

**BILLERICA PUBLIC  
SCHOOLS**

**STUDENT AND PARENT  
HANDBOOK**

**SECTION II**

**2007-2008**

**Billerica Public Schools**  
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## **MISSION STATEMENT**

The Billerica Public Schools is a learning community of parents, students, and school staff that strives to support a climate of continuous learning, reflection, and growth through partnerships with businesses, the community, and institutions of higher education; a place where students participate in a broad range of experiences that prepares them to become well-rounded individuals and active participants in their communities; a community with the resources and technology necessary to achieve educational excellence; a community that promotes respect for the inherent dignity of each individual; and a community where successes are celebrated.

## **VISION STATEMENT**

The Billerica Public Schools will create a safe, respectful and collaborative community in which each student becomes empowered to reach his/her maximum intellectual, social and emotional potential.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

State law provides the following:

“Every person shall have a right to attend the public schools of the town where he/she actually resides, subject to (the provisions of Chapter 76). 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, national origin, or sexual orientation.”

LEGAL REFS.: M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by Executive Order 11375

Title IX, Education Amendments of 1972

Board of Education, Chapter 622 Regulations Pertaining to Access to E.E.O., adopted 6/24/75, amended 10/24/78

Federal Law: Section 504 – Disability Act

## **NON-DISCRIMINATION**

State law provides the following:

Every child shall have a right to attend the public schools of the town where he/she actually resides. No child 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, national origin or sexual orientation.

M.G.L. ch. 76, section 5

Federal law provides the following:

The Billerica Public Schools is committed to maintaining a work and educational environment free from all forms of harassing conduct. Harassment based on race, religion, national origin, gender, sexual orientation or disability will not be tolerated in the Billerica Public Schools (Title IX). The Billerica Public School District does not discriminate on the basis of disability with regards to admission, access to services, treatment, or employment in its programs or activities (Sect. 504).

## **COMPULSORY ATTENDANCE AGES**

M.G.L., Chap. 71, Section 1, establishes the State Board of Education as the agent which will determine attendance ages of school children in the Commonwealth. Exceptions to the requirement are listed in the law, but generally it is required that all children between the ages of six (6) and sixteen (16), inclusive, shall attend school.

Further, "The School Committee of each town shall provide for and enforce the school attendance of all children actually residing therein" in accordance with the provisions of Chapter 76.

## **ENTRANCE AGE/MANDATORY ADMISSIONS REQUIREMENTS**

Effective September 1990 for the 1990-91 school year, and thereafter, a child must be five years old on or before **August 31**, in order to enter kindergarten and six years of age on or before September 1st to enter first grade.

A birth certificate and health records must be provided by parents registering their child for kindergarten/first grade unless the parents were residents in Billerica at the time of the child's birth. Proof of residency is required.

During the school year any family/child moving into Billerica from another city, town, or state who has already been enrolled in school, would be registered into the same grade from which the child transferred. If the family/child moves or transfers into Billerica over the summer months, the child would be registered into whatever grade is recommended by the transferring school.

For transferring into high school, the student will be registered into the grade level in accordance with the number of credits earned toward graduation:

Freshman up to 20 credits  
Sophomore up to 45 credits  
Junior up to 75 credits  
Senior up to 100 credits

## **KINDERGARTEN/GRADE ONE REGISTRATION**

Kindergarten/Grade One registration is an important procedure which enables the School Department to expedite and maintain appropriate placement practices.

Registration will take place on one or more dates each Spring for children who will enter Kindergarten/Grade One the following September. These dates, as well as sites and times, will be well-publicized through the local newspapers, appropriate postings, and notices sent home with school youngsters.

A birth certificate from town or city records, and proof of residency are required. These are an essential part of the registration procedure, and will be kept as a part of the permanent record. Under no circumstances will a child be registered without meeting these requirements.

Parents will be provided with a packet containing the necessary forms for registration. This packet is to be completed by the parents and the family doctor, and returned to the school by the specified date. When the completed packet is returned, the child will be considered registered for Kindergarten/Grade One, and the parents will receive the class assignment before school starts. Generally kindergarten classes begin after the start of classes for grades 1 through 12.

Current State Law requires that evidence be presented for each child entering school showing

that the following immunizations have been received: Diphtheria, Pertussis, Tetanus, Oral Polio, Measles, Mumps, Hepatitis B, Lead Poisoning, and Rubella. A Small Pox vaccination is also required.

Special clinics are often held in the community on well-publicized dates to assist parents in meeting the immunization requirement.

## **SCHOOL/CLASS PLACEMENT**

The placement of students is the responsibility of the Billerica Public Schools and the school principal.

Social development, scholastic achievement, learning styles, emotional needs and class size are concerns taken into account when placing children with their respective teachers. It is the goal of administrators and teachers that children are placed in a well-balanced classroom to promote the best possible social and intellectual development of all students. Since the placement of students is the responsibility of the Billerica Public Schools and the school principal, personal requests for preferred teacher assignments may not be honored.

The Billerica Public Schools reserves the right to change student class placement.

## **ADMISSION OF INTRADISTRICT TRANSFER STUDENTS**

### ELEMENTARY/MIDDLE SCHOOL TRANSFER FOR DAY CARE PURPOSES

Parents should make every effort to obtain day care or babysitting within their neighborhood elementary/middle school attendance area.

In the event of the need for a transfer of elementary/middle schools due to day care or babysitting, parents should make a formal request on the form provided to their elementary school principal. Requests are to be received by June 1st, prior to the next school year. Elementary/middle principals will forward requests to the Supervisor of Transportation.

Effects upon school enrollment and transportation will be the criteria upon which requests will be considered. Transfers must be for a complete school year. The Assistant Superintendent for Instruction is responsible for reviewing transfer requests.

Transportation will not be provided from day care/babysitter in one elementary/middle attendance area to an elementary/middle school in a different attendance area. Transportation will be provided from day care/babysitter to the elementary/middle school in the same elementary attendance area. For example, if the day care/babysitter is located in the Parker School area, transportation will be provided to Parker School and not to other elementary/middle schools.

The pick-up and drop-off locations will be the same for **EVERY** day at an approved bus stop. Pupils will not be dropped off or picked up at different bus stops on different days.

## **CHAPTER 119, SECTION 51A**

### *Requirement to File Reports on Injured Children*

Any physician, medical intern, hospital personnel engaged in the examination care or treatment of persons, medical examiner, psychologist, emergency medical technical, dentist, nurse, chiropractor, podiatrist, optometrist, osteopath, public or private school teacher, educational administrator, guidance or family counselor, day care worker or any person paid to care for or work with a child in any public or private facility, or home or program funded by the commonwealth or licensed pursuant to the provisions of chapter twenty-eight A, which provides day care or residential services to children or which provides the services of child care resource and referral agencies, voucher management agencies, family day care systems and child care food programs, probation officer, clerk/magistrate of the district courts, parole officer, social worker, foster parent, fire-fighter or policeman, officer for children licenser, school attendance officer, allied mental health and human services professional as licensed pursuant to the provisions of section one hundred and sixty-five of chapter one hundred and twelve, drug and alcoholism counselor, psychiatrist, and clinical social worker, who, in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the department by oral communication and by making a written report within forty-eight hours after such oral communication; provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, he shall immediately either notify the department or notify the person in charge of such institution, school or facility, or that person's designated agent, whereupon such person in charge or his said agent shall then become responsible to make the report in the manner required by this section. Any such hospital personnel preparing such report, may take or cause to be taken, photographs of the areas of trauma visible on a child who is the subject of such report without the consent of the child's parents or guardians. All such photographs or copies thereof shall be sent to the department with such report. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars. Any person who knowingly files a report of child abuse that is frivolous shall be punished by a fine of not more than one thousand dollars.

Said reports shall contain the names and addresses of the child and his parents or other person responsible for his care, if known; the child's age; the child's sex; the nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, abuse, maltreatment, or neglect; the circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment or neglect; whatever action, if any, was taken to treat, shelter, or otherwise assist the child; the name of the person or persons making such report; and any other information which the person reporting believes might be helpful in establishing the cause of the injuries; the identity of the person or persons responsible therefore; and such other information as shall be required by the department.

Any person required to report under the section who has reasonable cause to believe that a child has died as a result of any of the conditions listed in said paragraph shall report said death to the department and to the district attorney for the county in which such death occurred and to the medical examiners as required by section six of chapter thirty-eight. Any such person who fails to make such a report shall be punished by a fine of not more than one thousand dollars.

In addition to those persons required to report pursuant to this section, any other person may make such a report if any such person has reasonable cause to believe that a child is suffering from or has died as a result of such abuse or neglect. No person so required to report shall be liable in any civil or criminal action by reason or such report. No other person making such report shall be liable in any civil or criminal action by reason of such report that it was made in good faith; provided, however, that such person did not perpetrate or inflict said abuse or cause such

neglect. Any person making such report who, in the determination of the department or the district attorney may have perpetrated or inflicted said abuse or caused said neglect, may be liable in a civil or criminal action.

No employer of those persons required to report pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any person who in good faith makes such a report, testifies or is about to testify in any proceeding involving child abuse or neglect. Any such employer who discharges, discriminates or retaliates against such person shall be liable to such person for treble damages, costs, and attorney's fees.

Within sixty days of the receipt of a report by the department from any person required to report, the department shall notify such person, in writing, of the determination of the nature, extent and cause or causes of the injuries to the child or his family.

Any privilege established by sections one hundred and thirty-five A and one hundred and thirty-five B of chapter one hundred and twelve or by section twenty B of chapter two hundred and thirty-three, relating to confidential communications shall not prohibit the filing of a report pursuant to the provisions of this section or the provisions of section twenty-four. *Added by St.1973, c.1076, s.5; amended by St.1975, c.276, s.4; St.1977, c.501; St.1977, c.942; St.1978, c.215, s.1; St.1979, c.312, s.1; St.1980, c.434; St.1981, c.91, s.2; St.1982, c.102; St.1983, c.222; St.1984, c.83, ss.1,2; St.1985, c.209; St.1986, c.230, ss.1,2; St.1989, c.219; St.1989, c.535, s.5; St.1990, c.474, s.1; St.1991, c.280; St.1992, c.115, s.1; St.1993, c.50, s.23; St.1997, c.197.*

## **BILLERICA PUBLIC SCHOOL DISTRICT INTERNET ACCESS NETWORK ACCEPTABLE USE POLICY**

The purpose of the Billerica Public School District network is to advance and promote education in Billerica. It is intended to assist in the collaboration and exchange of information among all who are concerned with education. The Internet is a computer network (actually a network of networks) that links the schools with other schools, universities, private corporations and people worldwide. The primary purpose of using the Internet is to help students gain access to vast amounts of current research being conducted locally, nationally, and worldwide and to communicate with other students with similar interests who are on the network.

Access to the World Wide Web/Internet must be in support of education and research. The use of the Internet Access Network is a privilege, not a right. You are responsible for what you say and do on the network. Because communication with thousands of others is so quick and easy, it is important for you to think before speaking and to show respect for other people and their ideas.

Network administrators will make reasonable efforts to maintain reliable service and user privacy, but they cannot absolutely guarantee that the system will always be available or that files will always be saved, nor can privacy be completely guaranteed.

### NETWORK RESPONSIBILITIES

Transmission of any material in violation of any Federal or State regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material, pornographic material, or material protected by trade secret.

Any traffic from this network that traverses another network is also subject to that network's acceptable use policy.

Users must respect others' privacy and intellectual property.

All communication and information accessible via the network should be assumed to be private

property. Any sources used in research must be cited and credit given to the author.

The legal rights of software producers, network providers, copyright and license agreements, must be honored.

The Internet will be accessed from within the Billerica School System. When using the Network, the student must obey any faculty, staff members, or supervising personnel.

### NETIQUETTE

Certain behaviors have gained acceptance on the network, some because they save misunderstanding and maintain privacy, and others because they help other users avoid a waste of time or help conserve system resources. As you join the on-line community, practice these appreciated behaviors.

- Never give out personal information such as your Social Security number, telephone number, mailing address.
- What you say on the computer reflects upon you; be proud of it. Never use offensive or inappropriate language (e.g. derogatory or explicit language, swearing).
- Don't publicly criticize ("flame") others.
- Do not contribute to junk mail. Do not use all capital letters.
- Conferencing and bulletin boards are "showcases". Proofread and edit before posting.

### ACCESS

To get Internet access, you must do the following:

- Read this entire document and ensure that you understand these terms and agree to abide by them.
- Complete and sign the application form.
- Show the enclosed letter and this document to your parent or guardian and have them sign the application form.

### TERMS AND CONDITIONS

- Any violation of the network responsibilities will result in a cancellation of network privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close the Network at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke or suspend specific users.
- Billerica Public School District will not be responsible for any damages you suffer, including loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by the school's own negligence, your errors or omissions. Use of any information obtained via the Network is at your own risk. Billerica Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## HARASSMENT POLICY

The Billerica Public Schools is committed to maintaining a work and educational environment free from all forms of harassing or bullying conduct. Harassment based on race, religion, national origin, gender, sexual orientation or disability will not be tolerated in the Billerica Public Schools. We expect all employees, students, contracted vendors, and other members of the school community to conduct themselves in an appropriate manner with respect, dignity, courtesy and fair treatment for all individuals. Persons who engage in harassment or bullying will be subject to discipline including, but not limited to, reprimand, detention, suspension, termination/expulsion or other sanctions as determined by the school administration. Each member of the school community has a responsibility to ensure that harassment or bullying does not occur.

- I. (A) HARASSMENT DEFINITION: Harassment includes such things as unsolicited remarks, gestures or physical contact, or the display or circulation of written materials or pictures derogatory to either gender, or derogatory to racial, ethnic, religions, sexual orientation or disability groups.

Gender Harassment (Sexual Harassment) includes unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature when:

Submission is made either explicitly or implicitly a term or condition of a student's participation in school programs or activities;

Submission to, or rejection of, such conduct by an individual is used as the basis for educational decisions affecting such individual;

Such conduct has the purpose or effect of unreasonable interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working/educational environment.

- (B) BULLYING DEFINITION: Bullying involves a desire to hurt, hurtful action (typically repetition), an unjust use of power, evident enjoyment by the aggressor and a sense of being oppressed on the part of the victim. Bullying is an intentional act. Bullying by one person or group of people includes, but is not limited to, the following behaviors:

Physical bullying	Hit, grab, push, spit on, or physically attacking another person. Damage to or stealing another's property.
Verbal bullying	Name-calling, mocking, hurtful teasing, humiliating or threatening someone or making people do things they don't want to do.
Social bullying	Excluding people from the group. Spreading gossip or rumors about others. Making someone look foolish or stupid.
Electronic bullying	Using computers, e-mail, phones, or instant messaging to hurt someone's feelings, make someone look bad or to threaten someone.

Such conduct has the purpose or effect of unreasonable interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working/educational environment.

- II POLICY:
- A. It is the policy of the Billerica Schools to maintain a learning and working environment that is free from harassment or bullying of any kind.
  - B. It shall be a violation of this policy for any member of the Billerica School Community, whether student or staff, to harass or bully any other member of the school community through conduct or communication of a harassing or bullying nature as defined in Section I.
  - C. Each administrator shall be responsible within his or her school or office, for promoting an understanding of and assuring compliance with state and federal laws and school committee policy and procedures governing harassment and bullying.
  - D. Violations of this policy will be cause for disciplinary action up to and including termination or expulsion.
- III. COMPLAINT PROCEDURES: Anyone who has been harassed or bullied as defined above may report it to any staff member. The staff member will report the complaint to any member of administration. Then either the staff member or someone from guidance or an administrator acting as Complaint Investigator will investigate the claims of harassment or bullying. Every effort will be made to insure confidentiality in any investigation. Where appropriate, efforts will also be made to resolve the issue informally by mutual agreement before invoking the more formal procedures as set forth below. Any student involved in the process, whether as Complainant or the person charged (hereafter called "Respondent"), may be accompanied by an advisor throughout the process.

#### Complaints Made by Students Involving Harassment or Bullying by a Student

Upon receiving a complaint, the Complaint Investigator will confer with the Complainant to gain an understanding and statement of the alleged facts. If the Complaint Investigator determines that such facts, if true, would constitute harassment or bullying, as defined above, the Complaint Investigator will take appropriate steps to fully investigate and/or resolve the complaint. Such steps may include, but are not limited to, the following;

1. Meet with the Respondent to obtain a response to the complaint.
2. Request Complainant to write a letter to Respondent summarizing the nature of the behavior and requesting that it stop.
3. Request respondent to write a letter to complainant
4. Conduct a meeting with Complainant, Respondents, and other appropriate educational personnel.
5. Conduct interviews of possible witnesses to the alleged events
6. If necessary, report the matter to the local police or DSS if criminal activity or child abuse are involved.
7. Subject to the requirements of due process, take disciplinary action against Respondent, including without limitation, a letter of reprimand, a warning, suspension, or expulsion.

8. Refer Respondent to the principal or superintendent for disciplinary action.

Complaints Made by Students Involving Harassment or Bullying by a Staff Member

Upon receiving a complaint, the Complaint Investigator will confer with the complainant to gain an understanding and a statement of alleged facts. As appropriate, the Complaint Investigator may take steps 1-6 above. The Complaint Investigator will be a person who is not in the same bargaining unit as the staff member. Any such investigation will be conducted in a manner consistent with the staff member’s rights under the law and any applicable collective bargaining agreement. If it is determined that a staff member has engaged in harassment, the matter will be referred to the appropriate level of administration for consideration of discipline up to and including dismissal as consistent with the law and any applicable collective bargaining agreement.

- IV. RETALIATION: Retaliation in any form against any person who has filed a complaint relating to harassment or bullying will not be tolerated. No individual will be subject to any form of coercion, intimidation, retaliation, or discrimination for filing a report of harassment. The consequences for retaliation will be the same as for harassment or bullying. On the other hand, false accusations made in bad faith will not be tolerated.
- V. NOTIFICATION: Notice of this policy will be circulated to all schools and departments of the Billerica Public Schools and included in student handbooks.

Inquires regarding compliance with Title 9, Chapter 622 may be directed to:

Ditson Elementary School	Mr. William Downing	39 Cook Street	978-436-9530
Dutile Elementary School	Ms. Patricia Tobin	10 Biagiotti Way	978-436-9540
Hajjar Elementary School	Mr. Anthony LaRosa	59 Rogers Street	978-436-9550
Kennedy Elementary School	Interim TBD	20 Kimbrough Road	978-436-9560
Parker Elementary School	Dr. Barbara Wittenhagen	52 River Street	978-436-9570
Vining Elementary School	Ms. Maureen O’Hara	121 Lexington Road	978-436-9580
Locke Middle School	Mr. Alexander Infanger	110 Allen Road	978-436-9420
Marshall Middle School	Mr. Roland Boucher	15 Floyd Street	978-436-9440
Billerica Memorial High School	Mr. Kevin Soraghan	35 River Street	978-436-9300
District-Wide Assistant Superintendent	Dr. Richard N. Safier	365 Boston Road	978-436-9502
Massachusetts Department of Education	350 Main Street Malden, MA 02148		781-338-3300
Director of the Office of Civil Rights Region I – U.S. Department of Education	33 Arch Street Ninth Floor Boston, MA 02110		617-289-0111

## **HAZING**

The School Committee forbids hazing in any form. Should an alleged instance of hazing occur, the provisions of M.G.L. Chapter 269, Sections 17, 18 and 19 shall be adhered to. In addition the Superintendent of Schools and the School Committee chairperson shall immediately be notified of the circumstances of the complaint and the actions taken.

Any student found guilty of a charge of hazing shall be subject to the following disciplinary actions:

1st Offense: Suspension not to exceed five (5) school days. Such suspension may be in-house at the discretion of the principal.

2nd Offense: Suspension not to exceed ten (10) school days.

3rd Offense: Suspension for an indeterminate period necessary for exclusion.

Any employee found guilty of a charge of hazing shall be subject to the following disciplinary actions:

1st Offense: Suspension without pay not to exceed five (5) school days.

2nd Offense: Suspension for a thirty (30) school-day period and recommendation to the School Committee relative to dismissal.

Any organization found guilty of a charge of hazing shall lose the privilege of using school facilities for a period of time as determined by the Superintendent.

### CH. 269, S. 17. CRIME OF HAZING; DEFINITION; PENALTY

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

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

### CH. 269, S. 18. DUTY TO REPORT HAZING

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

## HEALTH SERVICES

### MEDICATION POLICY

The Billerica Public Schools recognize that parents/guardians have the primary responsibility for the health of their children. Although the Department strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

Only a licensed prescriber (physician or nurse practitioner) is legally authorized to prescribe medication. Parents should confer with the child's physician to arrange for medication time intervals that avoid school hours whenever possible. When medication absolutely must be given during school hours, the following criteria must be met.

All requests are to be referred to the school nurse.

**Parents** must provide all of the following:

#### A. **Prescription Medications**

1. Written directive from the prescriber, including diagnosis, medication, dosage, and frequency of administration. If the students must keep the medication on their person, the physician must authorize this in writing.
2. Parental signature authorizing the nurse to administer the medication.
3. Medication in a container with the prescription labeled by the pharmacist with the student's name, date, medication, dosage and physician's name. (Pharmacists will provide additional containers for school use.)
4. Medication should be delivered to the school by a parent or responsible adult.
5. Notification of changes or discontinuation.

#### B. **Non-prescription Medications**

1. May be administered in school only if medication is provided in an original package labeled with the child's name and dosage required via **physician orders and written parental consent**. This will be under the school nurse's review.
2. Tylenol (acetaminophen), antibiotic ointment, antiseptic rinse, oral pain reliever, lip ointment, caladryl, first aid spray/ointment, and contact lens cleaner may be given in the preschool and elementary setting with parental permission. In addition to these, the middle schools may give an antacid with parental permission. Additionally, at the high school, ibuprofen, and a sports cream may be given with parental permission. ***Non-prescription medications will be given per standing orders of the school physician and will be under the school nurse's review.***

- C. **Long-term medication must be renewed (as above) at the beginning of each school year.**

MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH  
IMMUNIZATION PROGRAM

Minimum Immunization Requirements for School Entry in 2007-08 School Year\*  
Billerica Public Schools

	Child Care/ Preschool	Kindergarten	Grades 1-6	Grades 7-12	College
Hepatitis B	3 doses	3 doses	3 doses	3 doses	3 doses for all health science students; and full-time freshmen and sophomores
DtaP/DTP/ DT/Td	≥4 doses DTaP/DTP	5 doses DtaP/DTP	≥4 doses DtaP/DTP or ≥ 3 doses Td	4 doses DtaP/DTP or ≥ 3 doses Td; plus 1 Td booster	1 Td booster within last 10 years
Polio	≥ 3 doses	4 doses	≥3 doses	≥ 3 doses	----
Hib	3 or 4 doses	---	---	---	---
MMR	1 dose	2 doses measles, 1 mumps, 1 rubella	2 doses measles, 1 mumps, 1 rubella	2 doses measles, 1 mumps, 1 rubella	2 doses measles, 1 mumps, 1 rubella
Varicella	1 dose	1 dose	1 dose	< 13 years – 1 dose ≥ 13 years – 2 doses	---

Children must present evidence of having been previously screened for Lead Poisoning as a condition of entry into Pre-School and Kindergarten

THE COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH  
Isolation and Quarantine Requirements

The Commonwealth of Massachusetts Department of Public Health mandate that any student or staff member, who is not appropriately immunized or is without laboratory evidence of immunity or a reliable history of chickenpox be excluded from school from the 10<sup>th</sup> through the 21<sup>st</sup> days after their last exposure.

**INTERROGATIONS AND STUDENT LOCKER/DESK SEARCHES**

The rights of inspection of students' school lockers/desks are inherent in the authority granted to School Committee members and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion; and to act in the best interest of all students and the schools.

Generally the student should be present for a locker/desk search; however in a situation where the administration believes there is reasonable cause that a locker/desk contains something illegal, i.e., drugs, alcohol, weapon, stolen property, or other contraband, and/or the situation presents a threat to health and safety for the school, a locker/desk search may be made without

advanced notice to the student. If such a search takes place, an administrator will notify the student and their parents after the search takes place.

## **LOST OR DAMAGED BOOKS**

You are expected to replace any text or library book your child loses or damages. Please reinforce at home the proper care of books.

## **PARENT/TEACHER COMMUNICATIONS**

1. Report cards are sent home four (4) times a year and two (2) times per year for kindergarten. Progress reports may be sent home between these marking periods to alert you to a problem area.
2. If you would like to talk to a teacher at any time during the year, write a note or call the school ahead of time in order to request a conference; an appointment will then be scheduled for you.
3. Parent/teacher conferences will be regularly scheduled for each school year.
4. We need your help and cooperation in order to provide quality, uninterrupted teaching time for all students. It is also necessary that we insure the safety of all present in the building during the school day. Please read the following guidelines:
  - a. Sign-in at the office before going anywhere in the building. Under NO circumstances are you to go anywhere without a pass or badge to identify you to all students and staff that you are an approved visitor.
  - b. You should not expect to see a teacher without a scheduled appointment. If you arrive without an appointment, the classroom teacher will be contacted to determine if it is convenient for the teacher to see you, or if another time needs to be scheduled. Please do NOT approach staff in the school yard, hallways, etc. expecting to have a discussion. Should you approach a teacher, they are instructed to refer you to the office to have you follow the above directions.
  - c. Leave items or messages for students in the office. The student will be called down to pick them up.
  - d. It is expected that all meetings and written communications be polite and respectful. If a conversation/meeting deteriorates and becomes loud, abusive or profane, the staff has been instructed to end the conversation or meeting, and to accompany or refer the person to the office. The office may, also, be called by a staff member if help is needed. An appointment for a later date with a third party present will be made if the matter that caused the disagreement is not resolved.
  - e. Subsequent meeting(s) will end and police may be called if the conversation becomes loud, abusive or profane.
    1. A letter of warning will be sent to the offending person.
    2. A complaint may be filed with the police if the incident is repeated.
    3. The police may be called in the event of any physical aggression or threats, verbal or written.
    4. A stay away order or no trespass order may be requested.

We are confident that we can count on all who visit our school to cooperate and make sure that we maintain a safe and respectful environment for everyone.

### **PROBLEM-SOLVING STRATEGY**

In the event that there are problems concerning a student's education, the following procedural steps should be taken:

1. Teacher
2. Principal and/or Supervisor
3. Superintendent of Schools
4. School Committee

### **PROMOTION AND RETENTION OF STUDENTS**

The administration and teaching staff shall strive to create plans of instruction and instructional organization to provide maximum opportunity for each student to progress through school according to his/her own needs and abilities without the stigma of failure or retention.

In general, students shall be promoted annually. However, exceptions to this general policy may be made when it becomes evident that a student should proceed more slowly.

Retention shall not be used until all other possibilities have been exhausted, including extra help, remedial work, and summer school opportunity.

The promotional standard in the middle school allows only one non-passing final grade in the major subjects of Math, Science, English and Social Studies in grades six and seven. However, a second failing grade in the same failed subject as grade six would cause retention in grade seven. In order to be promoted from eighth grade, students must pass all four major subjects (effective 2001-02 school year). The number of passing grades in all other subjects necessary for promotion is left to the Principal's discretion. The Principal retains the final discretionary power to promote or retain any student when extenuation circumstances prevail.

In all cases of retention, parents must be informed of such possibility well in advance (usually by the third reporting period) and a conference with them sought. In all instances, the advice and help of the guidance and other special school personnel shall be utilized by teachers.

Although teachers may recommend retention, all retentions (as well as promotions) shall be assigned by the school principals. Teachers in recommending retentions, and Principals in assigning them, shall give the reasons why they feel the student should repeat.

The Principal shall take particular care in assigning more than one retention during a child's elementary school life, and may, when found desirable, provide for promotion on the basis of social and personal needs, rather than academic achievement. The Superintendent must approve a second retention assigned any student.

### **PUBLICITY**

Students from time to time may participate in school activities which are covered by the news media including newspapers, TV, cable TV, and Web sites. If you do not wish to have your child's name or picture used in this manner, please notify the Principal in writing prior to September 15<sup>th</sup> of each school year.

## **SCHOOL VISITS**

Parents and other school visitors must report to the Principal's Office. No one is permitted beyond the Principal's Office without permission.

As a safety precaution for all schools, visitors are to:

1. Sign-in at the Principal's Office
2. Receive an ID badge
3. Sign-out and return badge

## **STAYING AFTER SCHOOL**

If a student plans to stay after school for additional instruction with a teacher, intramurals, or special programs, he/she will be expected to report immediately after school. Students should be certain to tell their parents that they will be arriving home later than usual. Parents are responsible for arrangements of transportation to and from extracurricular activities.

## **STUDENT DISMISSAL PRECAUTIONS**

Each school shall set up procedures to validate requests for early dismissal to assure that children are released only for proper reasons and into proper hands, which means that only a staff member or a parent or guardian may accompany a child off school property without parental permission.

No student may be released on the basis of an unvalidated telephone call.

Children of separated/divorced parents may be released only upon the request of the parent whom the court holds directly responsible for the child and who is the parent or guardian registered on the school record. Whenever there is a question of parental custody of a child, the legally responsible parent shall keep the school notified of any visiting arrangements which pertain to dismissal of the child from school.

## **SECTION 504/ADA NOTICE**

The Billerica Public School District does not discriminate on the basis of disability with regards to admission, access to services, treatment, or employment in its programs or activities.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Americans with Disabilities Act (ADA) applies to employers who have over 14 employees regardless of federal financial assistance. Under both Acts, the definition of an "individual with a disability" is a person who:

1. has a mental or physical impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, breathing, learning, or working; or
2. has a record of such impairment; or
3. is regarded as having such an impairment.

The District will evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under Section 504 or the ADA. Parents of these students are entitled to procedural safeguards, including individual notice and an impartial hearing.

The District will provide reasonable accommodation to each employee and qualified employment applicant covered by Section 504 or the ADA unless it would impose an undue hardship on the operation of the program.

Each of the programs of the District will be readily accessible to individuals with disabilities when viewed in its entirety.

The District will furnish auxiliary aids and services to students, employees, parents, and members of the public who have disabilities to the extent necessary for communications with other persons, unless it will result in an undue burden on the District, or a fundamental alteration in the program.

For further information concerning disability procedures or discrimination complaints please contact the Section 504/ADA Coordinators as follows:

Ditson Elementary School	Mr. William Downing	39 Cook Street	978-436-9530
Dutile Elementary School	Ms. Patricia Tobin	10 Biagiotti Way	978-436-9540
Hajjar Elementary School	Mr. Anthony LaRosa	59 Rogers Street	978-436-9550
Kennedy Elementary School	Interim TBD	20 Kimbrough Road	978-436-9560
Parker Elementary School	Dr. Barbara Wittenhagen	52 River Street	978-436-9570
Vining Elementary School	Ms. Maureen O'Hara	121 Lexington Road	978-436-9580
Locke Middle School	Mr. Alexander Infanger	110 Allen Road	978-436-9420
Marshall Middle School	Mr. Roland Boucher	15 Floyd Street	978-436-9440
Billerica Memorial High School	Mr. Kevin Soraghan	35 River Street	978-436-9300
District-Wide Coordinator	Mr. Thomas Woodbury	35 River Street	978-436-9340

## **PROCEDURAL SAFEGUARDS UNDER SECTION 504 AND THE ADA**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Billerica Public School District provides you, as the parent or guardian, with the following procedural safeguards in relation to your child:

1. You have a right to receive a copy of this notice upon the district's identification, evaluation, refusal to provide an evaluation, educational placement, denial of educational placement and any significant change in said placement of your child.
2. You have the right to an evaluation of your child if the district has reason to believe that your child has a mental or physical impairment that substantially limits learning or some other major life activity . . .
  - a. before the initial placement.
  - b. before any subsequent significant change in placement.
3. You have the right to an opportunity to examine all relevant records for you child.
4. You have the right to an impartial hearing, with participation by you and representation by counsel, concerning the identification, evaluation or educational placement of your child.
5. You have the right to appeal the final decision of the impartial hearing officer to a court of competent jurisdiction.

## **SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS (PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)**

By legislation, both Massachusetts and the United States have declared the intention of guaranteeing educational opportunity to every handicapped child, and insofar as possible to do so within the public schools and the normal classroom.

These general aims of government create specific responsibilities for the Billerica Public Schools, which it is the committee's intention to fulfill. The committee will comply with its obligation to provide personnel, facilities, materials, and educational access for children with special needs, defined by the state as children who,

"because of temporary or permanent adjustment difficulties arising from intellectual, sensory, emotional, physical or perceptual factors, cerebral dysfunctions, or other specific learning disabilities, or any combination of these, require special education."

All children between the ages of three and twenty-one who have a special need, unless they have received a high school diploma or equivalent, are included.

In most cases of special need, the committee will arrange for the suitable assistance within the public schools, using the facilities and personnel provided for that purpose. Some children will be assigned to educational collaboratives conducted by more than one town; and a few will require even more specialized arrangements, sometimes including residential programs.

The procedures for recognizing, referring, and programming special needs cases will be developed by the Billerica Special Education Department under the supervision of the Superintendent and in cooperation with other administrators and teachers. State and Federal guidelines will provide the basis of these procedures. In all cases, parents of students with special needs will be included in planning for their children and will have the right of due process in case of any disagreement with school personnel.

## **ACCESS TO SPECIAL EDUCATION**

The major purpose of special education is to ensure access to the general curriculum for all students. Special education services are a continuum of supportive services and programs provided to all students with disabilities to achieve their potential and ensure involvement in the general education program.

At any time, parents and/or any person in a care giving capacity in relation to the student may make a referral for a special education evaluation. The referral shall be in writing with a request to the principal of the school the child attends or would attend if in the Billerica School System. A referral may, also, be made by school personnel and outside agencies. Once the parent and/or guardian consents to a special education evaluation the process begins.

## **HOMEBOUND INSTRUCTION**

The Principal, in consultation with the Director of Special Education and the Superintendent, shall have the authority to provide home tutoring at his/her discretion for children who will be absent from school for more than two weeks because of illness or accident.

### Home-School Telephone/On-Line Instruction

Telephone/On-Line home to school instruction can only be authorized for pupils who will be absent from school because of sickness, injury or emotional disorder for more than 15 consecutive school days.

### **SPECIAL EDUCATION PARENT ADVISORY COUNCIL**

The Billerica Special Education Parent Advisory Council (PAC) is a district-wide parent advisory council offering membership to all parents of special needs students and other interested parties. The Council's purpose is to work toward the support, respect, understanding and appropriate education for all children in Billerica. The Parent Advisory Council meets monthly during the school year. Please check your school bulletin board and/or the Billerica Parent Advisory Council for Special Education website at [www.bpacsp.org](http://www.bpacsp.org) for additional information.

### **STUDENT CONDUCT**

Citizenship in a democracy requires respect for the rights of others. The students in the schools of the system shall be expected to conduct themselves in such a way that the rights and privileges of others are not violated. The School Committee requires students to respect constituted authority and to conform to school rules and regulations, and to those provisions of law which apply to the conduct of juveniles or minors.

Teachers and other members of the school staff are to emphasize and set before children high standards of personal courtesy, decency, morality, clean language, honesty, and wholesome relationships with others, along with respect for real and personal property, and pride in one's work and achievement within the limits of an individual ability.

Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experience provided, will be given every opportunity to do so.

### **EXPULSION/SUSPENSION**

#### **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 C. 94:C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, at her/his discretion,

decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. When a student is expelled under the provision of this section and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

Reference – Chapter 71, Section 37H.

In addition, all high school and middle school student handbooks shall contain the following provisions as well:

- a. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.
- b. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension.

Reference – Chapter 71, Section 37H½

#### PRINCIPAL'S AUTHORITY

Chapter 71, Section 37H and Chapter 71, Section 37H½ give principals authority to expel a student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance, a student who assaults school personnel on school premises or at school-sponsored or school-related events, including athletic games or who is convicted of a felony. This authority is limited by Federal Special Education Law.

#### SPECIAL EDUCATION STUDENTS

The disciplining of students with disabilities eligible for special education is governed by federal special education laws and the regulations promulgated there under. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. 1401 *et seq.*

Students with disabilities who violate school rules are subject to removal from their current educational placement for up to ten (10) school days per year, to the extent that such a removal would be applied to students without disabilities, without a prior determination as to whether the misconduct is related to the student's disability.

School personnel may order a change in educational placement of a child with a disability to an appropriate Interim Alternative Educational Setting (IAES) that provides the student with a free appropriate public education for the same amount of time that a child without a disability would be subject to discipline, but for not more than forty-five (45) calendar days if the student:

- a. Carries or possesses a weapon to or at school, on school premises, or to or at a school function;
- b. Knowingly possesses or uses illegal drugs at school, a school function, or school sponsored event; or
- c. Sells or solicits the sale of a controlled substance while at school, a school function, or school sponsored event.

Anytime school personnel seek to remove a student from his or her current educational placement for more than ten (10) school days in any school year, this constitutes a “change of placement.” A change of placement invokes certain procedural protections under the IDEA, the federal special education law. These include, but are not limited to:

- a. If the school did not conduct a functional behavioral assessment and implement a behavioral intervention plan for such a student before the behavior that resulted in the discipline, the school shall convene an IEP meeting to develop an assessment plan to address the behavior; or if the child already has a behavioral intervention plan, the IEP Team shall review the plan and modify it, as necessary, to address the behavior.
- b. A review by the IEP Team of the relationship between the child’s disability and the behavior subject to the disciplinary action, which is often referred to as the Manifestation Determination.

School personnel may also seek an order from the Department of Education Bureau of Special Education Appeals (BSEA) placing a student in an IAES for up to forty-five (45) calendar days.

Parents/guardians and/or students, where appropriate, may request a hearing at the Bureau of Special Education Appeals regarding a disciplinary action described above to challenge the interim alternative educational setting or the manifestation determination.

For a copy of the Massachusetts Department of Education brochure on Special Education Parents’ Rights, available in many languages, visit [www.doe.mass.edu/sped/parents](http://www.doe.mass.edu/sped/parents) or contact the Director of Special Education at 978-465-4453.

### STUDENTS ON 504 PLANS

Section 504 on the Rehabilitation Act of 1973 is a federal statute which prohibits a qualified individual with a disability from being excluded from the participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance because of his/her disability. 29 U.S.C. § 794 and its implementing regulations, 34 C.F.R. 104 *et seq.* School personnel may not suspend a student on a 504 plan for more than ten (10) school days without first conducting a manifestation determination.

### **SCHOOL BUS DISCIPLINARY PROCEDURES**

The bus driver is responsible, among other activities, for the supervision of pupil bus behavior. The Principal must assure safe, prompt loading, and unloading of buses. In addition, the Principal must promptly and impartially cooperate with bus drivers and other personnel in solving disciplinary problems.

If a **minor** incident occurs on the bus, the driver should first speak to the pupil involved, warning the pupil that a repeated offense would be reported to the Principal, using the bus conduct form.

In most instances, a first minor offense reported by a driver in writing will result in a written notification to the home that the pupil has been warned. Parent/guardian must sign acknowledgment form and return it to the school on the next school day.

A **second minor offense** reported will result in the pupil being placed on behavioral probation, and written notice from the Principal indicating what behavioral modification must be completed by the student. Behavioral modification shall be determined by the Principal. Examples: detention, in-house suspension, report writing, loss of recess, minor cleaning of bus, etc.

A **third minor offense** reported generally will result in a (3) three-day suspension from bus privileges. Thereafter, any single written infraction will result in a (5) five-day loss of bus privileges.

If the **first offense constitutes a major hazard**, no warning need be given, and the Principal may suspend a pupil from the bus up to five days and shall notify the parents, the bus driver, and the Superintendent's office. Any infraction reported thereafter will result in the loss of bus riding privileges.

**MINOR OFFENSE =** excessive mischief, eating-drinking-littering, being rude-discourteous-annoying, inappropriate language, violating safety procedures, minor bus destruction

**MAJOR OFFENSE =** fighting, insubordination, use of smokeless tobacco, smoking, use of or selling of alcohol, any action or deed that the authorities shall deem a hazard to students' health or safety.

**OFFENSES THAT MAY RESULT IN EXPULSION FROM SCHOOL =** possession of a dangerous weapon and a controlled substance (drugs) as defined in M.G.L. Ch. 94C, and assault of a staff member. For pertinent information, refer to M.G.L. Chapter 71, Section 37H.

The above-mentioned disciplinary procedures may be waived or increased as deemed necessary by the Superintendent of Schools acting in the best interest of the Town of Billerica.

M.G.L. Chapter 76, Section 17.

## **STUDENT RECORDS**

State law provides that the school must furnish any student or former student with a transcript of his/her record as a student; the original to be furnished without charge and copies furnished at limited charges established by the law.

The Billerica School Committee has established as its policy that no teacher shall release the name, address, grades or other records of any student to any individual other than the student, his/her parents, or his/her guardian. Release of records to authorized institutions, such as colleges, scholarship programs, and districts to which students transfer, shall be through the central office of each school.

Pupil absent, tardy or dismissal records may be shown to outside agencies or agents only after permission has been granted by the Superintendent of Schools or his/her designee.

## **NON-CUSTODIAL PARENT'S RIGHTS**

Non-custodial parents may receive information about their child upon the written request and when legally eligible.

### **ELIGIBILITY**

Any parent who does not have physical custody of a child is eligible for receipt of educational information unless said parent has been denied legal custody of the child based on a threat to safety of the child or custodial parent, or had been denied visitation, or has been ordered to supervised visitation, or whose access to the child or to the custodial parent has been restricted by a temporary or permanent protective order specifically allows access to educational information.

### **PROCEDURE**

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

### **INITIAL REQUEST MUST INCLUDE**

- cover letter with request for educational information, including child's full name and date of birth
- a certified copy of the probate court's order relative to the custody of the child indicating that the requesting parent has not sought and been denied shared legal custody based on a threat to the safety of the child or custodial parent and is entitled to unsupervised visits with said child.
- or a certified copy of an order by a probate and family court judge specifically order that this information be made available to the requesting parent.
- and an affidavit from the requesting parent certifying that the judgment or order remains in effect and that no temporary or permanent protective order restricting access to the custodial parent or any child in the custodial parent's custody is in effect.

### **SUBSEQUENT REQUESTS**

In each subsequent year, the non custodial parent shall indicate in the annual written request that he/she continues to be entitled to the unsupervised visitation with the child and is eligible for the receipt of educational information.

### **SCHOOL RESPONSE**

Upon receipt of the above request, the school immediately notifies the custodial parent of the request for information. Notification is made by registered, first-class mail. The school may seek reimbursement for the cost of postage from the requesting parent. The school will provide the information to the requesting parent after 21 days unless the custodial parent provides the principal documentation or any court order that prohibits the distribution of the information or that is a temporary or permanent order to provide protection to the custodial parent or any child in the custody of the custodial parent unless said order specifically allows access to the information.

Chapter 71, Section 34H

### **RETENTION OF STUDENT RECORDS**

Permanent records (transcripts) are retained for sixty years. Temporary records may be retained for a maximum of five years after a student graduates or leaves the school system. However, in lieu of destruction, Billerica Memorial High School graduates are presented with their Temporary Records once they are certified for graduation. Those who do not graduate or leave the school system prior to graduating may request their records two years after leaving the school system. Temporary Records not claimed after five years are destroyed.

Copies of the State regulations are available in the Billerica Memorial High School Guidance Office and the Main Office of other schools.

**STUDENT TESTING SCHEDULE  
SCHOOL YEAR 2007 – 2008, GRADES K–12**

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<b>DATE</b>	<b>NAME OF TEST</b>	<b>GRADE</b>
October 1-26	MELA – O	LEP K – 12
October 6	SAT – College Board (not at BMHS)	12
October 20	PSAT – College Board	10, 11
October 22-26	MEPA – R/W	LEP 3 – 12
November 3	SAT – College Board (not at BMHS)	12
November 6-8	MCAS –ELA retest	11, 12 & Repeat 10
November 14-15	MCAS – Math retest	11, 12 & Repeat 10
December 1	SAT – College Board	12
January	Career Game – Begin Career Search	6
Feb 25 – March 19	MELA – O	LEP K - 12
March 3-7	MCAS – Retest; Math/ELA	11, 12 & Repeat 10
March 10 – 14	MEPA – R/W	LEP 3 – 12
March 24 – April 7	MCAS – Reading	3
March 24 – April 7	MCAS ELA Reading Comprehension	4, 5, 6, 7, 8
March 25	MCAS – ELA Composition	4, 7, 10
March 26 – 27	MCAS – ELA Lang & Lit	10
April 2	MCAS – Make-up ELA Composition	4, 7, 10
Apr 18	MCAS – Alternative Assessment	12 ( w/sig disab)
May	Metropolitan Readiness Test	K
May 3	SAT – College Board (not at BMHS)	11
May 5 – 16	Advanced Placement Exams	11, 12
May 9	MCAS – Alternative Assessment	3 – 8, 10 (w/sig disab)
May 13 – 29	MCAS – Science and Tech/Engineering	5, 8
May 12 - 29	MCAS – Math	3, 4, 5, 6, 7, 8
May 14 – 29	MCAS – History & Social Science Pilot Test	5, 7
May 21 – 22	MCAS – Math	10
May 27 – 29	MCAS – US History Pilot Test	11
June 3 – 4	MCAS – Science	9, 10
June 7	SAT – College Board	11

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**SCHOOL RECORDS**

In accordance with General Law 603 CMR 23.00 Student Records, parents or guardians, upon request, may inspect academic, scholastic or any other records concerning their children, regardless of the age. All students who are fourteen years of age or older or upon entering the

ninth grade, which ever comes first, may see his/her records. A student eighteen years of age or older is allowed complete access to all of his/her school records and may elect to control access. Access to records requires a two-day notice.

Permanent records (transcripts) are retained for sixty years. Temporary records may be retained for a maximum of seven years after a student graduates or leaves the school system. However, in lieu of destruction, Billerica Memorial High School graduates are presented with their Temporary Records once they are certified for graduation. Those who do not graduate or leave the school system prior to graduating may request their records two years after leaving the school system. Temporary Records not claimed after seven years are destroyed.

Copies of the State regulations are available in the Billerica Memorial High School Guidance Office and the Main Office of other schools.

## **DIRECTORY INFORMATION NOTICE**

The Billerica Public Schools has designated certain information contained in the education records or 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 INCLUDING BUT NOT LIMITED TO Homeroom Lists, Class Lists, and Honor Rolls, at the discretion of the school system, without the consent of a parent of a student or an eligible student. Parents 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 or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq. You are hereby notified that pursuant to this notification, the school system will provide requested directory information to military recruiters unless the parent or eligible student specifically directs otherwise, as required by the No Child Left Behind Act.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the Principal on or before the 15<sup>th</sup> day of each September.

In the event that a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information designated.

## **TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO**

Drug abuse, including the illegal and inappropriate use of alcohol, is a community problem. The Billerica School Committee recognizes its responsibility to educate students in this area and to formulate policies which will assist school administrators and teachers with problems arising from the misuse of drugs.

The committee shall approve guidelines for drug education and the handling of drug abuse as recommended by the Superintendent in accordance with the guidelines of the State Department of Education Drug Advisory Committee. It shall be the responsibility of the Superintendent and his/her staff to review these guidelines periodically and to present their recommendations to the committee.

The committee and school department employees shall cooperate with other community agencies concerned with drug abuse.

## **PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION**

In accordance with General Laws Chapter 71, Section 32A, the Billerica School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians in our schools will be notified in writing of courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, the parents/guardians will be notified of this fact in a timely manner for implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. inspect and review instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.

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

## **ELEMENTARY HEALTH CURRICULUM OUTLINE**

### Kindergarten

How To Stay Safe  
Adventure In Food  
My Body Is Special  
No Drugs, No Way!  
Keeping Clean And Healthy

The Five Senses  
The Family Team  
Going To The Doctor And Dentist  
Getting Sick  
Every Day Play

### Grade 1

Look Out  
Why Do We Eat?  
Talk And Listen  
Drugs Are Dumb  
How I Breathe

Head To Toe  
All About Medicine  
Happy, Sad And In Between  
Get Well Soon  
Run, Jump And Skip

### Grade 2

Let's Stay Safe  
The Wide World Of Food  
When I Fell Afraid  
Drugs Are Dangerous  
Me And My Skin

How You Think  
Your Heart, Small But Strong  
Babies...And How You Grew  
Germs! They Make You Sick  
Muscles In Motion

### Grade 3

Safe At Home, Safe Away  
Let's Eat  
I Like Your Attitude  
Saying No To Smoking, Drinking and Drugs  
When Bodies Have Problems

The Better To See You  
Community Safety  
Your Family, My Family  
Things You Might Catch  
Finding Out About Bones

### Grade 4

Community Health  
The Digestive System  
It's My Body  
The Drug And Alcohol Test  
Your Incredible Hearing Machine

Let's Talk Teeth  
No Smoking!  
Be Cool, Keep Clean  
All About Aids  
Exercise

### Grade 5

First Aid Facts  
You Are What You Eat  
Those Crazy Mixed-Up Emotions  
Danger Ahead: The Truth About Drugs  
All The Right Stuff

Brainstorms: Your Central Nervous System  
Love Your Lungs  
Growing Up  
About Blood And Aids  
Bones And Muscles: On The Move

All materials will continue to be carefully screened by staff and presented within the guidelines of the Billerica School Committee and Health Advisory Council. All of our Health Curriculum topics and materials encourage students to discuss all materials with his or her family. Monthly Parent bulletins will continue to be sent home with your child. Special mailings regarding "AIDS" and "Growing Up" will continue to be sent home with each child approximately two to three weeks prior to the presentation.

Grade 3: "Things You Might Catch" This unit discussed a variety of germs and viruses. However, there is nothing mentioned in this unit that would be considered sensitive in nature.

Grade 4: "All About Aids" This unit teaches the basic facts about the immune system, the ways HIV can and cannot be transmitted, and how important it is to treat those who are ill with kindness and dignity. The unit emphasizes the responsibilities of maturing adolescence, goal setting decision making and refusal skills.

Grade 5: "Growing Up" This unit teaches the basic facts about growing up including the role of hormones, the endocrine system and the biological differences between boys and girls. The unit emphasizes the responsibilities of maturing adolescence, goal setting and decision

making in at-risk situations. (Boys and girls are taught separately)

“About Blood And Aids” This unit teaches the basic facts about the Circulatory System, Blood and The Immune System and HIV as the enemy of the immune system.

If you have any questions concerning your child’s K-8 Comprehensive Health Education Curriculum please call Ms. Pat Minishak, Assistant Chairperson K-8 Health Education Department at 978-436-9453 or Mr. Timothy Piwowar, Department Chairperson at 978-436-9320.

## **MIDDLE SCHOOL HEALTH CURRICULUM OUTLINE**

All materials have been screened by staff and presented within the guidelines of the Billerica School Committee and Health Advisory Council. All of the Health Curriculum topics and materials encourage students to discuss all materials with his or her family.

### Grade 6:

Personal Goals  
Self Reflection  
Communications Skills  
Self Esteem  
Conflict Resolution  
Decision Making Refusal Skills  
Interpersonal Relationships

### Grade 8:

Personal Goals  
Conflict Resolution  
Communicable Diseases/STDs  
Friendship and Dating  
Drug Education  
Growth and Development  
Body Image  
Decision Making/Refusal Skills

### Grade 8:

“Friendship and Dating”: This unit stresses communicating in relationships. It also highlights how the media distorts the reality of societal conduct and discusses responsible adolescent dating behavior and the expectations they may have.

“Growth and Development”: This unit reviews basic relevant information about growing up including the various stages of human development (conception through puberty).

“AIDS”: This unit provides basic facts about viruses, the immune system and methods of transmission of HIV. The unit emphasizes the responsibilities of maturing adolescent, respect for body systems, goal setting, decision making and refusal skills, particularly concerning avoiding behaviors that pose a life threatening risk of contracting HIV. This allows students to identify risk taking behaviors that put them in danger of contracting life threatening illnesses,

There may also be a few Health related topic assemblies presented to appropriate groups throughout the year. These assemblies have been carefully screened prior to their presentation and follow the guidelines and traditions established by our program.

If you have any questions concerning your child’s K-8 Comprehensive Health Education Curriculum please call Ms. Pat Minishak, Assistant Chairperson K-8 Health Education Department at 978-436-9453 or Mr. Timothy Piwowar, Department Chairperson at 978-436-9320.

## HIGH SCHOOL HEALTH CURRICULUM OUTLINE

### Grade 9:

All students should know, understand, and be able to do the following as a result of completing the Current Health Issues course:

1. Through the study of Wellness and Holistic Health students will:
  - a. Describe the impact of behavior, environment, and heredity on growth, development, and overall health
  - b. Describe common risk behaviors and factors for disease and identify positive health behaviors that reduce the risk of disease
2. Through the study of Decision Making students will:
  - a. Identify ways in which decision-making is influenced by peers, family, and personal beliefs, provide positive techniques for handling difficult decisions
3. Through the study of Mental Health students will:
  - a. Describe theories of personality development
  - b. Analyze healthy and unhealthy ways to express emotions and to cope with feelings, including common causes of stress, its effects on the body, and managing stress
  - c. Describe the signs of suicidal behavior and identify intervention strategies
  - d. Identify ways to enhance self esteem
4. Through the study of Improving Nutrition students will:
  - a. Describe the digestive process and metabolism
  - b. List the functions and food sources of basic nutrients
  - c. Use the USDA food pyramid and nutritional labels to evaluate nutritional needs
  - d. Explain the relationships among dietary intake, eating behaviors (including eating disorders), physical activity and emotional health
5. Through the study of Fitness students will:
  - a. Describe the functions of the circulatory and respiratory systems, learn the basics of blood pressure, how to take a pulse and calculate target heart rate for exercise
  - b. Identify the components of physical fitness and the factors involved in planning fitness programs
6. Through the study of Social Health, Relationships, Communication, and Violence Prevention students will:
  - a. Evaluate different types of relationships and identify traits necessary for healthy committed relationships
  - b. Discuss the impact and importance of positive communication of relationships, identify techniques for resolving conflicts
  - c. Define harassment based on gender, race, national origin, sexual orientation, religion, or handicap, identify those characteristics that are connected with peaceful living in society, such as empathy, understanding, and tolerance
  - d. Explore methods to prevent and avoid violence
7. Through Research and Debate students will:
  - a. Demonstrate the ability to access valid health information
  - b. Explore all sides of current issues, communicate opposing viewpoints, and formulate independent opinions in a mature manner
8. Through the study of Reproduction and Sexuality students will:

- a. Describe the influence of gender on identity and self concept by exploring gender roles and stereotypes
  - b. Identify the anatomy and physiology of the male and female reproductive systems
  - c. Explain the importance of setting limits in a sexual relationship, identify types and degrees of sexual risk, and define date/acquaintance rape, how to protect oneself and how to seek help.
  - d. Identify the child rearing skills and financial resources needed for parenting, describe the consequences of teen parenting
  - e. Describe the effectiveness and consequences of various pregnancy, HIV and STI prevention methods
  - f. Explain how the immune system functions in relation to HIV and STIs
9. Through the study of Substance Use and Abuse the students will:
- a. Describe the influence and effects of substance abuse on family members
  - b. Explain the consequences of driving under the influence of alcohol and other drugs
  - c. Describe the relationship between multi-drug use and the increased negative effects on the body, including stages of addiction and overdose
10. Through the study of First Aid students will:
- a. Demonstrate appropriate first aid procedures

If you have any questions concerning your child's Grades 9 Comprehensive Health Education Curriculum please call Mr. Timothy Piwowar at 978-436-9330.

## **TITLE I NOTIFICATION TO PARENTS**

The Federal *No child Left Behind Act of 2001* requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, Billerica Public Schools will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, also the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.
- NCLB Report Cards are published annually.

Billerica Public Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any information listed above for your child's teacher, please contact the Office of the Superintendent of Schools.

## **ALCOHOL USE BY STUDENTS**

The use, service, possession, or consumption of any alcoholic beverage at any school function is

prohibited, whether the function takes place on or away from school property. Students and/or their guests who violate this policy shall be subject to a penalty of being barred from any future school-sponsored activities, as well as, being excluded from the function in progress. Students and/or their guests who violate this policy shall be subject to penalties spelled out in the student handbook and by State and Federal law.

### **DRUG ABUSE POLICY**

The School Committee does not tolerate use, service, possession, or consumption of any drugs at any school or at any school function whether the function takes place on or away from school property. Students and/or their guests who violate this policy shall be subject to penalties spelled out in the student handbook and by State and Federal law.

NOTE: For pertinent information, refer to the appropriate student handbook, and M.G.L. Chapter 71, Section 37H.

### **SMOKING/USE OF SMOKELESS TOBACCO PRODUCTS**

The Billerica School Committee has created a Smoke Free Environment for all Billerica Schools; therefore, the use of tobacco products, is prohibited at all times by students, staff, and visitors in all school buildings and grounds and at all school-sponsored activities.

M.G.L. Ch.71, Section 2A and Section 37H

### **UNAUTHORIZED WEAPONS AND OTHER DANGEROUS ITEMS**

In addition to the law stated below, students should not bring toy weapons to school premises, or school buses. Toy weapons include items such as: mock guns, knives, water pistols, laser pointers, or any other item suspected to be a threat to the safety and security of others or interfere with the educational environment.

Chapter 269, Section 10  
*Prohibition against Firearms in Schools*

(j) Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, firearms shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars. *Amended by St. 1987, c. 150, s.2; St. 1989, c. 648.*

Students and/or their guests who violate this policy shall be subject to penalties spelled out in the student handbook and by State and Federal law.

NOTE: For pertinent information, refer to the appropriate student handbook, and M.G.L. Chapter

71, Section 37H.