

All student handbooks will contain language that clearly states expectations for appropriate student conduct. Language included from Westford Public School Policy will be identified by policy statement so it that is clearly delineated from other materials. The School Committee shall review and approve the handbooks of the Westford Public Schools by June 1st for the following September.

Compliance with Federal/State Laws

Handbooks will comply with the requirements of applicable Federal and State laws. Massachusetts General Law Chapter 71, Section 37H. This provision specifies that the student handbook for school buildings containing grades 9-12, include the provisions regarding the principal's authority to expel students for possession of a dangerous weapon or a controlled substance, or assault on a staff member.

All handbooks will comply with the Family Educational Rights and Privacy Act (FERPA). Handbooks will contain the definitions of Directory Information and include information concerning how parents, legal guardians or eligible students can modify Directory Information as it applies to their child.

Handbook Distribution

At the beginning of each school year, all students shall receive a copy of the approved handbook for their particular school. The student's Parents/legal guardians are responsible for reviewing the contents of the handbooks with their child(ren), and returning the signed handbook acknowledgement/information release form.

Handbook Acknowledgement/Information Release Form

The handbook acknowledgement/information release form included with the handbook serves several purposes:

- The *acknowledgement* portion of the form provides assurance that the parents/legal guardians has reviewed the contents of the handbook with their child.
- The *information disclosure* portion of the form allows parents to specify the categories of information that may be disclosed about their child. It also requires the parent, legal guardian or eligible student to specify the audience to whom school publications (pictures, student work etc.) will be disclosed.

Massachusetts General Law References:

M.G.L. 71:37H – Publication of School Committee Rules and Regulations Relative to the Conduct of Teachers and Students

Massachusetts Department of Education Regulations 603 CMR 23.00: Student Records

STUDENT HANDBOOKS

P5302
Page 2 of 2

Other

Family Educational Rights and Privacy Act (FERPA)

Westford Public Schools Policy References:

P1111 – Photographs, Audiotapes, and Videotapes

P2107 – Publication of School Committee Policies and Regulations Relative to the
Conduct of Teachers and Students

P5301 – Student Conduct

P6111 - Student Records

P6115 - Student Publications/Photos, Images, Audiotapes and Exhibits

P6301 – District Computing Environment

P6302 – District Acceptable Internet Use

P7305 – Handbooks and Negotiated Agreements

P7306 – Approval of Handbooks

Other References:

Student Handbooks

Policy Revised: Policy Adopted: April 9, 2001

Policy Reviewed:

Policy Revised: March 25, 2002

WESTFORD PUBLIC SCHOOLS

Westford, Massachusetts 01886