

Westford Elementary Schools

August 2007

Dear Families,



We extend a warm welcome to you all as the new school year begins. The purpose of this handbook is to share important general information about Westford's elementary schools. The procedures in this handbook are consistent throughout the system and are based upon the policies of Westford Public Schools, which are noted with reference numbers. The complete text of policies can be accessed online at [http://www.westfordk12.us /sc/](http://www.westfordk12.us/sc/). Policy manuals are also available for reference in each school office. In addition to this handbook, principals will send home information about school procedures and Codes of Conduct, which reflect the unique culture and character of each school.

Please take a few moments to read the contents of this handbook and review pertinent information with your child. The handbook contains many answers to questions you may have about day-to-day procedures and policies and is a useful reference to keep on hand. Once you have reviewed the handbook, return the signature page to your child's teacher. Please note permission for community and world publishing require check-off and parent signature as well.

As partners in your child's education, we look forward to a successful and rewarding 2007-2008 school year. Please do not hesitate to call us if you have questions or concerns beyond the scope of this handbook.

Sincerely,

*Elementary School Principals
Denise Arvidson, Robinson School
Jill Mulavey , Rita Edwards Miller School
Susan DuBois, Nabnasset School
Laurie Kirby, John A. Crisafulli School
Kevin Regan, Norman E. Day School
Rose Vetere, Abbot School*



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GENERAL INFORMATION

SCHOOL SCHEDULE

Westford Elementary schools operate under two time schedules:

Abbot, Day and Crisafulli Schools are in session from 8:25 AM - 2:30 PM.
Robinson, Nabnasset and Miller Schools are in session from 9:05 AM - 3:10 PM.

There is a recess break scheduled daily. Nutritious snacks can be provided from home, and should be easy to eat.

Kindergarten Hours

AM Kindergarten 9:05 AM – 11:35 AM

PM Kindergarten 12:40 PM – 3:10 PM

To equalize kindergarten scheduling, students reverse their schedules January 22, 2008. The individual school will notify parents of these assignments.

QUESTIONS

If you have any questions regarding the information in this handbook, please contact the administrator of your child's school.

OTHER CONTACT INFORMATION

School	Phone	Secretary
Nabnasset School	978-692-5583	JoAnn Webster Deborah Heilner
Rita E. Miller School	978-392-4476	Carol Steele Debi Baranauskas
Robinson School	978-692-5586	Brenda Pelletier Jayne Locke
Abbot School	978-692-5580	Linda Atton Deborah Heilner
John A. Crisafulli School	978-392-4483	Patricia Goddard Jayne Locke
Norman E. Day School	978-692-5591	Gina Mardany Debi Baranauskas

VISITORS

All visitors to school must ring the bell to gain access to the building. They must report to the office, sign in and obtain a visitors badge so that personnel will be able to identify all who enter the building. Parent volunteers should follow the same procedure. This procedure more fully provides for the safety of students. Visitors to classrooms must have prior permission to enter the classroom from the classroom teacher and school administrator. Please note, all school visitors who have not completed a Criminal Offender Record Information (CORI) check must be accompanied by a designated school representative at all times.

PARENT INFORMATION

Home/school communication is a vital component of the success of the elementary student. Student academic progress is updated throughout the year. Parents will receive three Progress Reports to communicate student performance. Other communication vehicles, established at each school, such as newsletters, email messages, automated telephone messages, web sites, parent nights, etc., will help make the home/school communication a success.

Should sensitive information need to be conveyed to parents in a timely manner, an automated telephone message and/or message through email from the superintendent of schools will be used to alert parents that important information has been sent to the email address listed on the student's emergency card. Parents can update their email address through the email link on the school web page or by contacting the school office.

SPECIAL EVENTS

At different times during the school year, enrichment experiences are scheduled for students. Programs such as plays are presented by various grades during the holiday period, in the spring, and on commemorative days such as Memorial Day. These activities provide self-expression opportunities and are learning experiences. Parent groups sometimes schedule enrichment programs to further help children learn.

To help all enjoy the important qualities of these programs, children should:

- listen without disturbing others
- be polite and ask questions by raising hands
- show appreciation by applause
- answer when called on

Children are the judge of a good performance and the performers and teachers are the judge of a good audience.

INSTRUMENTAL MUSIC

Grade 5 students in the Instrumental Program and children in grades 3 - 5 involved in the Strings Program will participate in lessons or rehearsals at some of the following times: recess, specialists' blocks, academic classes.

FIELD TRIPS

Field trips are off-site learning experiences organized to enhance the school curriculum. Written parent/guardian permission is required for all children to participate. The behavioral expectation for these activities is the same as in the classroom. Here are a few guidelines to help. Children are required to:

- Remain with the teacher or other adult assistant
- Walk, not run to exhibits.
- Be polite and wait turn to ask questions.
- Follow all bus rules to and from the field trip.
- Money is not needed, souvenirs are not purchased.
- If an individual needs to leave the group for any reason, only a teacher or supervisor can provide permission.
- Medication may only be administered by a nurse designee
- Volunteers cannot dispense medication, such as Tylenol, Advil, etc.
- All chaperones must be approved through the CORI process
- Donations are appreciated for field trips.

STUDENT RECORDS

The school principal is responsible for the privacy and security of all student records maintained in the school. At the conclusion of Grade Five, unnecessary information will be removed from the cumulative folders. If you want this information, please contact your child's teacher between June 1st and the last day of school.

Any parent has the right to examine all records that are maintained on their child by the school system

A log of access is kept that indicates all persons who have obtained access to the student record. This log requirement does not apply to authorized school personnel, unless student record information is to be deleted or released.

For students transferring out of the Westford Public Schools, records will be mailed to the receiving school once a parent/guardian completes a transfer of records request. This information cannot be hand carried.

Once parents request cumulative folder information, the school will provide this copy within 48 hours.

DIRECTORY INFORMATION

Refer to Westford Public Schools Policy 6111

Directory Information is defined as information contained in the student record which would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information may be disclosed without prior written consent. The Westford Public Schools recognize that the student's grade level (grammar/middle school and high school) determines whether Directory Information could be considered harmful or an invasion of privacy. The following is included in Directory Information:

- First Name, First Initial of Last Name
- Dates of attendance
- Grade level
- Extracurricular participation
- Awards or honors

Parents or legal guardians can notify the school in writing of any restriction to the release of Directory Information as it applies to their child. Authorization to withhold Directory Information will remain in effect until the beginning of the next school year or until the parent/guardian submits written notification to the school office.

TEXTBOOKS

Textbooks are loaned for student use and will be checked for damages at the end of the year. Students are responsible for textbooks. If books are lost or damaged, students or parents must pay for replacement.

SCHOOL LIBRARY MEDIA CENTER

The mission of the Westford Public School Library Media Centers is to foster academic excellence by providing services and instruction to students that support the school's curriculum. Librarians collaborate with faculty in designing learning opportunities with quality resources, information, and technology to help students become effective life-long learners.

Program Goals:

- To encourage a love of reading and an appreciation of good literature.
- To provide students with access to a variety of information, which enables them to define a problem, locate, apply, synthesize and evaluate information throughout the research process.
- To ensure that students achieve the necessary skills to ethically, creatively and critically use information and technology to acquire knowledge.

The following guidelines are listed for your information:

- Children may borrow books or magazines for a one-week period.
Materials should be returned or renewed on the date due.

- Reference materials are only used in the library
- Students are responsible for all library materials in their possession. Care should be given not to lose or damage borrowed materials.
- Please report any lost or damaged materials to the librarian. A bill will be sent home indicating the replacement cost.
- Students will be unable to borrow library materials until all fees are paid or materials are returned

LOST AND FOUND

Any lost clothing should be placed into the lost and found box where it will be held temporarily. All other articles should be turned into the office. If not claimed, all usable articles of apparel will be contributed to a social agency.

BIRTHDAY INVITATIONS

Party invitations should not be brought to school. Student birthday invitations should be distributed to other children beyond school hours.

BIRTHDAY CELEBRATIONS

The increasing number of food allergies and medical conditions related to diet pose serious ramifications when food is brought into school. For that reason, all classes will celebrate student birthdays without food. Teachers will recognize student birthdays in a variety of ways with observances that acknowledge each student's special day in a consistent and thoughtful manner.

ATTENDANCE

A child, who is of school age and resides in the town of Westford, may attend Westford Public Schools. A child must be five (5) years of age before September 1st of the year in which he/she enrolls before he/she is eligible to enter kindergarten. Eligibility for first grade is the age of six (6) on or before September 1st of the entering year, for second grade, eligibility is the age of seven (7) years, etc. For further details see WPS Policy 5101. Families experiencing homelessness should contact the WPS Homeless Coordinator, Diane Pelletier.

Our primary goal is to educate and protect all children. By receiving your cooperation in the implementation of the following regulation, we hope to ensure a safe educational place for your child to grow and achieve success.

Early Arrival Option Program

Westford Public Schools offers an early arrival option for students. Students enrolled in the program participate in adult supervised activities. For a nominal fee, children can attend as follows:

Grades K-2 - 7:00 AM-8:30 AM

Grades 3-5 - 7:00 AM -8:15 AM

Children not participating in this option must wait to enter the building no sooner than 10 minutes prior to the start of the school day.

Arrival:

Because supervision is not provided to children until ten minutes before starting time, students must not arrive at school before that time.

Tardiness:

Students must be in their classrooms no later than five minutes after starting time. Being on time is a responsibility for everyone. Children are tardy if they arrive after this time, and must report to the office before entering classrooms and sign in as tardy.

Absence:

If a child is not attending school, the parent or guardian must call the school. If a telephone call is not received, school staff will telephone the home. This procedure assures the safety of all children. When calling the school, please note if this absence is due to a religious holiday. Parents/guardians can call the school communicating a student absence 24 hours a day. Voice mail will take the message when office personnel are not available to answer the telephone.

Returning to School after an Absence:

When a student is absent from school five consecutive days or more due to illness a note from a physician stating the reason for absence should be forwarded to school upon the child's return.

If the Attendance Policy is updated prior to the 2007 – 2008 printing of the Student Handbook it will be included in the Handbook. Otherwise the Handbook should contain the wording, “Once the Attendance Policy is updated it will be in effect for the 2007 – 2008 school year.”

ABSENCE DUE TO FAMILY VACATION

Families are strongly discouraged from taking vacation while school is in session. A packet of work from the teacher cannot replace what happens in the classroom; therefore, it should not be requested. Should scheduling make a conflict unavoidable, we recommend students keep a journal with writing, dictation, and drawings. Bring favorite books to read and play logic/mathematics games related to what is seen and places visited. Missed assignments should be made up upon return to school.

TRUANCY

Students absent without legitimate excuses are considered truant. Truancy and leaving the school building without permission are serious offenses and will be discussed with the parent or guardian. Repeated offenses will be referred to the school attendance officer.

DISMISSAL

If a parent does not want a child to take the bus home, and plans to drive him/her at school closing, the following procedure should be followed:

- A note should be written to the teacher indicating that the child is not to take the bus and will be driven home at school closing. The note will be sent to the office for record keeping. This note should indicate whether it is a school lobby or car pick up.
- The note should indicate who will be driving the child home
- Children who are dismissed will wait inside the building by the office area. The principal will outline specific dismissal procedures for each school.
- Vehicle Identification Cards (VIC) must be visible during car pick up

Children are encouraged to remain in school until dismissal. Early dismissal is discouraged. When necessary to dismiss a child early, the following applies:

- Children should not be dismissed from school at a time when it would interfere with children who are en route for regular bus departure (no later than 15 minutes before normal dismissal time).
- Children can only be dismissed from the school office.
- The school secretary will contact the child's room, and he/she will be sent to the office area.
- Parents are requested to meet their child at the **office area**, because that location provides the best supervision for early dismissal.
- Parents must sign-out their children.
- Parent should indicate in writing, who will pick up if it is other than parent.
- Any special circumstances regarding child safety must be shared with the school principal (restraining orders, custody papers, etc.).

DELAYED OPENING SCHEDULE

Elementary I	Day/Abbot/Crisafulli	1 hour delay	(9:25AM)
Elementary II	Robinson/Nabnasset/Miller	1 hour delay	(10:05AM)
Elementary I	Day/Abbot/Crisafulli	2 hour delay	(10:25AM)
Elementary II	Robinson/Nabnasset/Miller	2 hour delay	(11:05AM)

EARLY RELEASE DAYS

During the course of the year, there are early release days to provide time for teachers' professional development, planning and parent conferences. A calendar, which specifies the designated days, will be sent home in early August. Early dismissal times at the elementary level will also be found in the district-wide school calendar.

On these days, instruction continues as always. It is important for students to attend school every school day.

If special arrangements have been made for a student at dismissal, the school must be notified in writing.

School Hours for Early Release Days

AM Kindergarten	9:05 AM – 12:20 PM
PM Kindergarten	no school
Grades K-2	9:05 AM- 12:20 PM
Grades 3-5	8:25 AM – 11:40 AM

- 1. Morning Kindergarten is extended on Early Release Days with students riding home on the regular bus.**
- 2. There will be No School for Robinson or Nabnasset or Miller Afternoon Kindergarten on Early Release Days**

SCHOOL CLOSING

If bad weather forces the cancellation of school, the decision is announced on radio stations WCAP (980), WLLH (1400), WBZ (1030), WRKO (680). The following television stations will also announce decisions: WBZ (4), WCVB (5), WHDH (7) and Westford Cable Channel 8 and on the web at [http:// www.westford.com](http://www.westford.com). Click on "School Info and Closings".

In the event of a one hour delayed start, AM Kindergarten will be delayed by that time. In the event of a two-hour delay, AM Kindergarten will be cancelled for that day.

EMERGENCY SCHOOL CLOSING

If it is necessary to dismiss students before regular dismissal because of a building or weather emergency, the following procedure will be followed:

- Afternoon kindergarten will be cancelled.
- Local radio stations and local cable television will be notified to announce the decision.
- Emergency School Closing announcement will be transmitted through the use of our automated telephone system as well as the email info lists.
- Each school has an evacuation plan that relocates all occupants to another school if the emergency affects just one school.
- All parents are encouraged to have a back up plan in case of emergency school closing.

ENGLISH AS A SECOND LANGUAGE (ESL)

- All students, as they enroll in WPS, are required to complete a Home Language Survey.
- If a language in addition to English is spoken at home, or if a student's first language is not English, a child will be assessed using the IPT (Individual Language Proficiency Test).
- Students scoring below expectations on the IPT and recommended for support by their classroom teacher will receive instruction from an ESL (English as a Second Language) instructor during the school day.
- Students receiving ESL support are required to participate in the MELA/O and MEPA state-wide assessments.
- If parents elect to exclude their child from ESL services, they must contact the respective school principal and complete the appropriate waiver form.
- Students will exit the ESL Program after passing both the MELA/O and MEPA tests, and based on the results of standardized testing, classroom performance and teacher recommendation.

HOMEWORK

Homework Policy 6112 – Rationale

Homework is an integral part of the learning process in the Westford Public Schools. It is a valuable contributor toward the development of good study habits, individual responsibility, and time management skills, all of which are necessary for success in school, the workplace and in students' daily lives.

Considerations for Homework

Homework traditionally provides for some very basic purposes:

- To supplement and reinforce skills and work done in class.
- To provide opportunities to use skills and knowledge learned at school in creative ways outside of school.
- To promote independent study and research skills.
- To help develop individual responsibilities by teaching students how to budget time and organize materials.

Beyond these provisions, the Westford Public Schools believe that truly effective homework includes the following considerations:

- It should be meaningful for students by having real world connections when appropriate.
- It should contain problem-solving activities and assignments to challenge the critical thinking abilities of students.
- It should include project oriented, long-term assignments to enable students to integrate their learning.

- It should be differentiated in accordance with needs, skill deficits, strengths and interests of students.
- It should provide challenge and extensions to further expand opportunities for learning.

Homework – Student Responsibilities

At grades K-2 homework is a cooperative effort between parent and child. For grades 3-5:

- Homework is the student's responsibility.
- Students are encouraged to use a homework assignment book or some organized method to record assignments.
- Students should make every effort to clarify homework assignments before leaving school.
- Students should complete homework assignments independently. Cooperative initiatives, however, can be beneficial when appropriate for instruction. If difficulties develop, a student should seek guidance from a teacher or parent.
- Students should complete homework assignments on time and according to teacher guidelines.
- Students are responsible for obtaining from their teachers any missed assignments.

Homework – Parent Responsibilities

- Homework is a responsibility that rightfully belongs to the child, not parents.
- Direct parental participation should be minimal; the younger the student, the more likely the need for parental involvement.
- Parents should provide a place to study, free from distractions, and provide appropriate materials, such as pencils, pens, erasers, ruler, etc.
- Parents should monitor the time spent on homework and confer with the teacher if the amount of time appears to be consistently excessive or too little.
- Parents should confer with the teacher if assignments seem consistently unclear or too difficult.
- Parents should notify the teacher if an unforeseen occurrence prevents the student from completing the assignment.
- Parents should make every attempt to schedule vacation time during those blocks provided within the school calendar. Missing classroom instruction cannot be replaced with homework assignments. Homework is designed to reinforce classroom instruction.

Homework – Teacher Responsibilities

- Assignments will be at the students’ level of understanding.
- Assignments will be purposeful and related to the curriculum.
- Assignments will not be given until expectations have been explained.
- Consideration will be given to balance long-term assignments as well as tests.
- The teacher will make homework an integral part of the assessment process. Grade level teams will strive not to exceed the time related guidelines.

Teachers will communicate with parents about homework expectations as well as any problems that arise.

The teacher should provide timely feedback to students.

Homework – Guidelines for Time and Frequency

Elementary:

The following guidelines provide an approximate amount of time students should spend completing homework. Homework time will vary from student to student and day to day. Teachers generally assign homework four times per week. Additional assignments such as reading independently, writing journals or keeping up with current events, could also be required. Please note that children who are participating in general education support programs, such as Reading Recovery and Reach for Reading, will receive additional daily work in reading. Parents will be given written notice of participation in these programs and must indicate their approval in writing. Homework will also include additional opportunities for a student to practice Math Facts. Teachers may also give long term assignments, such as research reports or book related projects. The total daily time for homework at each grade level is as follows:

<u>Grade Level</u>	<u>Time</u>
Kindergarten	At teacher discretion
<u>Grade Level</u>	<u>Time</u>
One	Approximately 15 minutes
Two	Approximately 20 minutes
Three	Approximately 25 minutes
Four	Approximately 30 minutes
Five	Approximately 45 minutes

PROGRESS REPORTS / GRADING

Formal parent/teacher conferences are held twice a year. Our progress report provides parents with more in-depth information and is aligned with the Massachusetts Curriculum Framework and will reflect assessment of standards. Refer to the Progress Report Handbook on the district website.

BEHAVIOR

CODE OF CONDUCT

Each school has a written Code of Conduct outlining expected behavior of the school community. This Code of Conduct will be handed out at the beginning of the school year and is considered part of the elementary school handbook.

GENERAL GUIDELINES WHILE ON SCHOOL PROPERTY

Behavior

Consideration of others and cooperation with adults will help all children to have an enjoyable time at school. Problems are to be solved through discussion rather than through physical contact. An adult is always nearby to assist in conflict resolution.

Through pupil and staff discussion, reasonable and appropriate guidelines for self-control and good citizenship will be reinforced.

The majority of students are well-behaved and rarely require disciplinary action. Teachers, principal and staff will make every effort to resolve problems informally.

If rules are disregarded, appropriate action will result through teacher and/or administrative involvement. The following actions are considered when school rules have been violated at the elementary level. Any or all of the following could result:

1. Changing of the seat location.
2. School personnel will contact parents.
3. Discussion involving the school principal, child, teacher, and/or parent/guardian.
4. Denial of recess period / detention after school.
5. In-school suspension. The student is allowed to attend school, but is suspended from all classes and activities during the designated suspension.
6. Out of school suspension. The process includes:
 - Notice that a serious offense has occurred.
 - The principal and the student will discuss the events leading to the offense.
 - The school superintendent will be called and the parents/guardians notified. A parent conference will be scheduled to discuss the decision.
 - The Westford School Committee will be alerted when a child receives a third suspension. This may result in a review of the case by the School Committee with parents present.

Students attending school under a special education placement may be disciplined following established guidelines listed above, except in the following situation:

Suspension or exclusion for more than ten cumulative days constitutes a change of placement. School officials will not change any student's special education placement without providing his or her parent/guardian the procedural guidelines provided by the statutes. Among other things, the statutes require school officials to give the parents/guardian advance written notice of the suspension or exclusion and of the parents' right to challenge the action in an administrative hearing. If the parent requests a hearing, the suspension will be put on hold, pending conclusion of the hearing.

PLAYGROUND

The playground is a place to have fun. There is always at least one adult outside supervising. Teachers will talk with students about the rules for their play area.

These rules generally will be used:

1. Students are to report all injuries to the adult in charge of the playground.
2. The following types of games are encouraged:
Kickball Basketball Four Squares
Relay Games Soccer
3. Good sportsmanship helps all to enjoy the recess period.
4. Students must ask permission to enter the building before the end of recess.
5. Students are to remain on the play area where an adult can see them.
6. Students must remain within designated recess boundaries.
7. All trash must be thrown in a barrel, in order to maintain the beauty and safety of our playgrounds.

Playground rules are to be reviewed in each classroom.

The following playground behaviors are not allowed:

1. Fighting, shoving, tripping or knocking others down
2. Tackle games
3. Jumping off or standing on swings, or improperly using monkey bars
4. Sitting or standing on parallel bars
5. Standing or walking up slides
6. Profanity or name-calling
7. Removing other's hats and gloves or taking other's property.
8. Winter: Throwing snowballs, sliding on icy patches or playing on snow-banks.

OUTDOOR ACTIVITIES

Guidelines have been established for outdoor recess, class activities and outdoor programs. These guidelines are available through building principals and include weather considerations, including minimum and maximum

temperatures. Indoor recess will be held on rainy days or when the outside temperature exceeds 90°F or is below 20°F. The final decision as to outdoor recess will be at the discretion of the principal.

OUTDOOR RECESS

It is important to dress appropriately for recess. Outdoor recess is held whenever possible except for rainy, or very cold, or extremely hot weather. (See Outdoor Activities above) Any child not well enough to be outdoors for recess during acceptable weather conditions should remain at home unless we have a communication from the child's physician recommending that he/she remain in the building. Playground boundaries are established for all play areas. In addition to staying within the assigned area, children must also stay within sight of the playground supervisor.

INDOOR RECESS

When indoor recess is announced, the teacher will suggest activities that children can enjoy.

1. Students are to remain in designated areas and cooperate with the teacher or aide
2. Running around the room and loud noises are unacceptable behaviors.

CARE OF THE BUILDING

To help maintain a clean and attractive school, students should follow these simple rules:

1. Student desks, chairs and lockers are school property and are to be kept clean and unmarked.
2. Throw trash daily in wastebasket or recycling container.
3. Gum chewing is not permitted in the building.
4. Help others to appreciate our school by not marking desks, tables, floor, lavatory, and corridor or outside walls.

BICYCLES / SKATEBOARDS / SCOOTERS

Riding a bike/skateboard/scooter to school is a privilege that has a responsibility for the rider's safety and the safety of others. Parents will decide if a student is ready for that privilege.

Bicycle/Skateboard/Scooter Rules

1. Bikes/skateboards/scooters are to be **walked in the schoolyard** coming to school and going home. The school driveway is too busy for riding bicycles, skateboards or scooters.
2. Immediately upon arrival at school, bicycles are to be **parked** in the rack or other designated place.
3. All bicycles are to be locked. The school is not responsible for any bikes, scooters or skateboards lost.

4. Students riding bicycles, scooters or skateboards to school are **dismissed with riders and pick-ups.**
5. Students are to **ride on the right side** of the road at all times.
6. **Helmets** are required for students riding bicycles.
Any students not following these and other rules for bicycle safety may lose their privilege to ride a bicycle, scooter or skateboard to school.

THE FOLLOWING SHOULD NOT BE BROUGHT TO SCHOOL

- Bats or hard balls - The physical education teacher has this equipment and will distribute and use under his/her supervision.
- Jackknives, weapons or any dangerous objects
- Portable radios, cassette players, cell phones, handheld and electronic devices
- Toys, which resemble weapons
- Any other objects that might be a safety concern in a large group situation
- Any item(s) for sale or exchange
- Toys of any kind in grade 3 - 5
- Matches and lighters
- Trading cards
- Pets can only be brought into school after receiving permission from the classroom teacher and school administration.

DRESS CODE

The basic premise for the governing of student appearance should be based upon the rules of common sense. The rules relate to the common good of all students. The common good of all students is best served through personal and group safety.

1. Health and Personal Hygiene – Students should observe the basic rules of good personal hygiene and health. Appearance of body and clothes should be neat and clean.
2. Decency – Students should be dressed so as to not to be offensive or abridge the rules of good taste. Clothing that is considered not in good taste or that displays statements or pictures deemed inappropriate will not be allowed.
3. Safety – Students must dress so as not to endanger themselves or other students.
4. No excessively loose clothing, long cords or dangling chains should be worn.
5. Footwear that can be dangerous should not be worn to school, such as hee-lies
6. Hats – No hats (bandanas) of any style should be worn in school. Outdoor clothing, such as coats and snow boots should be removed in school.
7. Clothes that can mar floors or damage furniture should not be worn.

STUDENT INTERACTION

During the school year students may encounter conflict with other children. The levels of student conflict ranges from difference of opinion, arguing and perhaps inappropriate verbal or physical confrontation. Ongoing conflict is not necessarily bullying. Students experiencing behavior that violates the school Code of Conduct should tell the other child(ren) to stop the specific behavior. If the behavior doesn't stop the offended student should communicate this to the nearest adult, as well as their classroom teacher. School staff will determine all facts of the situation and make a decision on consequences for each student violating the Code of Conduct. Students should be encouraged to communicate directly with adults at school when concerned about how others are treating them. If children communicate information about Code of Conduct violations to a parent, rather than school staff, the respective parent should contact the classroom teacher. All conflict isn't necessarily a Code of Conduct infraction. Students witnessing violations of the Code of Conduct have a responsibility of reporting this behavior to the nearest adult.

BULLYING

Refer to Westford Public Schools Policy 5304

Bullying is most commonly defined as an individual being exposed repeatedly and over time, to intentional injury or discomfort inflicted by one or more other individuals. Administrators are responsible within their school for promoting an understanding that bullying will not be tolerated within the school community. Bullying will be grounds for disciplinary action up to and including suspension or expulsion for students and terminations for employees. Administrators will promptly and reasonably investigate allegations of bullying.

If a student is being bullied, the child should tell the offending person(s) to stop what they are doing. If the offending person(s) continue the bullying behavior, the student must report the situation to the nearest adult, and also tell their classroom teacher what has happened. If bullying has been determined, the following interventions should be used: First Offense – contact classroom teacher; Second Offense – contact Guidance Counselor, Third or more Offense – contact School Administration. Each of these individuals will determine the facts of the situation, guide students to improved behavior and enact consequences as outline in the school Code of Conduct. Parents should inform the classroom teacher if they suspect a child has been bullied.

If a child is victimized by bullying, school personnel will notify parents.

HARASSMENT - Refer to Westford Public Schools Policy 5303

The goal of the Westford Public Schools is to maintain a positive school atmosphere conducive to learning. All conduct and communication will be free

from all forms of harassment due to race, gender, sexual orientation, color, religion, national origin, and physical or emotional challenges.

It shall be a violation of this policy for any member of the Westford Public Schools to harass another person, student or staff member, through conduct or communications.

This policy applies to any member of the Westford Public Schools including but not limited to students, staff, outside contractors, and volunteers.

STUDENT EXPULSION

Westford Public Schools Policy 5314

Education Reform Act of 1993 – Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including but not limited to, gun or knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, will be expelled from school by the principal. This includes the possession of alcohol.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff, on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. When a student is expelled under the provision of this section, no school within the commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school, the superintendent of the school to which the application is made may request and shall receive from the superintendent

of the school expelling said student a written statement of the reasons for said expulsion.

Expulsion – Principal’s Authority

Westford Public Schools Policy 5315

The Principal has the authority to expel student who is found on school property or at a school-related event in possession of a dangerous weapon or a controlled substance.

TOBACCO USE / POSSESSION POLICY

According to Federal Regulation Massachusetts General Laws, and Town of Westford by-laws **use/possession of any** tobacco products within the school buildings, the school facilities, on school grounds or school buses, by any individual, including school personnel, is strictly prohibited. **Tobacco products will be confiscated.** The prohibition of smoking will also apply to any contractors and/or subcontractors, working on school facilities and grounds. Discipline Procedures for Violation of Tobacco Policy:

First Violation

Fined \$25.00
(Town by-law on regulation affecting smoking, Section 10.1)
Required attendance at Westford Academy
Tobacco Education Program and parent notification.

Second Violation

Fined \$50.00
Two days in-school suspension and parent notification.

Third Violation

Fined \$75.00
Two days in-school suspension and meeting between Superintendent or designee and student and parents.

Fourth Violation

Fined \$100.00
Three days in-school suspension for insubordination and meeting between student, parents and the School Committee, along with a recommendation for expulsion.

SAFETY

EMERGENCY INFORMATION CARDS

At the beginning of school, parents/guardians receive emergency cards to provide information concerning work telephone numbers, names and telephone numbers of doctors and dentists and telephone numbers of relatives or neighbors in the event of an emergency. It is very important that this card is completed and promptly returned to school. Complete information is necessary to ensure your child’s health and safety while at school. All information is confidential. If

changes in this information occur during the year, the school office and nurse should be notified so that updating can be completed

CRIMINAL OFFENDER RECORD INFORMATION – WPS Policy 4120

As required by law, Westford Public Schools will review criminal records of candidates under consideration for employment, individuals providing school transportation for children in the district, or volunteer service, as well as current employees, volunteers and drivers. Once a CORI application is approved, an individual may volunteer within any school in the district.

FIRE, SMOKE AND SAFETY DRILLS

Fire drills are practices for quickly leaving the building if an emergency occurs.

All rooms will have exits posted.

During each fire and smoke drill, children should do the following:

- File to the next exit in a single line. If the child is not in the classroom but in a corridor, bathroom or some other area, he/she should go to the nearest exit, join his/her classroom group and announce his/her arrival to the teacher.
 - Refrain from talking, pushing or running. Listen and be prepared to follow directions from the teacher or another adult.
 - Move as far away from the building as needed to provide space for all persons leaving the building.
 - Once outside, walk to designated place, turn around and face the building.
 - Remain quiet at all times.
 - After exiting the building, stay with the group.

Smoke drills are practices for the presence of smoke in the building. Students stay below the smoke level as they exit the building. If the smoke is down to the floor, students should exit through another door.

Crisis Plans - Each school has a Crisis Response Team in place and a procedure for notifying parents in the event of unforeseen emergencies. School procedures are posted in each classroom. Schools will conduct safety drills to practice lockdown procedures. Safety drills may include police and fire personnel.

SCHOOL HEALTH SERVICES

School nurses collaborate with Dr. David Watson, school physician, and the Westford Board of Health to provide confidential and prompt first aid, illness assessment, nursing care, referrals and health teaching.

MEDICATION

If a student needs to take medicine in school:

- According to WPS Policy 5503, the school nurse is the only person allowed to administer medication to students in the Westford Public Schools. For field trips/short term events, the school nurse may delegate the administration of medication to unlicensed personnel.
- If medication is to be given at school, it must be in the pharmacy bottle with the prescription label attached.
- The parent/legal guardian must complete the Medication Administration Orders and Consent Form (available on the WPS website or at the school nurse's office.) Alternately, the parent/legal guardian may send written authorization to the nurse which contains: the parent/legal guardian's printed name, signature and emergency phone number; list of medications the student is currently receiving; approval to have the school nurse administer the medication and names of persons to be notified in case of a medication emergency.
- The licensed prescriber must complete the Medication Administration Orders and Consent Form (available on the WPS website or at the school nurse's office) or send to the school nurse a medication order which contains: the student's name; name and signature of the licensed prescriber including telephone number; name of medication; the route and dosage of medication; the frequency and time of medication administration; date of the order and discontinuation date; diagnosis and other medical condition (s) and specific directions for administration. If appropriate, please have the licensed prescriber also provide the following information: any special side effects, contraindication and/or adverse reactions to be observed; any other medications being taken by the student and the date of the next scheduled visit to the physician, if known.
- Medications are kept in the Nurses Clinic.
- A Medication Administration Plan should be developed with the nurse, including plans for class trips.
- If your child takes regular medication outside of school, it is suggested you contact the school nurse.
- If your child has an allergy requiring an EpiPen, please contact the nurse to develop an Emergency Health Care Plan.
- If your child has asthma, please bring a Massachusetts Asthma Action Plan developed by the child's health care provider to the school nurse.
- Please telephone or meet with the nurse regarding special medication situations: a student's self-administration of medications; short-term medications; over the counter medications and investigational new drugs.
- Parents/legal guardians should retrieve medications at the end of the school year.

PHYSICAL EXAMINATIONS

Documentation of an up-to-date physical examination including a vision screening is required prior to a child's entry to kindergarten. Physical examination documentation is also required in the 3rd, 7th and 11th grades and when a student transfers to the school district from out of state. School nurses can provide forms for physical examinations, but all health care provider forms are accepted.

IMMUNIZATION

Massachusetts School Immunization Law (M.G.L. 76:15) requires that students present documentation of immunization compliance in order to be admitted to school. Exceptions are made only for students with written documentation of medical or religious exemption.

Prior to entering kindergarten students must show proof of the following immunizations: 3 doses of Hepatitis B; 5 doses of DTaP/DTP (Diphtheria, Tetanus and Pertussis), 4 doses of Polio, MMR (2 doses Measles, 1 dose Mumps, 1 dose Rubella) and 1 dose of Varicella vaccine.

Students entering all other grades must meet current Massachusetts Department of Public Health immunization requirements. School health records are reviewed periodically to determine the immunization status of each student. If it is found that immunization updates are needed, school nurses will telephone parents/legal guardians or send notices home.

Verification of immunizations given at a doctor's office or emergency room should be submitted to the school nurse to update the student's health record.

LEAD BLOOD SCREENING

Massachusetts law and regulations (105CMR 460.050,060) requires that children present evidence of having been previously screened for lead poisoning as a condition for entry into kindergarten. Lead testing is available at the Westford Board of Health (978 692-5509).

MANDATED SCREENINGS

School Health Services staff conduct vision & hearing and height & weight screenings annually:

Vision – grades K-5,7, and 10

Hearing – grades K-3, 7 and 10

Height/Weight – K-8 and 10

Postural screening is conducted annually for all students in grades 5 through 9.

Parents/legal guardians will be notified of screening results by letter or telephone only if the student failed a screening examination or requires further care from their health care provider. Findings of these referrals for follow-up should be returned to school to update a child's health record.

In collaboration with the Westford Board of Health, dental screenings are offered in school for students with parental permission. Free dental screenings are offered to kindergarten, grades 1, 3 and 5. For grades 2, 4 and 6 dental screenings, cleanings and fluoride treatments are offered for a small fee. Permission slips are sent home to all eligible students.

EXCLUSION FROM SCHOOL

A student may be dismissed or excluded from school for any of the following reasons:

- Temperature over 100° F (oral temperature)
- Disruptive cough or cough with fever
- Severe abdominal pain or headache
- Suspected communicable disease
- Suspected pediculosis (head lice)
- Suspected fractures or any severe or disabling injury
- Questionable need for sutures
- Vomiting or diarrhea
- Head injury
- Antibiotic therapy started less than 24 hours before returning to school
- Immunizations which are not up to date

PHYSICAL EDUCATION/EXCUSES FROM INSTRUCTION

Physical education is required of all students unless excused by a physician's written excuse. This written excuse must be given to the physical education teacher.

Proper dress is required for all physical education classes. This includes comfortable clothing and sneakers for all students.

SCHOOL ACCIDENTS

If a student is hurt at school, the teacher or playground supervisor will make certain that the child is seen by the school nurse who will determine the appropriate care and contact the parent or guardian if necessary. Students must report accidents and injuries to the nearest supervisor immediately.

SPECIAL EDUCATION - CHAPTER 766

Current I.E.P.'s (Individual Education Program) are housed at the student's school. The Special Education Administrator maintains cumulative Special Education files.

WESTFORD FOOD SERVICES PROGRAM

Westford Food Services is committed to the U.S. Department of Agriculture's nationwide Team Nutrition program that promotes children's health and education.

As a Team Nutrition school district, our pledge is to promote current healthy Dietary Guidelines for Americans (www.mypyramid.gov) which includes serving more fresh fruits and vegetables, high fiber foods, lower fat and lower sodium foods, as well as sugars in moderation. Our program is committed to providing interactive nutrition education activities within all schools in an effort to involve students, teachers, food service personnel, parents and the community. School lunch menus are posted in the schools and on the Food Service website, <http://www.westfordk12.us/foodserv/>, published in area newspapers, and hand carried home monthly by children in grades K- 5. Costs for lunch are announced at the beginning of each school year. Multiple day lunch tickets can be purchased through the cafeteria as a convenience. Some schools offer students the option to purchase milk tickets for a milk snack. Applications for Free and Reduced Meals are sent home with every child the first week of school and should be returned immediately for processing. One application may be submitted for multiple children in a household, listing each child, school and grade. Individual applications must be completed for each Foster child. Completed applications are automatically approved for foster children and households receiving Food Stamps or TANF support for children.

Each year, Food Services receives Direct Certification information from the Department of Transitional Assistance for students whose families currently receive Food Stamp benefits. If your child is new to the system, Food Services also accepts signed Direct Certification verification forms from the Department of Transitional Assistance which will automatically qualify the child for free lunch. Otherwise, applications are approved as determined by income eligibility and number of persons in the household. Eligibility may be checked at any time during the school year and school officials may ask for verification of information reported on individual applications.

All of our kitchens will continue to be “nut free”. We will not serve nuts, products containing nuts (ice cream, desserts, etc.) or items cooked in peanut oil or any peanut derivatives. All meals served must meet patterns established by the U.S. Department of Agriculture. However, if a child has been determined by a doctor to be handicapped and the handicap would prevent the child from eating the regular school meal, each school will make any substitutions prescribed by the doctor at no extra charge. In the operation of the Child Feeding Programs, no child will be discriminated against because of Race, Sex, Color, National Origin, Age or Handicap. Please call 978-399-2741 or 978-399-2740.

During lunch and the recess that follows, adult supervisors watch over children. Students are required to listen to their directions and follow what they are asked to do. As a result, all can enjoy a safe time.

Here are a few simple rules to help:

1. Walk in the cafeteria or other eating area.
2. Talk normally at lunch. Speaking loudly makes it difficult for others to hear.

3. Remain in seats until the supervisor gives instructions to line up for recess.
4. Clear the table following lunch and return trays or throw trash in containers.
5. Pick up any trash that might have fallen on the floor.
6. All food and drinks must remain in the cafeteria upon completion of lunch.

TRANSPORTATION

SCHOOL BUSES

So that all children enjoy a safe bus ride to and from school, the following guidelines are in place:

1. The “Code of Conduct” for your school will apply while on the bus.
2. The bus driver will give a signal to students to board the bus after it comes to a complete stop.
3. Students will board and leave the bus in single file and in an orderly manner.
4. If the student misses the bus, do not drive after the bus. In this situation, please drive the child to school. To ensure the safety of all, adults should not board the school bus.
5. While on the bus, students should keep body parts and objects inside the bus.
6. A student may be excluded from a school bus if his/her behavior represents a serious safety threat to himself/herself or others. Damaging the bus, smoking, or use of matches will result in a severe consequence determined by the principal. Food and drinks are not allowed on the bus. For all routine disciplinary matters, bus drivers will follow the progressive discipline approach under Procedures for Bus Difficulties below.
7. Only the driver or his/her designee will open bus windows.
8. Students will not open the emergency door for other than emergency reasons as directed by the driver.
9. Students should have written permission to leave the bus at bus stops other than the one for their neighborhood. The note should be given to the bus driver for verification.
10. Talking between the driver and any passenger should be kept to a minimum.
11. Students, who refuse to promptly obey the direction of the drivers or aides, or refuse to obey regulations, may forfeit their ride on the bus for a specified period of time.
12. It should be the responsibility of the parent/guardian to ensure safe passage of their child to an established bus stop.
13. Students should ride their regular bus home. Written permission from the parent or guardian is required for a change in the regular bus schedule. In this case, parents should include the bus number in their written permission. Space must be available on the bus before a bus change is approved.

14. Musical instruments should remain in their instrument cases while students are on the bus.
15. Students should report bus incidents to the driver for documentation.
16. Students should remain seated and refrain from touching others.

PROCEDURES FOR BUS DIFFICULTIES

The Bus Discipline Policy is as follows:

1. A first offense referral for misbehavior on the school bus will result in a student conference with the building Administrator. At that time appropriate disciplinary action will be administered, and parents will be notified regarding each written report from the driver.
2. A second referral may result in bus suspension of up to three days.
3. A third referral may result in bus suspension of at least five days.
4. Chronic or severe behavior may result in permanent bus suspension or loss of bus privileges for the remainder of the school year. The Superintendent of Schools will be notified.

BUS STOP SAFETY REVIEW – CHANGING A BUS STOP

The Superintendent is responsible for establishing proper standards of safety in the operation of buses and shall ensure their enforcement by the bus contractor.

The Superintendent is responsible for establishing bus schedules, routes, and stops in cooperation with the bus contractor. For updated transportation information, refer to the Westford Public Schools Transportation Website, which is updated regularly. <http://www.westfordk12.us/transportation>

Authorized bus stops shall be located in places where pupils may be loaded and unloaded, cross streets and roads, and safely await arrival of the buses.

CRITERIA USED TO EVALUATE BUS STOP SAFETY

Evaluation of bus stop safety is done by the Superintendent, a safety officer from the police department and a representative from the bus company.

When a parent requests a change in the assigned bus stop, the following safety review criteria is used to evaluate the safety of a bus stop:

1. Site lines of the traffic from all directions in approaching the bus stop.
2. Speed limit and traffic conditions at the location of the bus stop.
3. Hills or turns that impede traffic visibility of stop and proximity to the bus stop.
4. Ability of a school bus to navigate in an area.
5. Width of a road.
6. Grade level (age) of students.
7. Ability of the school bus to safely pull out of a side street onto a main road.
8. Time constraints.

9. Number of students involved at a bus stop.
10. Any other unique conditions.

All requests should be made in writing to the Superintendent, who will make the final decision after consultations with safety officers, and the Bus Company.

RESTRAINING AND COURT ORDERS

It is the responsibility of the parent/guardian to provide the school office with the copy of the restraining order when it impacts student safety.

The Westford Public Schools will comply with applicable Federal and State Civil Rights statutes as they apply to the access of employment, programs, services, and facilities by our staff and students.

TITLE IX - EQUAL EDUCATIONAL OPPORTUNITY

In accordance with the regulations of Chapter 622 of the Acts of 1971, Commonwealth of Massachusetts, every person shall have the right to attend the public schools of the town where she/he actually resides. Subject to the following section: No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion or national origin.

Furthermore, in accordance with Title IX, of the Educational Amendments of 1972, United States of America, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Under both Chapter 622 and Title IX, provision for grievance procedure is made. Any student, parent, guardian or other person or group who believes that these regulations have been or are being violated may so notify the Principal, Superintendent of Schools and Chapter 622/Title IX Coordinator. The school department will respond promptly, but no later than thirty (30) days in writing to the party filing the grievance. The party filing the grievance may also submit a copy of the grievance to the Bureau of Equal Educational Opportunity of the Department of Education. Should non-compliance be found, procedures for making changes will be immediately initiated both to correct the non-compliance and to provide particular remedies to the person or group affected. All Title IX inquiries may be directed to Title IX Coordinator, Assistant Superintendent of Schools, Lorraine Tacconi-Moore. Title VI Coordinator is also Dr. Tacconi-Moore.

NOTIFICATION - ASBESTOS CONTAINING MATERIALS

Asbestos containing material is present in some buildings in the Westford Public Schools. All such material is encapsulated and does not present any health risk

to building occupants. A copy of the asbestos survey for each building is on file in the school office for review.

The Westford Public Schools follows a management system as set forth by the United States Environmental Protection Agency for the continuous monitoring and containment of any asbestos containing material. This system involves:

1. Notification of building occupants.
2. Periodic re-inspections of any asbestos containing materials.
3. Careful documentation and record keeping.

POLICE QUESTIONING

Westford Public Schools Policy 1401

Schools have the responsibility to parents/guardians for the welfare of students while they are in school.

If the police department needs to question a student, school officials have the responsibility of notifying the student's parent or legal guardian regarding the questioning. The presence of the student's parent/guardian at the time of the questioning is desirable to safeguard the self-incrimination rights of the student. Whenever possible, the questioning should be conducted away from the school to avoid any display of law enforcement activities which can lead to unfortunate misunderstandings on the part of other students and members of the faculty.

In any case where a prompt and official warning is warranted out of concern for child's safety rather than a concern for an infraction of the law, an officer may speak directly to the pupil(s) in the office of the principal without first contacting parents.

Under no circumstances may presence on school grounds or entry into a school building for purpose of surveillance be denied an officer who is on official police assignment. The police will work with school principals regarding investigations, which involve surveillance in school buildings.

In pursuit of police assignment, an officer shall take every precaution to avoid damage to a student's reputation through overly conspicuous uniformed interrogation. Whenever circumstances permit, police contact should be made with the student's home.

LOCKERS

Westford Public Schools Policy 5310

Student lockers are the property of the school. The right of inspection of a student's school locker is granted to the building administrators. This authority may be exercised as needed in the interest of safeguarding the school community and school property. Efforts will be made to protect the rights to

privacy of the student. The parents/legal guardians of any student involved in an individual locker search will be informed of the search.

DISTRICT ACCEPTABLE INTERNET USE
Westford Public Schools Policy 6302

Introduction

The Westford Public Schools support student and staff access to a variety of rich information resources. The following is the Westford Public Schools Acceptable Use Policy (AUP). Parents and legal guardians will sign and return the transmittal form in this handbook, verifying that they have reviewed the District Acceptable Use Policy with their child.

Personal Safety (Restrictions are for students only)

- 1 Users of the District's Computing Environment (Users) shall not post personal contact information about themselves, or other people, that do not adhere to the publishing guidelines as stated above.
- 2 Users shall not agree to meet with someone they have met on-line without parental approval and participation.
- 3 Users shall promptly disclose to a teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- 4 A parent/legal guardian must give written permission (see record of transmittal, page 4) for their child's photograph, image, or work to be displayed on the District's web site.

Respect for Privacy

1. Users shall respect the privacy of others in the District Computing Environment.
2. Users shall not attempt to learn the password, access the files, or e-mail of other users.
3. Users shall not post private information about another person.

Illegal Activities

1. Users shall not attempt to gain unauthorized access to or through the District Computing Environment to any other computer system or go beyond their authorized access.
2. Users shall not make deliberate attempts to disrupt the District Computing Environment's performance or destroy data by spreading computer viruses or by any other means.
3. Users shall not use the District Computing Environment to engage in any other illegal act, for example, arranging a drug or alcohol purchase or sale, engaging in criminal gang activity, or threatening the safety of any person.

Truthfulness and Accuracy

Users shall not knowingly or recklessly post false or inaccurate information.

Respecting Resource Limits

1. Users shall limit their use of the environment to educational and professional or career development activities.
2. Users shall not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
3. The Superintendent, Principals and/or their designees have the right to reclaim allocated resources with reasonable notice to the user.

Plagiarism and Copyright Infringement

1. Users shall not plagiarize works that they find on the Internet. Any sources used in research must be cited and credit given to the author.
2. Users shall respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces software or another work that is protected by a copyright. If software or another work contains language that specifies acceptable use of that work, the user shall follow the expressed requirements when using the work. If the user is unsure whether or not he/she can use a work, he/she should request permission from the copyright owner.

Inappropriate Access of Material

1. Users shall not use the District Computing Environment to access material that is inappropriate to the intended educational use.
2. If a student user inadvertently accesses such information, he/she should immediately disclose the inadvertent access to the supervising staff member. This will protect a user against an allegation that he/she intentionally violated the Acceptable Use Policy.
3. Any violation of this policy will be grounds for disciplinary action up to and including immediate suspension or dismissal.

Publishing

Westford Public Schools recognizes the need to differentiate target audiences to whom information is published. The Internet is a worldwide target audience and because of that audience, certain restrictions exist on personal information that may be published. At the elementary level the primary concern is to ensure the security and safety of our children by not publishing full names of students. Student work, student first name and last initial, photos, and audio may be used with parental permission.

Classroom/School Publishing: All student work and images may be used, displayed, or published in the classroom/school setting unless parental

notification to the contrary is received by the school. This is the default publishing level for K-12.

Community Publishing (Grades K-8) - Upon parental approval student work may be used in community publications (e.g., *Westford Eagle*, *Lowell Sun*). The student work may be credited with the student's first name and first initial of last name. Community Publishing requires parental, legal guardian or eligible student permission.

World Publishing (Grades K-8) - upon parental approval, student work may be displayed on the school district website. The student work may be credited with the student's first name, first initial of last name. World Publishing requires parental, legal guardian or eligible student permission.

On page 4 is the transmittal and signature page. Parents/legal guardians will sign for which level of publishing they give their permission.

STUDENT RELEASE FOR PRINT AND ELECTRONIC PUBLICATION

During the course of the school year, members of the school staff may photograph or videotape students participating in school activities as a way of assessing learning or documenting learning activities. News photographers and cameramen may also visit our schools to take photos or videos of students engaged in school-related activities. These photos and videos may be selected to appear in school publications such as parent newsletters or student literary journals, in local newspapers, or on cable or commercial TV. In addition, written work or artwork produced by students may be selected to appear in school publications or released to the media

Occasionally student work or photographs of students participating in school activities, or highlights of their school achievements may be displayed on the Westford Public Schools web site at: <http://www.westfordk12.us>. Only the student's first name and first initial of last name will be published on school department pages, K-8. Westford Public Schools will not publish student work or photographs in print or on the Internet without the parent/guardian written permission. The School Committee recognizes three levels of publishing audiences as defined in Westford Public Schools Policy #6115. Please see record of transmittal at the beginning of this handbook for your signature.

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RECORD OF TRANSMITTAL

STUDENT'S NAME: _____

SCHOOL: Please Circle

Nabnasset Robinson Miller Abbot Day Crisafulli

Please detach this page and return it to your child's teacher by September 21, 2007.

I have read and am familiar with the contents of the Westford Public Schools' Elementary Student Handbook. In addition, I have reviewed the contents with my child. I feel that I understand it and will carry out my responsibilities accordingly.

Student Signature

Date

Parent/Guardian Signature

Date

All student work and photographs may be used, displayed, or published in the classroom/school setting unless you notify the school in writing to withhold permission. The following levels of publishing expand the basic level of classrooms/school publishing. Westford Public Schools needs written permission for publishing beyond the classroom level. Please check one of the following levels if you want to agree to expand the level of publishing beyond classroom/school for your child.

_____ Community Publishing - I give my permission for the student work and/or photograph for the student listed above to be used in community publications (e.g. *Eagle, Sun*). I understand that the the student work may be credited with the student's first name and first initial of the last name. This level of publishing includes Classroom Publishing.

_____ World Publishing – I give my permission for the student work and/or photograph of the student listed above to be displayed on the school district website. The student work or photograph may be credited with the student's first name and first initial of the last name. This level of publishing includes Classroom and Community Publishing.

Parent/Guardian Signature

Date

