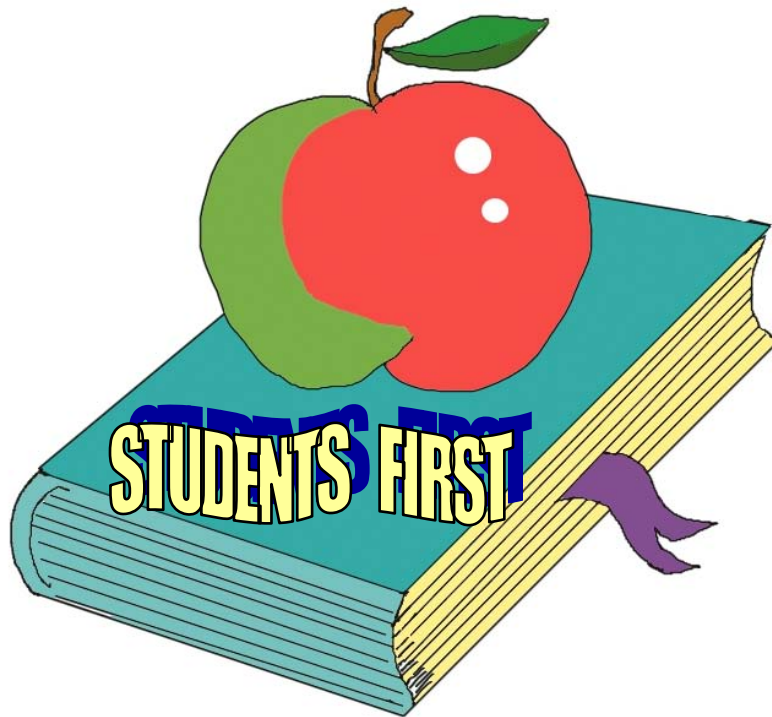


# 1LT Charles W. Whitcomb School

Grades 4-7

## STUDENT HANDBOOK 2010 – 2011



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Principal's Message:

The 1LT Charles W. Whitcomb School strongly supports the Mission and Beliefs of the Marlborough Public Schools. To that end, we provide a strong academic program that through high expectations provides those education practices that enable students to maximize their individual potentials and to become valuable citizens in a global society. We believe in and value: respect, responsibility, caring, and best effort in the creation of a sound educational environment and high standards of job performance for all staff and students.

## **SCHOOL DIRECTORY**

### **SCHOOLS**

<b>Marlborough Early Childhood Center (Preschool)</b> <b>17 Washington Street</b>	<b>508-460-3503</b>
<b>Charles J. Jaworek Elementary School (Grades K-3)</b> <b>444 Hosmer Street</b>	<b>508-460-3506</b>
<b>Francis J. Kane Elementary School (Grades K-3)</b> <b>520 Farm Road</b>	<b>508-460-3507</b>
<b>Raymond C. Richer Elementary School (Grades K-3)</b> <b>80 Foley Road</b>	<b>508-460-3504</b>
<b>1LT Charles W. Whitcomb School (Grades 4-7)</b> <b>25 Union Street</b>	<b>508-460-3502</b>
<b>Marlborough High School</b> <b>431 Bolton Street</b>	<b>508-460-3500</b>

### **DISTRICT EDUCATION CENTER**

**17 Washington Street**

<b>Superintendent of Schools</b>	<b>508-460-3509</b>
<b>Assistant Superintendent of Schools</b>	<b>508-460-3554</b>
<b>Assistant Superintendent for Teaching and Learning</b>	<b>508-460-3552</b>
<b>Director of Pupil Personnel Services</b>	<b>508-460-3561</b>
<b>Assistant Director of Special Education</b>	<b>508-460-3541</b>

## MISSION STATEMENT

The Marlborough Public Schools value excellence as a standard for both educational programs, services and internal operations, ensuring that each individual student has the opportunity to be successful in an information rich, global society. Through high expectations and strong academic programs, students will begin and maintain the lifelong learning process that will prepare them for the challenges ahead and the importance of becoming contributors to their community.

## BELIEF STATEMENT

We believe and value:

1. The individuality and uniqueness of each child.
2. The special talents and abilities of each child.
3. The truth that all children can learn.
4. The respect for personal and cultural diversity.
5. The respect and dignity of each member of the school community.
6. The student's right to equal access to educational opportunity.
7. The partnership between the school system and the community.



POLICY OF NON DISCRIMINATION

1. It is the policy of the Marlborough Public Schools not to discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, or disability in its education programs, services, or employment practices.

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

Grievance Procedure, Chapter 622, Title II, Title VI, Title IX, Section 504

- A. Purpose: The grievance procedure is primarily a process of self correction for our school system. Before the procedure is formally enacted, a complainant is encouraged, but not required to discuss any perceived discrimination with the System Equity Coordinator. If the issue is one of sexual harassment, the complainant should discuss it as soon as practical with the Building Equity Coordinator. Every effort will be made to effect a timely and satisfactory resolution to the problem.
- B. Procedure: Any student, employee of the Marlborough Public Schools, or applicant for employment, who believes that he or she has been discriminated against, denied a benefit or excluded from participation in any education program or activity on the basis of disability under Title II, on the basis of sex under Title IX, on the basis of race, sex, religion or national origin under Title VI or Chapter 622 or on the basis of disability under Section 504, or any state of Massachusetts statute or regulation, may file a written complaint with the System Equity Coordinator.
  1. The System Equity Coordinator shall cause a review of the written complaint to be conducted and shall mail a written response to the complainant within ten (10) working days after receipt of said complaint.
  2. If the complainant is not satisfied with the written response of the System Equity Coordinator, he or she may appeal in writing to the superintendent within five (5) working days of the receipt of the System Equity Coordinator's response.

3. The superintendent shall review all written materials and schedule a hearing with all parties involved at the earliest possible date and shall mail a written decision to the complainant within five (5) working days after the conclusion of the hearing.
  4. If the complainant is not satisfied with the superintendent's decision, he or she may submit an appeal to the school committee in writing within five (5) working days following the receipt of the superintendent's decision.
  5. A copy of the original complaint, the System Equity Coordinator's response and the superintendent's decision shall be provided to each member of the school committee which shall consider the appeal at its next regularly scheduled meeting following receipt of the written appeal.
  6. The school committee shall permit the complainant to address the committee in public or closed session, as appropriate and lawful, and shall provide a written response as expeditiously as possible following the appeal hearing.
- C. Nothing in this grievance procedure shall limit the right of the person who believes he or she has been discriminated against from contacting the U.S. Office for Civil Rights, the Massachusetts Commission Against Discrimination or other agency of the state of Massachusetts.

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Legal Reference:  
4/14/98  
Ch 278 of Acts 1996  
11/12/02  
Ch 76 Section 5, acts of 1993  
Ch 622  
Title II  
Title VI  
Title IX

Approved:

Revised:

***2010-2011 CALENDAR***

### **PROFESSIONAL DEVELOPMENT DAYS**

*Four professional development days, two of which is a staff orientation days, are scheduled into each year's school calendar. These are no school days for students. All staff members will be engaged in a variety of professional development activities focusing on teaching and learning. The days are noted on the school calendar and reminder slips are usually sent home.*

### **STUDENT ATTENDANCE/DISMISSALS/TARDINESS**

**Attendance:** Regular daily attendance is important in establishing good habits and making good academic progress. The laws of the Commonwealth of Massachusetts state that parents/guardians have a legal responsibility to ensure that the children in their care be present at school each day that it is in session. According to Chapter 76, sections 2 and 4 of the Massachusetts General Law, "adults who unlawfully keep a child out of school ...are subject to fines and/or criminal action (failure to send)". If a student is absent from school his/her parent or guardian **must** report the absence prior to 9 AM by calling the school. When calling in an absence please give the name of the student, his/her homeroom, and the reason for the absence. Students must bring a written statement signed and dated by the parent or guardian stating the reason for each absence when they return to school. Routine medical appointments during school hours should be avoided.

**Dismissals:** Students will not be permitted to leave the school during the school day without advance written request from home. Students who are dismissed must be accompanied by a parent or a person designated by the parent. All dismissals will be from the school office. In addition, notes from home are required when either a student is not to go directly home from school or when a student will be released at an earlier time to an adult.

**Tardiness:** Students arriving after the prescribed starting times are tardy and must report to the office prior to being admitted to the classroom. Students will not be counted tardy when buses arrive late.

**Religious Observance:** According to Marlborough Public School Policy 7.200, any absence due to the observance of a religious holy day will be considered an excused absence. All Marlborough Public School teachers will be sensitive to the diversity of the students in the school district who observe religious holy days when school is in session. Teachers will provide alternate learning activities or the opportunity to make up work when parents notify teachers *in writing* at least a week in advance when a student is planning to be absent in order to observe a religious holy day.

### **TRUANCY**

Any student who is truant from school must make up all time and work missed. The student will be required to make up class work but will not be allowed to make up tests and quizzes. The student will be assigned detentions for each class period missed. If an incident warrants further disciplinary action, a referral may be made to the Superintendent of School.

## VACATION POLICY

The Marlborough School Committee believes that school attendance greatly influences student success in school. At the same time, the committee recognizes the fact that students may be absent from school because of family commitments over which students have no control. The School Committee urges parents of students not to schedule vacations during periods of time when students are in school. Long-term absences are disruptive to the teaching/learning process. If a family vacation requires students to miss school, it is the responsibility of the parent to ensure that the student makes up the work on the student's return to school within **two** weeks. Teachers are not responsible for preparing long-term work or assignments prior to the student's leaving on vacation. (S.C. Policy 8.210)

## SCHOOL CANCELLATION OR DELAY

In the event that school is cancelled or a delayed start is necessary because of weather or emergency conditions, every attempt will be made to provide notification by 6 A.M. to the local T.V. and radio stations. In the event of a delay, starting times will be adjusted according to the length of the delay. **If a delayed opening is announced, please stay tuned to your radio/TV in the event that school is eventually called off.** Dismissal times would remain the same as the regular day. If weather conditions and safety issues warrant early dismissal, notification will be made on the same stations as listed above. Parents should arrange for children to have a key to the house or to stay at a neighbor's home if parents cannot get home.

## EMERGENCY PROTOCOLS

Emergency protocols have been established for all Marlborough Public Schools. These protocols are contained in an emergency "go-bag" that is located in each teaching area in the Marlborough Public Schools. Principals will ensure, on a yearly basis, that staff has been trained to be familiar with the protocol and their responsibilities. It is the responsibility of the administrator to take command of any situation so as to guarantee the safety of students and staff. These procedures may be implemented during such incidents as evacuations, natural disasters, medical emergencies, bomb threats, or unauthorized intruders.

## LOCKDOWN PROCEDURES

The classroom teacher is responsible for the safety of each child in the room. The principal is responsible for the safety of everyone in the building. In the event the teacher is absent, the class should follow the routine procedures under the direction of the substitute teacher. Upon hearing a LOCKDOWN ANNOUNCEMENT, students remain in a safe area of the classroom away from windows and doors and follow the teacher's directions. During LOCKDOWNS, all doors are locked and closed. Students in hallways go to the nearest occupied classroom. All school driveways are kept clear for fire apparatus.

## **EVACUATION DRILLS**

Emergency exit procedures are written in clear, precise directions and posted near a classroom exit with an alternate route designated. All staff members know the location of the fire alarm box and how to use it. Children are trained to respond automatically to the emergency evacuation alarm. Fire drills are held periodically and are indicated by a long blast on the fire horn and flashing lights. Fire drills are preparation for emergency situations and are mandated by state law. At the first sound of the alarm, students follow teacher instructions. All lights are shut off and doors are closed. Students should leave the room in single file, and go outside through to an assigned exit.

## **PHYSICAL RESTRAINT**

The Marlborough Public Schools complies with the provisions of 603 CMR sec.46.00 dealing with restraint of students in the public schools. It is the policy of Marlborough Public Schools that every student has the right to be educated in a safe environment that is free from the unreasonable use of physical restraint. A copy of this policy (8.300) is available in the main office of each school office and Pupil Personnel Services. Additionally, the policy is posted in the health suites of each building.

## **STUDENT IDENTIFICATION BADGES**

All Marlborough Public School students in grades 4-7 are required to wear Student Identification badges at all times. Students must wear the badges on lanyards that are worn around the neck. IDs must be visible and readable at all times while the student is in school. Students are issued free ID cards at the beginning of the school year. Cards that are lost, defaced, or rendered unusable during the school year are replaced, as needed, for a \$5.00 charge. Student IDs are used to purchase school breakfast and lunch. They are also used to check out library books.

## **USE OF TELEPHONE**

No student shall be given telephone messages, receive telephone calls or make calls on a school telephone except in cases of emergency. Electronic devices are not allowed. **Cell phones or pagers may not be used during the school day.**

## **VISITORS**

Our school is open to all parents and other interested citizens to visit. Arrangements can be made in advance by contacting the school office. **All visitors and guests are required to report to the school office before going to any classroom.** When volunteers donate their services to the school, they are asked to sign in at the office, noting the time and location of their assignment for that day. There is a visitors' book in the office for this purpose as well as visitors' badges for guests to wear. Each visitor to the school must be issued a temporary ID by the front office. The ID must be visible and readable at all times when the guest is on school grounds. Children, who are not registered school students, accompanied by an adult, are not required to wear an ID card.

Visitors should return the temporary ID to the office as they conclude their visit. In order to ensure the safety of students and staff, all personnel have been directed to question persons without an ID during school hours, and escort them to the school office or report them to a proper authority. All visitors and volunteers who may have direct and unmonitored contact with children must complete the C.O.R.I. (Criminal Offender Record Information) process (Policy 6.112).

### **SCHOOL COUNCIL**

The Massachusetts Education Reform Act, Chapter 71, adopted in June 1993 is one of the most far-reaching education reform acts in the nation. It provides for a comprehensive strengthening of local school system leadership for school improvement. School-based councils are a vehicle for involving more parents and teachers in school decision-making and for strengthening the bonds between schools and the communities they serve. Our schools have developed comprehensive school improvement plans approved by the Marlborough School Committee and are on file in the school offices.

### **P.T.O.**

All parents and guardians are encouraged and invited to participate in the P.T.O. The organization supports school activities and links families to the school community. Parents interested in joining the P.T.O. may contact the school at anytime.

### **OPEN HOUSE/STUDENT PROGRESS CONFERENCES**

Parents are strongly encouraged to actively engage in the educational process. Open House is held early in the school year. This is an opportunity for parents and guardians to meet the teachers as well as to visit the schools. It is not designed for in-depth parent-teacher conferences. Communication between teachers and parents regarding students who are experiencing academic, social or behavioral difficulties are especially important. As soon as issues arise, parents should schedule conferences to address any concerns or topics that impede success. Information regarding scheduled conferences will be sent home during the school year. Parents should see the teacher at least twice a year. Further information will be forthcoming regarding scheduled evening student-progress conferences.

### **STUDENT RECORDS**

The Marlborough Public Schools comply with all Massachusetts Department of Education regulations concerning student records. Important provisions include:

1. Students and parents have the right to inspect student records.
2. Students who have reached the age of 18 may maintain exclusive right to inspect their records.
3. A log is kept of all persons who have obtained access to a student record including the signature of the person releasing the information.
4. The school department, for 60 years following graduation, transfer, or withdrawal from the school system, maintains student transcripts.

5. A temporary record of a student, consisting of standardized test results, class rank (when applicable) extra-curricular activities, and evaluations by teachers, counselors and other school staff, shall be destroyed no later than five (5) years after the student transfers, graduates or withdraws from the school system. Students or parent/guardian have the right to examine these records before they are destroyed.

## **GUIDANCE**

Guidance Counselors are available to assist students and parents with any school related concerns. When students have questions about school or problems that need to be addressed, the guidance secretary makes an appointment for the student to meet with the Guidance Counselor or School Adjustment Counselor.

## **STUDENT INSURANCE**

Student insurance information is provided at an early date in the fall. Information concerning the program is sent home by way of the students. Purchase is optional. All of the envelopes are to be returned whether or not the insurance is to be taken. All accidents covered by the plan are reported to the school nurse, who will supply the necessary claim forms. From this point on, all negotiations are between parents and the company or its representatives.

## **HEALTH**

As required by state law, the Department of Public Health has established the following legal requirements for children to attend school.

The school immunization law (Chapter 75, Section 15) states: “No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician’s certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles and poliomyelitis and such other communicable diseases as may be specified from time to time by the Department of Public Health.”

Physical examinations are required for students entering Grade 7 and any new entrant to the Marlborough Public Schools.

Parents are requested to complete an **Emergency Card** on their son or daughter at the start of the school year. Unlisted phone numbers along with any information furnished to the school need to be listed and are regarded as confidential information. In the event of sudden illness or injury, the school nurse will use the information to contact the parent, guardian or designated person. Therefore, it is important to notify the school when there is a change in Emergency Card information.

Parents should inform the school nurse if their child has any health issues such as asthma, cardiac problems, diabetes, impaired hearing or vision, allergies (bee sting, environmental, food, latex), etc. that may affect his/her educational experience.

Please contact the school nurse at 508-460-3502 to arrange an appointment to discuss your child's individual health care, and devise a health care plan that will enable the school nurse to provide optimum service.

If the child's health care needs change during the school year, please inform the school nurse.

Students who have contracted contagious conditions will not be allowed to attend school until they have had the appropriate treatment. Exclusion of students from school may be necessary at times in order to control certain contagious conditions. For example, children who have chickenpox, conjunctivitis, pediculosis (head lice), or strep throat will be excluded from school until a physician confirms a diagnosis and appropriate treatment is completed.

Vision and hearing screenings on 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students are done annually. Parents are notified of failures and expected to have the child evaluated by a physician. Reports should be sent to the school nurse.

### **HEALTH RECORDS**

Health records are kept on all students. They contain the yearly hearing and vision test results, reports of physical exams by family physician or school doctor, and other pertinent information. Routine physical examinations are required in grade four and seven.

State law mandates that postural screening be done in grades four, five, six and seven.

### **MEDICATION DISPENSATION**

The Marlborough Public Schools and state law requires that a **Medication and Administration and Permission Form** must be on file in your child's health record before any medicine is dispensed in school.

1. The parent/guardian or a parent/guardian-designated adult shall deliver all medications to the school nurse or other responsible person designated by the school nurse. Over-the counter drugs are not given in school.
2. Over-the counter drugs are not given in school. The school nurse does not dispense aspirin, Tylenol, cough drops, lozenges, and over-the counter medication of any kind, and dispensation should not be requested unless prescribed by a physician.
3. A **Field Trip Medication Administration Form** must be signed by the parent/guardian in order for their child to receive medication on a field trip. The parent/guardian or a parent/guardian-designated adult shall deliver all medications to the school nurse or other responsible person designated by the school nurse. (S.C. Policy 8.013)

**The school nurse will follow strict compliance to this procedure.**

## **ILLNESS WHILE IN SCHOOL**

There is one school nurse located in each main office. The 4<sup>th</sup> & 5<sup>th</sup> Grade nurse can be contacted at x.3765 and the 6<sup>th</sup> & 7<sup>th</sup> Grade nurse can be reached at x.1080. A nurse is present or on call at all times during the school day. Sick children may be dismissed into the care of a parent, guardian, or emergency contact. No student is allowed to dismiss him or herself.

## **ACCIDENTS**

In spite of safety precautions, accidents can happen. Students injured on school property must report the incidents to the teacher and school nurse.

In emergencies, rescue apparatus may be called to transport sick or injured students to a hospital or emergency care facility.

In the event of an emergency, every effort will be made to contact parents and guardians. Consequently, it is imperative that emergency information cards be kept up-to-date and accurate.

Please check the emergency information cards carefully and make changes as they occur.

## **HEALTH WELLNESS**

### **NUTRITION GUIDELINES**

- A. It is the policy of the Marlborough Public Schools that all foods and beverages made available on the campuses during the school day are consistent with School Lunch Program nutrition guidelines.
- B. No fried foods will be offered in the Marlborough Cafeterias.
- C. All snack products will contain no trans fats.
- D. No A La Carte/ Vending snack items or beverages (other than milk) will be sold in any of the K-3 School Cafeterias.
- E. A wide variety of beverages will be offered for both the A La Carte/Vending machines at Marlborough High and 1LT Charles W. Whitcomb School. These will include 100% fruit juice and low fat milk selections.
- F. Soda for students will not be offered in any cafeteria.
- G. Vending machines located in the schools containing foods that do not meet the current state recommendations will not be made available to students during school hours.

### **FUNDRAISING ACTIVITIES**

- A. Organizations are encouraged to sell non-food products.  
(S.C. Policy 8.012)

## **STUDENTS WITH LIFE THREATENING CONDITIONS OR OTHER MEDICAL CONCERNS**

Managing a potentially life threatening condition or other medical concern of students while in school is a shared responsibility among the students, parents, principal, teachers, custodians, food services and health care professionals. These guidelines are intended to:

1. Minimize the risk of allergic reaction and/or medical concern of the students while in school.
2. Ensure that all information be provided by the parents and shared with the appropriate school staff.
3. Foster cooperation and communication between parents and school staff in determining effective strategies to minimize an allergic reaction or medical concern while in school.

### **PARENT/GUARDIAN (S) SHOULD:**

1. Notify the School Nurse of the child's life threatening condition, or other medical concern.
2. Provide medical documentation to the school of the life threatening condition, or other medical concern.
3. Develop an Emergency Health Care Plan, an Individual Health Care Plan, or 504 Plan with the school nurse and appropriate school personnel.
4. Provide Medication Administration Form and/or Specialized Health Care Form signed by the student's licensed prescriber (i.e. physician, dentist, nurse practitioner, etc.) and the parent(s) or guardian and to the school nurse.
5. Provide a current picture of the child to the school nurse.
6. Notify the pre or post school activity teacher or coach of the life threatening condition or other medical concern and the appropriate treatment.
7. Provide the school nurse any prescribed medication, equipment, and supplies necessary for the care of the student prior to the first day the student attends school.
8. Introduce their child with a life threatening condition or medical concern to the bus/cab driver.

### **STUDENTS**

1. Should not trade food with others.
2. Should not eat anything with unknown ingredients or known to contain the allergen.
3. Should be proactive in the care and management of their allergies or medical condition based on their developmental level.
4. Should identify an adult immediately if they come in contact with something they believe may contain the substance to which they are allergic or are in need or treatment for their medical condition.

### **REGULATIONS**

- A. Latex balloons are prohibited in the Marlborough Public Schools.
- B. Food in the Classrooms

1. Food will not be brought into the classroom to commemorate a holiday or a birthday.
  2. Teachers who use foods in their classrooms as part of the curricula will be able to do so with prior knowledge of the parents and permission of the building principal.
  3. Food will not be used as a reward unless stated in an IEP.
- C. Substitute staff-Provide proper notification and protocol for students with chronic life threatening allergies, or medical concerns.
- D. Cafeteria-Students are encouraged **NOT** to share food.
- E. Field Trips – Students will only consume food their parents have provided.
- F. Transportation – Students are not allowed to consume food or beverages on any school bus or van provided to transport them to or from school or on a field trip. (Exception: students with a documented medical condition that requires food as part of the treatment). **(S.C. Policy 8.014)**

### **FOOD SERVICES**

*Hot and cold lunches* are available every day at a cost of \$2.50. The reduced lunch price is \$.40. Milk may be purchased separately for \$.45. Students who bring their lunch from home eat in the cafeteria with their class. The teacher does not collect lunch money. Students pay for their lunches utilizing their student IDs as they enter or exit the serving line. Breakfast is also available from 7:30-8:15 AM in the cafeteria. The cost is \$1.00 and the reduced price is \$.30. There is also a breakfast carte available near the library from 8:00-8:15 AM.

### **LUNCH PROGRAM**

The school department follows federal guidelines regarding free or reduced price for school lunch. Students may obtain an application for free or reduced lunch at anytime during the school year. Applications are available in the main office and should be given to an administrator. The office will inform students who qualify for free or reduced lunch.

### **HOMEWORK POLICY**

The Marlborough School System views homework as a vital tool in the educational process. The homework process should be developmental in each school and the monitoring of its effectiveness should be continuous. Homework serves five purposes:

1. It is a method to reinforce and encourage student learning.
2. It is a device, which assists in the development of strong self-discipline, responsibility, good work habits and a realization that education is not restricted to the school building;
3. It should be presented so as to allow students to pursue avenues of personal interests and to encourage the development of life-long learning habits.
4. It provides parents/guardians with a first-hand overview of what the classroom teacher is attempting to accomplish.
5. Homework is not a part of the disciplinary code of the school system

Homework assignments are left to the discretion and common sense of the teacher. They should be built on the foundation of district and school goals.

The individual teacher should make the determination as to how homework will be evaluated within his/her grading structure and each teacher has the responsibility for making this determination absolutely clear to both student and parents. It should not be a regular practice to do homework during class time. (S.C. Policy 7.700)

### **HOMEWORK HOTLINE**

Dial 460-3502 and listen for the auto attendant. Dial 9, the classroom number, then 2. Each teacher has a homework hotline for each class period. Students are given the four digit extension for their class during the first week of school.

### **CODE OF CONDUCT**

Marlborough Public Schools provide a safe, pleasant, and orderly environment where students can learn to become responsible individuals by making appropriate choices. Behavior guidelines promote a positive learning atmosphere free of insulting, threatening, bullying and abusive treatment from others while insuring natural consequences.

Conduct in the classroom is to be handled by the teacher using a variety of methods, including teacher assigned detention. This is a necessary function of the teacher so as not to reduce his/her effectiveness in terms of classroom control.

Students are required to observe the following rules:

1. Students will walk in school keeping to the right in corridors and on stairways.
2. Students will use inside voices when in the cafeteria, library and classrooms.
3. During fire drills students will behave appropriately and watch their teacher for further instructions.
4. Fighting, rough playing, or swearing is not allowed.
5. Gum chewing in the school and on the school grounds is prohibited.
6. Outerwear - hats, coats, boots, etc. will be kept in lockers during class time.
7. Appropriate dress is required – No dresses, skirts, or shorts that are excessively short. No shirts that are low cut.
8. Electronic devices are not allowed: MP3 players, Radios, Play Station, etc.
9. Cell Phones are not to be used during the school day or on the bus.

### **BUS CONDUCT**

A student's school day begins upon leaving home and ends upon returning home. Students come under the jurisdiction of the school administration during this period of time. Bus drivers have the same authority as a teacher in the classroom and must report and conduct problems to administrators.

Students should be aware that riding a school bus is a privilege. Improper behavior endangers the health and safety of other students. The privilege of riding the school bus may be taken away when rules are not observed. Students may only ride the school bus they are assigned to ride.

1. Students must be at the bus stop prior to the arrival of the bus.
2. Students remain well back from the roadway while awaiting the arrival of the bus. They refrain from throwing, pushing or shoving.
3. As the bus approaches, students line up at reasonable distance off the roadway and do not approach the bus until it has stopped and the driver has opened the door.
4. Passengers enter quickly, go quickly to a seat, and remain seated until the bus reaches the destination.
5. All articles such as athletic equipment, books, musical instruments, etc., are the responsibilities of the student.

The following actions on busses are not permitted and violations may warrant suspension of bus privileges:

1. Smoking, consuming of beverages or food.
2. Vandalism, graffiti, tagging, littering, defacing property.
3. Extending arms, hands, heads or other body parts out the window.
4. Changing seats when the bus is in motion.
5. Boisterous conduct including whistling, shouting, roughhousing, throwing things or calling to people from the bus.
6. Use of profanity, abusive, derogatory or obscene language.
7. Refusal to remain seated.
8. Refusal to obey the driver's instructions.
9. Opening the emergency door or touching other safety equipment.

The procedures for handling misconduct on busses are as follows:

**First Offense-** A Bus Conduct Form is sent to the parents advising them of the offense. This serves as a written warning.

**Second Offense-** A Bus Conduct Form is sent to parents and the student may be issued detentions and/or Saturday School.

**Third Offense-** A Bus Conduct Form is sent to parents. Bus privileges may be temporarily suspended.

## **WEAPONS**

No student, regardless of age or grade level, is to bring any type of weapon to school for any reason. Parents should discuss this law with their children. If a student is in possession of a weapon, the student will be suspended immediately until a hearing is held. Suspension or expulsions are decisions that are part of a student's due process rights. Building principals are required to report to the police department the presence of any weapon on school premises. Marlborough City Ordinance also bans the presence of any weapon on school premises. Parents should inform the school principal if they have any knowledge of the presence of a weapon on a school bus or in school. Parents should also encourage their children to report the presence of any weapon on school premises to their teacher or principal.

## **SUSPENSION POLICY**

Suspension means an action taken by the school administrator under School Committee Policy 8.130 prohibiting a student from attending school for a period of not less than one, nor more than ten, school days. This definition does not apply to dismissal from school for less than a day. It is important to note that student suspensions on the 4 - 5 level are rare and are utilized only after all other disciplinary alternatives have been exhausted.

The importance of developing a formal suspension policy is two-fold. First, to assure that each student, parent and teacher understands that there are limits to certain unacceptable behavior that detracts and prevents our students from reaching their fullest potential in a sound educational atmosphere, and secondly to provide legal and procedural basis for student suspension. This guide is developed with the understanding that each principal will use his/her own administrative prerogative in the exercise of suspension as a form of discipline.

Minor violations of school rules, in most cases, will be handled by the classroom teachers with parental cooperation. The disposition of all school discipline rests within the authority of the school principal or his/her assistant.

A definite effort to handle these minor violations should be made by the classroom teacher who first becomes aware of the situation. It should be brought to the principal's attention if the teacher is having difficulty or is unable to cope with the situation, or to inform the principal of the action the teacher has taken.

Suspension is part of the total overall DISCIPLINE POLICY of the Marlborough Public Schools. Suspension will take place either at home or in school, depending on its effectiveness and based on both the students' emotional stability and the home situation.(S.C. Policy 8.130)

### **DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES**

#### **Students identified as having special needs**

1. All students are expected to meet the requirements for behavior as set forth in this Handbook. Chapter 71B of the Mass. General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Educational Plan (IEP). Students with Special Needs may be suspended for up to ten(10) days under current state and federal laws and may also be suspended in excess of ten (10) days as fully outlined under M.G.L., Ch. 71B, and the Individuals with Disabilities Education Improvement Act Amendments of 2004 or IDEA-04, Sec.615. The due process procedures, in addition, will reflect all state and federal laws as they come into effect.
2. The IDEA-04 allows school personnel to move a student with disabilities to an interim alternative educational setting for up to 45 days, if that student has brought a weapon to school or a school function, knowingly possesses or uses

illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or inflicts serious bodily injury on a person, including him/herself. The appropriate interim alternative educational setting shall be determined by the IEP TEAM.

3. The IDEA-04 also allows school personnel the option of asking a hearing officer or a court to move children with disabilities to an interim alternative educational setting for up to 45 days, if they are substantially likely to injure themselves or others in their current placement.
4. When a special needs student has been suspended for more than ten (10) days in a school year, such that a substantial change in placement is occurring or will occur, the IEP TEAM will meet to conduct a manifestation determination.
6. The Principal (or designee) will notify the Special Education Office of the suspendable offenses of a special needs student and a record will be kept of such notices.

#### **Students identified as having a disability and provided with a Section 504 plan**

1. Students are expected to meet the expectations for behavior identified in this handbook. A student on a Section 504 plan may be disciplined like any other non-disabled student. However, if the student is going to be suspended for ten (10) or more consecutive days, expelled or suspended for more than fifteen (15) cumulative days (and there is a change in placement as a result), then a manifestation determination shall be done.

#### **STUDENT SUSPENDABLE OFFENSES**

- Profanity, discriminatory comments or obscenities directed to or at school personnel or fellow students.
- Vandalism
- Stealing
- Striking or deliberately causing harm to school personnel or students.
- Defiance, disrespect, or direct insubordination to school personnel.
- Behavior that encourages other students to act in any disruptive ways.
- Bringing any type of weapon to school for any reason
- Instigating a fight, fighting, bullying, or harassing another student
- Cutting a class, cutting office detention, leaving a class or the school grounds without authorization.
- No smoking is allowed on school property or in any school transportation vehicle according to a 1993 state law. Smoking on school grounds will result in a \$25.00 dollar fine payable to the City of Marlborough. Use of smokeless tobacco is not permitted. Regulation XII absolutely prohibits smoking or use of any tobacco product by adults as well as children.
- Possession and/or consumption of alcoholic beverages.

## **DUE PROCESS**

A student has the right to be heard prior to any imposition of suspension. When a student is to be suspended, an attempt is made to notify the parent or guardian of the suspension, and the administrator sends a follow-up letter to the student's home verifying the suspension. The administration will remind the student of the results of subsequent offenses. Work missed while on suspension may be made up following the suspension upon the initiative of the student. A student has the right to appeal any 1-5 day suspension decision to the principal. Suspensions of 5-10 days may be appealed to the Superintendent of Schools.

### **SUSPENSION TO THE PRINCIPAL**

In the case of serious or flagrant disregard of school rules, the assistant principal may refer the matter of suspension to the Principal. The Principal will provide an opportunity for the student to be heard and then render a decision. The Principal may suspend a student from 1 to 10 days, or take any long term suspension or expulsion permitted under the Education Reform Act of 1993.

The Principal may take any reasonable or legal action he/she deems necessary to maintain order and safety in the school, and contribute to the proper behavioral adjustment of the student to the school environment.

### **SUSPENSION TO THE SUPERINTENDENT OF SCHOOLS**

The Principal may refer a student to the Superintendent of Schools with a recommendation for further disciplinary action. A Just Cause Hearing will then be held by the Superintendent of Schools. Parents or guardians will make an appointment with the Superintendent for a conference concerning the student's problems. The Superintendent may suspend the student for up to ten (10) days or recommend further action.

A student who is fined (tobacco policy) more than three times in a school year, will either be suspended to the Superintendent of Schools for a suspension of up to 10 days, or for a recommendation to be referred to the School Committee for possible expulsion from school.

### **EXPULSION BY THE SCHOOL COMMITTEE**

The School Committee has the right to permanently exclude from school a student who has been suspended by the Superintendent of Schools upon his/her recommendation. In such cases, the School Committee will hold a formal hearing to review the case and determine action. Such expulsions are for cases not covered by principal expulsions described later in this section.

**EXPULSION BY THE PRINCIPAL:  
EDUCATION REFORM ACT OF 1993  
(M.G.L. Chapter 71, sec. 37H)**

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-nine four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored events, including athletic games, may be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either paragraphs 1 or 2 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, the principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraphs 1 or 2.

4. 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.
5. When a student is expelled under the provisions 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.

**SUSPENSION AND EXPULSION BY THE PRINCIPAL  
(M.G.L. Chapter 71, Section 37H 1/2)**

1. A student who has been charged with a felony may be suspended indefinitely by the principal if the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school.
2. A student convicted, adjudicated—or having admitted guilt with respect to a felony or felony delinquency — may be expelled by the principal if the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school.

## **DISCIPLINARY SANCTIONS FOR HARASSMENT, BULLYING, DISCRIMINATION, AND HATE CRIMES**

This section of the student handbook has been adapted from the Marlborough Public Schools, Policy 1.300: Promoting Civil Rights And Prohibiting Harassment, Bullying, Discrimination, and Hate Crimes. Copies of Policy 1.300 for staff and students are available upon request, and may be viewed at the main office of any school building within the district.

### **Disciplinary Policy regarding Civil Rights Issues**

The Marlborough Public Schools prohibits all forms of harassment, discrimination, and hate crimes based on the following protected categories: race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability.

The Marlborough Public Schools also prohibits bullying, as defined below, regardless of whether it is motivated by, or related to, a person's race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability. The District will also not tolerate retaliation against persons who take action consistent with this disciplinary policy 1.300.

The prohibition of harassment, discrimination, hate crimes and bullying applies to all students, on school premises or at school-sponsored or school-related events, including athletic activities and school-related transportation.

Reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime may be filed, and will be investigated, as outlined in the district's policy 1.300.

### **Permissible Disciplinary Sanctions and Corrective Actions in Response to Bullying, Discrimination, Harassment, Hate Crimes, or Other Violations of the Code of Conduct**

Disciplinary sanctions and corrective actions may include, but are not limited to, one or more of the following:

1. a written warning
2. parent conferences
3. classroom or school transfer
4. limiting or denying student access to a part or area of school
5. adult supervision on school premises
6. exclusion from participation in school-sponsored functions, after-school programs, and/or extracurricular activities
7. short-term or long-term suspension
8. exclusion, expulsion, or discharge from school
9. an apology to the victim
10. awareness training (to help students understand the impact of their behavior)
11. participation in empathy development, cultural diversity, anti-harassment, anti-bullying or inter-group relations programs

12. mandatory counseling
13. any other reason authorized by and consistent with the disciplinary code
14. formal report through MOU

### **False Charges**

Any student who knowingly makes false charges or brings a malicious complaint may be subject to disciplinary and/or corrective action including, but not limited to, in or out-of-school suspension for no more than 3 days for the first offense. Subsequent offenses may result in exclusion from school for 10 days or more.

### **Student Responsibilities**

Each student is responsible for:

1. complying with the district's policy 1.300
2. ensuring that (s)he does not harass or discriminate against another person on school grounds or in a school-related event or activity because of that person's race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability.
3. ensuring that (s)he does not bully another person on school grounds or in a school-related event or activity
4. ensuring that (s)he does not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating

### **Protection against retaliation**

As outlined in the district's policy 1.300, the school will take appropriate steps to protect from retaliation students who report, file a complaint of, or cooperate in an investigation of a violation of the district's policy 1.3000.

### **GLOSSARY OF TERMS**

**BULLYING:** Any written or verbal expression, or physical acts or gestures, directed at another person(s) to intimidate, frighten, ridicule, humiliate, or cause harm to the other person, where the conduct is not related to the individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (e.g., protected status). Bullying may include, but is not limited to, repeated taunting, threats of harm, verbal or physical intimidation, cyber-bullying through e-mails, instant messages, or websites, pushing, kicking, hitting, spitting, or taking or damaging another's personal property.

**DISCRIMINATION:** Treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or courses of study in a public school because of an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status). A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as other students, because of his/her membership in a protected class.

**HARASSMENT:** Harassment is oral, written, graphic, electronic or physical conduct on school property or at a school-related activity relating to an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status), that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the district's programs or activities, by creating a hostile, humiliating, intimidating, or offensive educational environment. For purposes of this Policy, harassment shall also mean conduct, if it persists, that will likely create such a hostile, humiliating, intimidating or offensive educational environment. A single incident, depending on its severity, may create a hostile environment.

**RETALIATION:** Any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under this policy, or for taking action consistent with this policy.

**HATE CRIME:** Hate crimes are the most extreme form of discrimination: a crime motivated, in whole or in part, by hatred, bias, or prejudice against an individual because of race, color, national origin, ethnicity, religion, sex, or sexual orientation, age, or disability. The victim's individual identity – real or perceived- doesn't matter to the offender; any person who appears to be a member of the group will serve his or her purpose. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another's property.

### **MEMORANDUM OF UNDERSTANDING (MOU)**

The Marlborough School Department and the Marlborough Police Department agree to coordinate their efforts to prevent substance abuse by the students of the MPS and to prevent violence involving the students of the MPS. The joint effort of cooperative response will focus on incidents, which take place on school grounds, within school property or at school sponsored events. A copy of the MOU is available in each school.

### **SCHOOL PICTURES**

Individual student pictures are taken in the fall, and group or class pictures are taken in the spring. Make-ups are a possibility with individual pictures only, but are not guaranteed. Purchase is OPTIONAL.

### **LOST & FOUND**

All possessions should be labeled when feasible. Money or valuable articles found on school property should be sent to the office. Other articles may be placed in a lost and found area. Parents and guardians are asked to check the lost and found area whenever their child is missing an article. Three times a year, any unclaimed lost and found articles are bagged and given to charity.

## COMMUNICATION ENVELOPES

In an ongoing effort to improve connections between parents and school, students are issued communication envelopes that are distributed on Wednesdays. The envelopes contain school notices and announcements. Students take the envelopes home and return them the next day with a parent's/guardian's signature indicating that the information has been received. Students are responsible for turning in the signed envelope each week. Notices needing to go home before Wednesday are sent separate.

## LOCKERS

Homeroom teachers assign students lockers at the beginning of the school year. They also determine when students may go to their lockers during the school day. School officials reserve the right to go into any locker at any time. Valuables should not be left in lockers. The school is not responsible for articles taken from lockers. Personal locks are not to be used on school lockers.

## LIBRARY MEDIA CENTER

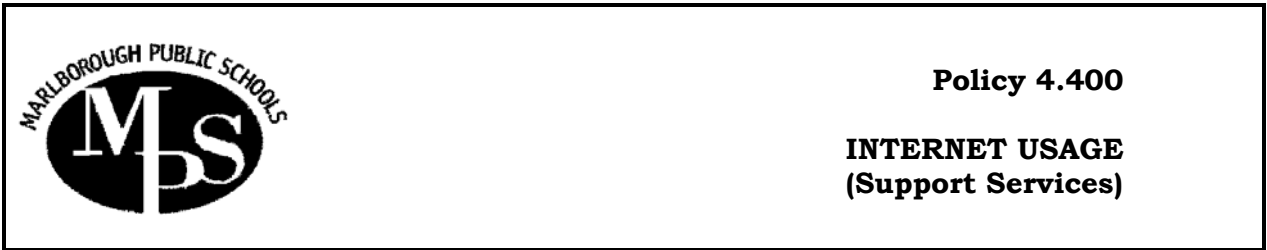
Students are encouraged to use the school library for their research and recreational reading needs. A trained library staff is available to both teach and assist students in selecting and using a variety of print and non-print material. The library is open on Monday and Wednesday from 8:00 AM to 3:00 PM, on Tuesday and Thursday from 8:00 AM to 4:00 PM and on Friday from 8:00 AM to 2:30 PM. Students may check out books and materials with their ID's. They are held responsible for any lost or damaged library books and are charged for replacements.

## INTERNET ACCESS

It is the policy of the Marlborough Public Schools to provide supervised Internet access to all students and teachers in the Marlborough Public Schools. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communications. All use of Internet accounts must be in support of education and research and be consistent with the educational objectives of the Marlborough Public Schools.

A permission form **must** be signed by parent/guardian and **returned** to school by all students. All rules and regulations must be reviewed with your child.

The Marlborough Public School System has a commitment to provide error free access to Internet content but the district cannot be held liable for any lost, damaged, or unavailable information due to technical difficulties. (S.C. Policy 4.400)



INTERNET USAGE POLICY

1. It is the policy of the Marlborough Public Schools to provide supervised Internet access to all students and teachers in the Marlborough Public Schools. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication. All use of Internet accounts must be in support of education and research and be consistent with the educational objectives of the Marlborough Public Schools.
2. The smooth operation of the network relies upon the proper conduct of its users, who must adhere to strict guidelines. Guidelines are provided so that the user is aware of the responsibilities that are inherent in the use of the Internet. With this educational opportunity comes responsibility. Students will be taught about behavior that is permissible and not permissible on the network, and will be held responsible for their behavior while on-line. The Marlborough Public Schools is aware that there may be unacceptable material or communications on the Internet that your child can access. The user of the network is expected to abide by rules set forth in this policy. We cannot control material available on other computer systems.
3. Network Users will:
  - A. Always obey the copyright and personal property laws.
  - B. Have good manners and use appropriate language.
  - C. Ask before you upload or download documents which would take longer than five minutes.
  - D. Ask for help when you need it.
  - E. Use the computer in ways that show consideration and respect.
  - F. Notify a teacher or other adult if you come across any inappropriate material.
4. Network users will not:
  - A. Use Chat Rooms
  - B. Invade or compromise another person's privacy or files.
  - C. Knowingly post or forward any information that is not true.
  - D. Disrupt the intended use of the Internet .
  - E. Seek to gain unauthorized access to the resources of the Internet
  - F. Use a computer to harm other people.
  - G. Install software on school computers unless directed by a teacher to do so..
  - H. Use a computer for illegal purposes.
  - I. Copy software for which you have not paid or have authority to use.
  - J. Encrypt communications so as to avoid security review.
  - K. Destroy the integrity of computer-base information.
  - L. Use the system to access, store or distribute inappropriate material.
  - M. Use someone else's account or password, nor share your password or account with anyone.
  - N. Use offensive or inflammatory speech.
  - O. Be destructive.
  - P. Access the Internet without supervision.
6. The Marlborough School System has a commitment to provide error free access to Internet content but the district cannot be held liable for any lost, damaged, or unavailable information due to technical or other difficulties.



**COMPUTER NETWORK USAGE AGREEMENT**  
**(for users under age 18)**  
**Form # 4.400A**

**Computer Network USER AGREEMENT**  
(for users under age 18 by Parent/Guardian):

- A. As the parent/guardian of \_\_\_\_\_, I have read School Committee Policy P 4.400 and understand that Internet Usage and personal computers are designed for educational purposes only. I understand that any violation of the School Committee Policy 4.400 will result in disciplinary action, the revoking of my user privilege, and or any appropriate legal action. I agree that my child will not participate in the transfer of inappropriate or illegal materials through the Marlborough Public Schools Internet Connection. I realize that the transfer of such material may result in legal action. I also understand that it is impossible for the Marlborough Public Schools to restrict access to all controversial materials. I will not hold a teacher or the Marlborough Public Schools responsible for, nor legally liable for materials distributed to or acquired from the network by my child.
- B. I also agree to report any misuse of the information system to the teacher, principal or some other appropriate authority.
- C. I agree to accept all financial and legal liabilities which may result from my son/daughter's use of the Marlborough Public Schools computer network, personal computers or Internet Connection. I accept full responsibility for supervision if and when my student's use is not in a school setting.
- D. Misuse can come in many forms, but can be viewed as any information sent/received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described in the policy and regulation.
- E. I have reviewed and explained this policy to my child.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required)

Child's Name (Print) \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name (Signature) \_\_\_\_\_

## **PARENT/GUARDIAN SIGNATURE PAGE**

(Retain This Copy for Your Records)

**Student Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

I have received a copy of the **ILT Charles W. Whitcomb School Grades 4-7 Handbook** and I have read and reviewed it with my child.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have read and understand the enclosed MPS Internet Policy and Usage Agreement.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I give my child permission to be photographed for the school newsletter, school bulletin boards and the local newspapers.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I give permission for my child's work (with first name) to be displayed on the web page.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand that the MPS has a Memorandum of Understanding with the Marlborough Police.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE RETURN THE COPY OF THIS PAGE (on the back cover)  
TO YOUR CHILD'S HOMEROOM TEACHER**

**PARENT/GUARDIAN SIGNATURE PAGE**  
**(Please Return this Copy to School).**

**Student Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

I have received a copy of the **ILT Charles W. Whitcomb School Grades 4-7 Handbook** and I have read and reviewed it with my child.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have read and understand the enclosed MPS Internet Policy and Usage Agreement.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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