themselves to severe disciplinary action such as long-term suspension and legal action.

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 for one (1) to thirty (30) days. 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 will be suspended for one (1) to thirty (30) days 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 suspended from school for a period of one (1) to thirty (30) days.

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 will be subject to suspension from school from one (1) to thirty (30) days. Proper authorities will be notified. Delinquency complaints may be sought against those involved.

S. Searches and Seizures

Students may be assigned lockers, laboratory tables, desks 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. 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. 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.

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

IV. COMMUNICATION

INTERNET/NETWORK ACCEPTABLE USE POLICY

The 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 the 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 our belief that the advantages to learners exceed the potential disadvantages.

RULES FOR STUDENT USE OF THE NETWORK, INTERNET AND E-MAIL

Access to the internet 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 the agreement and school procedural guidelines with their parents/guardians. The contract will be returned and signed.*
- *Report all inappropriate contacts to the schools 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 any personal information, such as last name, telephone, or addresses, etc., or that of other students.*
- *Demonstrate exemplary behavior on all 'virtual' field trips and in all communications. They will treat all people they meet on the Internet as if they were honored guests at their 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 school 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.

The 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.

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.

V. MEDICAL and HEALTH ISSUES

A. Medical and Health Issues

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

B. School Health Services Provided by School Nurses

The school nurse is responsible for 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

The goal of the school health program is to prevent children from losing extended periods of time from school due to head lice. Parents or guardians will be notified if their child has head lice. After treatment, the child will be re-checked by the nurse; if there is a decrease in the number of nits/head lice/eggs on the child's head and/or no new head lice, the child will be allowed to return to school. The nurse may exclude a child if adequate treatment has not been done. A student will not be allowed back

into school if live head lice are found on his/her head after treatment. It is the responsibility of the parent to use an anti-lice treatment and to continue to comb the hair with a fine-tooth comb in order to remove the remaining nits. The nurse will periodically recheck the student the next fourteen (14) days to ensure that there is no more head-lice activity. Parents should notify the school nurse if there are head lice noted at home and treatment provided, so the nurse can check the child before the child returns to school.

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 has 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 address or work or emergency telephone numbers. Please notify the school immediately if there are any changes in address or in work or emergency 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.
4. Parent/guardian must bring the medications into school - students are not allowed to bring medications into school. A student may self-carry an inhaler or an EPI-PEN if he/she has given the school nurse a written order to self-carry from the doctor and written parental permission.
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

The Commonwealth of Massachusetts has strict immunization regulations for children attending public schools. Students not meeting these regulations will be excluded from school according to state law. 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 by law in grades K, 4, 7 and 10. The school physician offers exams in school once each year, on a limited basis.

H. State Mandated Screenings

1. Vision, hearing, height and weight screenings are required yearly for all grades.
2. Postural (Scoliosis) Screening is conducted yearly for grades 5-9.
 - a. Screening will take place during physical education classes by either the school nurse or the physical education teacher.
 - b. Girls will need to bring or wear a bathing suit or halter top for better visualization of the spine.
3. Documentation of screening by a physician is required if school based screening is refused.

I. Blood Borne Pathogens

1. Every individual's body fluids will be treated as if he/she is infected.
2. Gloves will be worn when cleaning up any body fluids.
3. Gloves will be changed between treating individuals.
4. Hands will be washed between individual contacts and after removing gloves.
5. Spills will be cleaned up with appropriate disinfectant or a 1:9 bleach solution.
6. All disposable material used to clean up a body fluid spill will be disposed of in a plastic bag.
7. Mops may be cleaned with a viricidal disinfectant or discarded in a plastic bag.

J. 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.
5. The parents/guardians, under certain circumstances, may inform the school nurse or school physician directly of the student's diagnosis.
6. Specific, informed, written consent of the student's parents or guardians is necessary before further disclosure of the student's HIV status is allowed.

K. WELLNESS POLICY

The 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 the Leominster Public Schools' wellness policy.

VI. RIGHTS

DISCIPLINE POLICY FOR STUDENTS WITH SPECIAL NEEDS

All students are expected to meet requirements for behavior as set forth in this handbook. The Individuals with Disabilities Education Act (IDEA) and its implementing regulations require that additional procedures be followed for students who have been found to have special needs and whose program is described in an Individualized Education Plan (IEP). Students with special needs may be suspended, excluded or expelled provided certain procedures are followed, as fully outlined under the IDEA and its regulations. However, during the period of such suspension, exclusion or expulsion, the student will receive services so that he/she can make progress toward his/her goals and can access the general curriculum.

The IDEA allows school personnel to move a student with disabilities to an interim alternative educational setting for up to 45 school days, if that student has brought a weapon to school or a school function or possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function or causes serious bodily injury to a person. The appropriate interim alternative educational setting shall be determined by the IEP TEAM.

The IDEA also allows school personnel the option of asking a hearing officer or a court to move children with disabilities to an interim alternative educational setting for up to 45 school days if they are substantially likely to injure themselves or others in their current placement.

When a special needs student has been suspended for more than ten cumulative days or ten consecutive days in a school year, such that a substantial change in placement is occurring or will occur, the IEP TEAM will meet to conduct a manifestation determination. If the TEAM determines that the misconduct is a manifestation of the student's disability, the school district will then conduct a Functional Behavioral Assessment (FBA) and create a behavioral intervention plan for the student.

PARENT'S/GUARDIAN'S RIGHTS AND VARIOUS LEGISLATIONS OF THE DISABLED

Parents/guardians and their disabled children (who are students) have rights under various federal and state laws, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and M.G.L. chapter 71B. Pursuant to Section 504 of the Rehabilitation Act of 1973, disabled children and their parents or guardians are entitled to procedural safeguards with respect to actions taken by the Leominster Public Schools regarding the identification, evaluation or educational placement of students who are identified under the statute. In this regard, the following rights are afforded:

1. Notice of any action taken with regard to identification, evaluation, or educational placement of a disabled student.
2. An opportunity to examine relevant records.
3. An impartial hearing with the opportunity for participation by the disabled students' parents or guardians and representation by counsel.
4. A review procedure.

Information regarding these laws is available from the Office of the Deputy Superintendent at (978) 534-7700.

PARENT OBSERVATION OF CLASSES

On January 8, 2009, the legislature adopted new laws that define parental access to observe their child's special education program, specifically; the purpose of the law is "to ensure that parents can participate fully and effectively in determining the child's appropriate educational program."

After reviewing the new law, Leominster Public Schools will comply by instituting the following:

- Parents will be asked to provide a 3-5 day notice prior to the visitation. This time period will allow Leominster Public Schools to protect the safety of our students by conducting a CORI.
- A parental request requires a simple verbal request. However, if the parent intends to have a designee participate in the observation, then the request should be made in writing. This written request simply needs to identify the designee by name, what their role is, and whether the designee will be accessing confidential files.
- The school reserves the right to avoid scheduling observations during state testing times or on days with special schedules (i.e. exam days, professional development days, etc.)
- The duration of a particular visit or observation will be determined on an individual basis to ensure that a parent has sufficient access to their child's program but also to ensure that the observation does not adversely affect the school day. Nevertheless, parents will be given the opportunity to observe their child during less formal school time including lunch time.

Restrictions on observations

The new 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.

VII. CIVIL RIGHTS POLICY

GENERAL POLICY STATEMENT

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 opposes and prohibits, without qualification, sexual harassment and discrimination based on race, color, religion (creed), national origin, marital status, sex, sexual orientation, physical appearance or disability.

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, veteran's status or any other legally protected status constitutes discrimination.

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.

Hate Crimes -

Every individual has the right to attend school/work without being the victim of physical violence, threats of harm, intimidation, or damage to his/her personal property. A hate crime occurs when you or someone else is targeted for physical assault, threat of bodily harm or intimidation, at least in part because of your legally protected status.

Certain types of language or conduct may indicate the potential that a hate crime has occurred. Some indicators that a crime was hate-motivated include:

- a. Use of slurs directed at the victim's legally protected status.*
- b. Use of symbols of hate, such as a swastika or a burning cross.*
- c. Any of the above actions by an individual toward a legally protected status group. For example, such behavior might occur at a meeting of the National Association for the Advancement of Colored People (NAACP), or for membership in a students' gay rights alliance or in a disability rights demonstration.*

Hate crimes most frequently occur in the following ways:

- a. A physical attack or a threat of bodily harm, on the basis of a student/employees race, color, religion, national origin, ethnic background, gender, sexual orientation or disability.*

b. Intimidating or threatening language based on a student's race, color, religion, national origin, ethnic background, gender, sexual orientation, or disability; or

c. Damage to a student's personal property or belongings because of the student's race, color, religion, national origin, ethnic background, gender sexual orientation, or disability.

Reporting Procedures

Any individual who believes he or she has been the victim of a civil rights violation by student, teacher, administrator or other school personnel should report the offense immediately to any of the individuals listed below.

The School District encourages the reporting party or complainant to use the report form available from the principal or guidance counselor of each building or available from the Personnel Office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this policy shall prevent any person from reporting violations directly to a district human rights officer or to the superintendent.

In each school building, the building principal or guidance counselor are the people responsible for receiving oral or written reports of civil rights violations at the building level. Reports may also be made directly to the Human Rights Officer, Ann Marie Stoica. Any adult school district personnel who receive a report of a civil rights violation shall inform the building principal and/or the guidance counselor immediately.

Upon receipt of a report, the principal and/or guidance counselor must notify the school district human rights officer immediately, without screening or investigating the report. The principal and/or guidance counselor may request but may not insist upon a written complaint. The principal can initiate discipline action immediately. The principal and/or guidance counselor will forward a written statement of the facts as soon as practical to the human rights officer. If the report was given verbally, the principal and/or guidance counselor shall personally reduce it to written form within 48 (forty-eight hours) and forward it to the human rights officer.

The Human Resource Director, Ann Marie Stoica, 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

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.

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. If the complaint involves the Superintendent, the report shall be filed with the Chair of the School Committee. If the complaint involves the human rights officer, the report shall be filed with the superintendent or the chair of the school committee. The report shall include a determination of whether the allegations have been substantiated and whether they appear to be violations of this policy. The school district human rights officer 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.

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

School District Actions-

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

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

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

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

The results of the 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.

CONTACTS

1. Personnel Director

Ann Marie Stoica
24 Church Street
Leominster, MA 01453
(978) 534-7700

2. Superintendent of Schools

Dr. Nadine Binkley
24 Church Street
Leominster, MA 01453
(978) 534-7700

3. School Committee Chairperson

Mayor Dean Mazzarella
25 West Street
Leominster, MA 01453
(978) 534-7500

4. The United States Equal Employment Opportunity Commission (EEOC)

10 Congress Street- 10th Floor
Boston, MA 02114
(617) 565-3200

5. The Massachusetts Commission against Discrimination (MCAD)

Boston Office:

One Ashburton Place - Rm. 601
Boston, MA 02108
(617) 727-3990

Springfield Office:

436 Dwight Street - Rm. 220
Springfield, MA 01103
(413) 739-2145

VIII. AMERICANS WITH DISABILITIES ACT

A. Public Notice of Compliance

It is the policy of the Leominster Public Schools to include information on ADA rights and requirements in documents posted in the schools' Central Office, Leominster Public Library, Leominster City Hall (Mayor's Office), in each school building and on all program brochures and manuals. (*Public Notice Sample follows Section 1*)

B. ADA Grievance Procedure

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. An individual or his/her authorized representative who believes that they have been discriminated against on the basis of disability in employment practices or the provision of services, activities, programs or benefits by the Leominster Public Schools may use this procedure:

The complaint must be submitted in writing or on audiotape to the building principal with a copy to the ADA Coordinator and should include a description of the alleged discriminatory incident or action, the place and date on which it occurred and the name of the involved employee, student or representative of the Leominster Public Schools. The complaint must also include the name, address and phone number of the complainant upon request. The complaint must be submitted to the building principal as soon as possible, but no later than 60 calendar days after the alleged discriminatory incident.

The building principal will meet with the complainant within 15 days of receipt of the complaint to discuss the complaint and possible resolutions. Within 15 days of the initial meeting the building

principal will provide a response to the complaint in a format accessible to the complainant i.e.: written, large print, audiotape or Braille. The response will explain the position of the Leominster Public Schools and offer the options for substantive resolution of the complaint. If the response of the building principal does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision to the ADA coordinator within 15 calendar days after receipt of the response.

The ADA coordinator will meet with the complainant, within 15 days of receipt of the appeal to discuss the complaint and possible resolutions. The ADA coordinator will respond in writing or other format accessible to the complainant with a resolution of the complaint. If the response by the ADA coordinator is unsatisfactory, the resolution may be appealed to the superintendent of Schools within 15 calendar days, in writing or other format accessible to the complainant. The superintendent of schools will respond in writing within 15 calendar days of receipt of appeal.

The Leominster Public Schools will keep all written complaints received by the building principals, the ADA coordinator and appeals to the superintendent of schools and responses from the building principals, the ADA coordinator and the superintendent of schools for at least three years.

C. ADA Coordinator

Courtney Muller, Director of Student Services and Pupil Personnel
Leominster Public Schools
24 Church Street, Leominster, MA 01453
(978) 534-7700 VOICE/TTY
(978) 534-7774 (FAX)

IX. STUDENT RECORDS

A. General Provisions

The student record contains all information concerning a student that is kept by the school. Each student and parent/guardian with physical custody had the right to see his/her own student record. Copies of any information in the records may be obtained upon request. Please allow 48 (forty-eight) hours to comply with the request.

The student's record is available to school contracted personnel who work directly with the student. This includes administrators, teachers, counselors, administrative office staff and clerical personnel. They 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 student and/or parent and/or guardian. Exceptions to this would be a probation officer, court order, or upon transfer to another school district. However, students and parents/guardians will be notified before these records are released. The 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, other technical schools, colleges, and military services.

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

B. Directory Information Notice

The Leominster Public School 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/guardian of a student or an eligible student. Parents/guardians of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent/guardian or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq.

Any parent/guardian 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/guardian of a student or eligible student objects to the release of the designated directory information.

C. Rights of Parents with No Physical Custody

It is necessary for divorced parents to submit a copy of their custody agreement or order so that the school system may identify which of the parents has physical custody of the child. If a parent/guardian does not have physical custody of a child and has not been granted written permission by the custodial parent, then the parent will not be allowed to access the records of his/her child unless the parent has submitted three documents to the Principal:

1. A written request submitted annually to the principal to access the records of his/her child;
2. A certified copy of the probate court order or judgment which must indicate that the parent has shared legal custody and is entitled to unsupervised visitation with the child, or a certified order of the probate court which specifically orders the parent to receive school records of the child. That order must state that it is being made after a review of any court records, including criminal records of the noncustodial parent or child and it is in the best interest of the child to provide the information to the noncustodial parent; and
3. An affidavit of the noncustodial parent that no temporary or permanent protective order is in effect restricting access to the custodial parent.

After the school system receives these documents, the school can allow the noncustodial parent to have access to the child's records only after the school has notified the custodial parent and twenty-one days has elapsed from this notification. During that twenty-one day period, the custodial parent can obtain a court order restricting access to the child's records or can submit a copy of any outstanding protective orders. If such orders are provided to the school system, the school cannot release records.

D. Amending Your Child's Record

1. Parents/guardians have the right to add information, comments, data, or any other relevant written material to the student's record. The parent/guardian 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/guardian has the right to request in writing deletion or correction of any information contained in the student's record, except for information, inserted by the TEAM. Such information, inserted by the TEAM, shall not be subject to 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/guardian is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student's record, the*

parent/guardian 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/guardian a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent/guardian, 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/guardian, the parent/guardian 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/guardian, the parent/guardian 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 CRM 23.07(g), notice is hereby given to parents/guardians and eligible students that the 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/guardian 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, he/she must request, in writing, prior to the last day of school, that the documents be provided to him/her. 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 suspension/expulsions/exclusions), any notes from the parent/guardian concerning absences, early dismissals, late arrivals as well as examples of student work. If the eligible student of the parent/guardian wants those records, they must request, in writing, prior to the last day of school that the documents be provided to them.

G. Access to Student Work

During the course of the school year, personally identifiable student work may be seen and reviewed by third parties. For example, personally identifiable student work may be displayed on bulletin boards, at fair/shows, during Open House and parent teacher conferences, and thus, will be seen by many different people; not just the student, the parent and the teacher. In addition, as an instructional technique, students may be asked to edit, grade, review and/or comment on another student's work. All of this activity is part of the regular educational process and serves to benefit students. By signing the acknowledgment form (or meeting the terms of the acknowledgment form) in this handbook, the student and/or parent and/or guardian agrees to the disclosure of student work as outlined in this paragraph.

X. PHYSICAL RESTRAINT POLICY

Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, the Leominster Public Schools has enacted the following policy and procedures to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. These procedures shall be annually reviewed, provided to school staff, and made available to parents/guardians or enrolled students. None of the paragraphs of the policy/procedures which follow precludes a teacher, employee or agent of the Leominster Public Schools from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious physical harm.

1. Staff Training

- A.** All staff/faculty will receive training regarding the school's restraint policy within the first month of each school year, and employees hired after the school year begins will receive training within one month of starting their employment.

- B.** Required training for all staff will include review of the following:
 - (1)** The District's restraint policy;
 - (2)** Interventions which may preclude the need for restraint, including de-escalation of problematic behaviors;
 - (3)** Types of restraints and related safety consideration, including information regarding the increased risk of injury to a student when an extended restraint is used;
 - (4)** Administering physical restraint in accordance with known medical or psychological limitations and/ or behavioral intervention plans applicable to an individual student; and
 - (5)** Identification of program staff who have received in-depth training (as set forth below in section C) in the use of physical restraint.

- C.** Designated staff members shall participate in at least sixteen hours of in-depth training in the use of physical restraint.
 - (1)** At the beginning of the school year, the principal will identify those staff who will participate in in-depth training and who will then be authorized to serve school-wide resources to assist in ensuring proper administration of physical restraint.
 - (2)** In-depth training will include:
 - (a)** Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship building, and the use of alternatives to restraint;
 - (b)** A description and identification of dangerous student behaviors that may indicate the need for physical restraint. This will also include methods for risk evaluation in order to determine whether the use of restraint is warranted;
 - (c)** The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
 - (d)** Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
 - (e)** Demonstration by participants of proficiency in administering physical restraint.

- D. Staff/faculty will review any behavior plans pertaining to special techniques for identified students.

2. Administration of Physical Restraint

- A. Physical restraint may only be used in the following circumstances:
 - (1) When non-physical interventions would be ineffective; and
 - (2) The student's behavior poses a threat of imminent, serious physical harm to self and/or others.

- B. Physical restraint is prohibited in the following circumstances:
 - (1) As a means of punishment; and
 - (2) As a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. However, if property destruction or refusal to comply with a school rule or staff directive could escalate into, or could itself lead to serious, imminent physical harm to the student or to others, physical restraint is appropriate.

- C. Only school personnel who have received required training or in-depth training pursuant to this policy shall administer physical restraint on students with, whenever possible, one adult witness who does not participate in restraint. The training requirements, however, shall not preclude a teacher, employee or agent of the school from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

- D. Physical restraint shall be limited to the use of such reasonable force as is necessary to protect students or others from assault or imminent, serious, physical harm.

- E. A person administering physical restraint shall use the safest method available and appropriate to the situation. Floor or prone restraints may only be administered by a staff member who has received in-depth training as specified in this policy and, when in the judgment of the trained staff member, such method is required to provide safety for the student or others.

- F. Physical restraint shall be discontinued when it is determined that the student is no longer at risk of causing imminent physical harm to self or others.

- G. Additional safety requirements:
 - (1) A restrained student shall not be prevented from breathing or speaking. A staff member will continuously monitor the physical status of the student, including skin color and respiration, during the restraint.
 - (2) If at any time during the physical restraint, the student demonstrates significant physical distress, as determined by the staff member, the student shall be released from the restraint immediately, and the school staff shall take steps to seek medical assistance.
 - (3) Program staff shall review and consider any known medical or psychological limitations and/ or behavioral intervention plans regarding the use of physical restraint on an individual student.

- H. At an appropriate time after release of a student from physical restraint, a school administrator or other appropriate school staff shall:
 - (1) Review the incident with the student to address the behavior that precipitated the restraint;

- (2) Review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed; and
- (3) Consider whether any follow-up is appropriate for students who witnessed the incident.

3. Methods of Physical Restraint:

A. Basket Hold - Standing

- (1) One staff person stands behind the student with the student's arms wrapped in front of him/her.

B. Basket Hold - Floor

- (1) The student sits with his/her legs out in front. One staff member is behind the student holding his/her arms, which are wrapped in front; the other staff person stabilizes the student's legs if needed.

C. Two Person Take Down

- (1) This restraint begins with two staff members but requires three or more to complete. With one staff person per arm, the student is lowered to the floor, with the student's backside touching the floor first, and with care being taken to proceed slowly. Lead person doing restraint should move into a basket hold with the second person moving to the legs, if necessary. Each staff person holds the student's wrist with one hand and places the other hand on the student's shoulder. The second person holds the student's legs wrapping them with the staff person's arms.
- (2) When the student is spitting or is too difficult to maintain safely in this position, the student could be rolled onto his/her side or back. The best method is where one person takes control of the upper body in the basket hold in ventral position; the second person stabilizes the legs by wrapping them. The second option is as follows. Two staff assigned to the upper body sit with their backs against each other forming a tent over the student's back. This is done without putting pressure on the student's body. The student's arms are held across the waist of the staff. The other staff stabilizes the legs by wrapping them. Student's shoes are generally taken off to avoid injury to staff.

4. Chemical/Mechanical/Seclusion restraints prohibited

A. Chemical restraint, the administration of medication for the purpose of restraint, is prohibited unless explicitly authorized by a physician and approved in writing by the parents/guardians.

B. Mechanical restraint is the use of a physical device to restrict the movement of a student or normal function of a portion of his/her body and is prohibited unless explicitly authorized by a physician and approved in writing by the parents/guardians.

- (1) A protective stabilizing device, such as a harness, lap or other belts for securing a child in a chair, ordered by a physician or a therapist shall not be considered mechanical restraint.

C. Seclusion restraint, physically confining a student alone in a room or limited space without access to school staff, is prohibited.

- (1) The use of "time out" procedures during which a staff member remains accessible to the student, although not necessarily present, shall not be considered a "seclusion restraint".

5. Reporting Requirements

A. Program staff will report the use of physical restraint after administration of a physical restraint that:

- (1) Results in injury to a student or staff member; or
 - (2) Lasts longer than five minutes.
- B.** The staff member who administered such a restraint shall verbally inform the principal of the restraint as soon as possible and by written report no later than the next school day.
 - (1) The written report shall be provided to the principal or his/her designee, except the principal shall prepare the report if the principal administered the restraint;
 - (2) The Principal or his/her designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.
- C.** The Principal or his/her designee shall verbally inform the student's parents/guardians of such restraint as soon as possible and by written report postmarked no later than three school days following the use of such restraint.
 - (1) If the school customarily provides school related information to the parents/guardians in a language other than English, the written restraint report shall be provided in that language.
- D.** The written report required by both sections B and C above shall include:
 - (1) Names and job title of staff who administered the restraint, and observers, if any;
 - (2) Date of restraint and time restraint began and ended;
 - (3) Name of administrator who was verbally informed following the restraint;
 - (4) Description of the activity the student, other students, and staff in the area were engaged in immediately preceding the use of physical restraint;
 - (5) Student's behavior that prompted the restraint;
 - (6) Efforts made to de-escalate the situation and alternatives to restraint that were attempted;
 - (7) Justification for initiating physical restraint;
 - (8) Description of administration of restraint including:
 - (a) The holds used and reasons such holds were necessary,
 - (b) The student's behavior and reactions during the restraint,
 - (c) How the restraint ended, and
 - (d) Documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided;
 - (9) For extended restraints (restraints lasting more than twenty minutes), descriptions of the alternatives to extended restraints that were attempted, the outcome of these efforts, and the justification for administering the extended restraint;
 - (10) Information regarding any further action(s) that the school has taken or may take, including any disciplinary sanctions that may be imposed on the student; and
 - (11) Information regarding opportunities for the student's parents/guardians to discuss with school officials the administration of the restraint, any disciplinary sanctions, and/or other related matters.
- E.** The school will, within five school days of the reported restraint; provide to the Department of Education a copy of the written report as described above and a copy of the record of physical restraints maintained by the program administrator for the thirty day period prior to the date of the reported restraint when:
 - (1) A restraint has resulted in a serious injury to a student or program staff member; or

- (2) When an extended restraint has been administered.
- F. Parents/guardians may voluntarily waive the reporting requirements as stated above for restraints that do not result in serious injury to the student or a program staff member and do not constitute extended restraint.
- (1) The Leominster Public Schools may seek such individual waiver for students who present a high risk of frequent, dangerous behaviors that may require the frequent use of restraint.
 - (2) The Leominster Public Schools shall not require parental consent to such a waiver as a condition of admission or provision of services.
 - (3) Parents/guardians may withdraw consent to such a waiver at any time without penalty.
 - (4) Extended restraints and restraints that result in serious injury to a student or program staff member must be reported as described above regardless of any individual waiver.
 - (5) The following documentation regarding individual waiver of reporting requirements will be maintained on-site in the student's file and will be made available for inspection to the Department of Education upon request:
 - (a) Informed written consent of parents/guardians to the waiver, which shall specify those reporting requirements listed above that the parents/guardians agrees to waive, and
 - (b) Specific information regarding when and how the parents/guardians will be informed regarding the administration of all restraints to the individual student.

6. Grievance Procedures

- (1) This grievance procedure is established to meet the requirements of the Physical Restraint Policy. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may file a complaint by utilizing this procedure:
- (2) The complaint must be submitted in writing or on audiotape to the building Principal with a copy provided to the Assistant Superintendent of Schools.
- (3) The Assistant Superintendent and the building Principal will meet with the complainant within 10 (**ten**) school days of receipt of the complaint.
- (4) A thorough investigation will be conducted which may include interviewing witnesses, staff involved and/or the student; reviewing all written documentation leading up to and pertaining to the incident and all reports filed with the Assistant Superintendent and the Department of Education.
- (5) A written report will be developed by the Assistant Superintendent and provided to the complainant.

7. Students with Disabilities

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

X. 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. All disciplinary actions are at the discretion of the principal and/or his/her designee.

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.

E. Disciplinary Actions -

1. The school's behavioral code of conduct applies to all students while on the bus.
2. Disciplinary actions will be progressive in nature and may include:
 - a. *Detention.*
 - b. *Suspension from bus*
 - c. *Suspension from school*

XII. 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 insure 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 with the exception of the front entrance. 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. Improperly dressed students will have their parents 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, 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 and 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.

XIII. SCHOOL NUTRITION PROGRAM

PROCESS AND PROCEDURE

Notifications to the student of account balances will be made upon request to the cafeteria manager. Although we discourage charges, our policy is that no student will go hungry. The parent/guardian will be notified if a child is coming to school without lunch or lunch money.

MEAL PAYMENT

Students may pay daily, weekly, monthly, or yearly for all breakfast, lunch and extra food purchases. The cafeteria will accept payment in cash or checks and all purchases your child makes will be deducted from his/her account.

ALLERGIES

A doctor's note for a student which states his/her food allergy will be placed on file in the nurse's office. The allergy will be flagged in the food service's computer. The computer will alert the cashier to the student's allergy when the student purchases a meal.

PURCHASES OF OTHER FOOD ITEMS

If a parent or guardian chooses not to allow his/her students to purchase extras, the student's account may be flagged "No Extras Allowed". This will only allow breakfast and/or lunch to be purchased by the student. A parent or guardian must inform the cafeteria manager in writing of this request

**LEOMINSTER PUBLIC SCHOOLS
MEDICATION PERMISSION FORM**

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

Under Massachusetts General Laws (M.G.L.) chapter 112, section 80B, a licensed nurse must have a medication order from a physician, dentist, nurse practitioner, or physician's assistant in order to administer any medication, whether it is a prescription drug or over-the-counter medication.

PHYSICIAN'S ORDER

Physician: _____

Please complete this form if the below named student must take prescribed medication during school hours, as you require it to be administered more than three (3) times a day and it **cannot** be given at home **only**.

Student's Name: _____

Name of School: _____

Diagnosis: _____

Medication prescribed: _____

Dosage prescribed: _____

Time during school day to be given: _____

Duration of medication: _____

Additional comments: _____

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. I understand that school personnel are not responsible for any problems arising from the taking of this medication, its side effects (if any), or for the omission of medication. I further agree to indemnify and hold harmless the School Committee and its agents and servants against all claims as a result of any or all acts performed under this authority.

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

LEOMINSTER PUBLIC SCHOOLS

SAMPLE 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 within
48 hours of the reporting of the incident.**

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 11, 2009 then the school district will nonetheless presume that the parent, guardian or student him/herself (if over 18 years old) has received and read the handbook.

LEOMINSTER PUBLIC SCHOOLS

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

Student Name _____

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 and e-mail 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 and e-mail for instruction and with adult supervision in accordance with the Acceptable Use Policy outlined previously in the handbook.

Parent/guardian Signature _____ Date _____