

BEDFORD PUBLIC SCHOOLS

(PARENT'S CHECKLIST)

Mandatory Forms for Student Registration

New Student Registration Form (Form A)

(Form A.1 for Hanscom Air Force Base Residents – high school only)

Verification of Residence (P.O. Box is Not an Acceptable Address)

Form E.1 – Residency Procedure

Form E.2 – Occupancy Statement Affidavit

Form E.3 – Residency Statement (if applicable)

At least 3 proofs of residency are required (one from each Column A, B and C on the chart or Column D in lieu of Column B if HAFB residents)

Massachusetts Department of Education Survey (Form B)

Home Language Survey (Form C)

Emergency Contact Form (Form D)

Custodial Parent Waiver Form (if applicable)

Signed Record Release/Request Form (includes transcripts, standardized testing results and IEP/504, immunization history and discipline report)
(Form F)

Web Page Permission and Release Form (Form Gb)

Newspaper/Media Release Form

Birth Certificate/Passport of child (obligatory)



RESIDENCY PROCEDURE

The Bedford Public School Committee has adopted a policy regarding the residency and admission of students. The staff is directed to ensure that all forms and regulations are fully executed and conforms to this policy (attached).

RESIDENCY (Legal Reference: M.G.L. Chapter 776, Section 5)

In order to attend the Bedford Public Schools, a student must actually reside in Bedford, unless an exception as noted in the School Committee policy applies. The residence of a minor child is ordinarily presumed to be the legal residence of the child's parent or legal guardian having physical custody of the child. A student's actual residence is considered to be the place where he or she lives permanently. In determining residency, Bedford Public Schools (BPS) retains the right to require the production of a variety of records and documentation and to investigate where a student actually resides.

A determination that a student does not actually reside in the Town of Bedford renders the student ineligible to enroll in Bedford Public Schools or, if the student is already enrolled in the Bedford Public Schools, shall result in the termination of such enrollment. A parent, legal guardian, or student who has reached the age of majority (18) who is aggrieved by a determination of residency, may appeal the determination to the Superintendent of Schools, whose decision shall be final.

VERIFICATION OF RESIDENCY

Before any student is enrolled in Bedford Public Schools, his or her parent or legal guardian must provide:

- A signed Statement/Affidavit of Occupancy or Residency
- Proof of Residency in Bedford (3 documents from chart attached)

All applicants for enrollment must submit at least one document each from Column A, B, and C and any other documents that may be requested, including but not limited to those from Column A, B, and C. (*See Chart attached*) A Bedford High School student whose lives on Hanscom AFB with his/her parent or guardian may use Column D in lieu of Column B. A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent of Schools.

The principal, or his/her designee, shall verify the home address and home telephone number of each student at least once during the school year. Any irregularities shall be reported promptly to the Superintendent of Schools. Parents/Guardians are required to notify the school of any changes of their address or the address of the student within five business days of the change.

ENFORCEMENT

Should a question arise concerning any student's residency elsewhere while attending the Bedford Public Schools, the student's residency will be subject to further inquiry and/or investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that is returned to Bedford Public Schools because of an invalid or unknown address, or other grounds.

The Superintendent may request additional documentation, may use the assistance of the School's Resource Officer (SRO), and/or may obtain the services of police or investigative agency personnel to conduct investigations into student residence. The SRO will report his or her findings to the Superintendent of Schools, who shall make final determination of residency.

Upon an initial determination by the Superintendent of Schools that a student is actually residing in a city or town other than Bedford, the student's enrollment in Bedford Public Schools shall be terminated immediately.

PENALTIES

In addition to termination of enrollment and the imposition of other penalties permitted by law (M.G.L. Chapter 76, Section 5), the Bedford Public Schools reserves the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

EXCEPTION

The Residency Requirements shall not apply to the following:

- Students who are entitled to attend the Bedford Public Schools under the McKinney-Vento Homeless Assistance Act.
- Seniors already enrolled in the Bedford Public Schools who move out during their senior year as stipulated in the Residency Policy, provided they have made the Superintendent of Schools aware of the change of residence within 5 business days of the actual move.
- Students whose parents divorce or separate and share physical custody, provided one custodial parent remains a resident of Bedford and the student resides at least 50% of the time with the parent who resides in Bedford. (Legal documentation must be provided to the school office.)

POTENTIAL WAIVER WHEN RESIDENCY IS IN TRANSITION

For students whose residency is in transition, the following exceptions to the general policy may apply, with prior written approval from the Superintendent of Schools:

- Pending purchase of a Dwelling

The children of families who have signed and accepted a Purchase and Sale Agreement to purchase and reside in a dwelling in the Town of Bedford may be enrolled up to 30 calendar days in advance of the time actual physical residence occurs.

- Construction of a New Dwelling

Children of families that are building a primary residence in Bedford may enroll in the Schools at the beginning of the school year if they have obtained a certificate of occupancy from the Town.

Legal Reference: M.G.L. Chapter 76, Section 5

RESIDENCY

The schools of Bedford are open to those students who qualify as residents under the laws of the State of Massachusetts and in accordance with the prevailing common rule. A pupil who lives within the system permanently, or with no present intention of removal, whether with a guardian, one who stands in loco parentis, or an emancipated minor is entitled to all school privileges as a resident of the system. Students who do not actually reside in the Town of Bedford will be excluded unless the superintendent or designee allows attendance due to special circumstances.

The Superintendent may allow attendance of those students for their senior year of high school who have been previously a student in the Bedford Senior High School, based on actual residency, since 9th grade.

The Superintendent may admit students to the Bedford Schools upon presentation of evidence of intent to become a resident of Bedford within a reasonable time. This evidence may be a rental agreement, property lease, contract to build a house, or such other evidence as clearly indicates intent. If residency does not occur, even after such evidence is presented, in a reasonable time frame, the admittance shall be revoked.

The Superintendent, upon request, may also allow students to finish a school year even though a change of residence has taken place. Such a request will require the approval of the Principal where the child attends school.

In special cases, the Superintendent may allow students to attend school if they are not actual residents of the town.

LEGAL Ref.: M.G.L. 71:6; 71:6A; 74:8; 76.6; 776:12; 76



**BEDFORD PUBLIC SCHOOLS
OCCUPANCY STATEMENT/AFFIDAVIT**

I/We, the parent(s), legal guardian(s) of: _____
Print student's full name

Hereby certify as follows:

1. I/We wish to enroll the above named student in the Bedford Public Schools. I/We understand that pursuant to Massachusetts General Law (Chapter 76, Section 5) and Bedford Public School's Policy, students who actually reside in the Town of Bedford may attend the Bedford Public Schools and students who do not actually reside in the Town of Bedford may not attend the Bedford Public Schools.
2. I/We hereby certify that effective _____, 20____, the above named student is/will be residing at the following address in Bedford, Massachusetts, with:
Printed name of Parent/Guardian: _____
Address: _____ Bedford, MA 01730
Home Telephone #: _____ Cell Phone #: _____
Work Phone: _____
3. I/We acknowledge that I am/we are required to notify the Bedford Public Schools or the above student's school, in writing. Of any change in said student's address within five (5) business days of such change of address.
4. I/We understand that this Occupancy Statement will be relied upon by the Bedford Public Schools for the purpose of determining the above student's eligibility to attend the Bedford Public Schools based upon the information provided. If it is subsequently determined that the student does not actually reside in Bedford, I/we understand that the student's enrollment in the Bedford Public Schools will be promptly terminated and I/we will be jointly liable to the Bedford Public Schools for the student's tuition for the full academic year(s).
5. I/We further certify that I am/we are the parent(s), legal guardian(s) of the above named student.

6. I/We understand that all applicants must reside in the Town of Bedford as outlined in Massachusetts General Laws Chapter 76, Section 5 which states:

Every person shall have a right to attend the public schools of the town where he/she actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools. 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 (Amended by st. 1971, c622, c.1.; st 1973, c.925, s.9A, st. 1993, c282; st.2004, c.352, s.33)

Signed under the pain and penalties of perjury on this ____ day of _____, 20 ____.

Signature of Parent/Guardian (Please circle Relationship)

Signature of Parent/Guardian (Please circle Relationship)

This form must be accompanied by proof of residency which is at least one document from each of the following three columns: A, B, and C or D if student is a Hanscom AFB Resident. (See Chart Attached.)

Statement of Notary Public:

Commonwealth of Massachusetts

Middlesex County, ss.

On this ____ day of _____, 20____, before me, the undersigned notary public,

personally appeared _____, proved to me through

(Name of Parent/Guardian who signed form)

satisfactory evidence of identification, which were _____,

to be the person whose name is signed on the preceding or attached document, and

acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public

My Commission Expires:



**BEDFORD PUBLIC SCHOOLS
RESIDENCY STATEMENT/AFFIDAVIT**

This form is to be completed by a Landlord/Property Owner* of said property of which the enrolling student(s) reside.

I, _____, swear under oath, that the
(Please Print Your Name)
following information is true:

List all school age children: _____

is/are living at: _____ Bedford, MA 01730,
Address

Of which I am the owner* of said property on record.

I understand that the Bedford Public Schools reserves the right to investigate residency if they feel that temporary residency was established for the sole purpose of attending the Bedford Public Schools. I further understand that according to Massachusetts General Law (Chapter 76, Section 5) "*Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools.*"

Signed under the pain and penalties of perjury on this ____ day of _____, 20 ____:

Signature Date Printed Name

*Bedford Public Schools reserves the right to validate property ownership by the Principal, or his/her designee, through the on-line Middlesex Registry of Deeds.

Statement of Notary Public:

Commonwealth of Massachusetts

Middlesex County, ss.

On this ____ day of _____, 20____, before me, the undersigned notary public,

personally appeared _____, proved to me through
(Name of Parent/Guardian who signed form)

satisfactory evidence of identification, which were _____,
to be the person whose name is signed on the preceding or attached document, and

acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires:



Bedford Public Schools
Massachusetts Department of Elementary and Secondary Education (DESE)
Survey

Student's Name: _____
(Please Print) Last Name First Name

Grade: _____

Homeroom Teacher: _____
(Learning Group)

Directions: The Massachusetts Department of Elementary and Secondary Education has mandated that all school districts in Massachusetts collect the following data. You are asked to answer each question using the choices provided by the Department. Please call your school principal if you have questions.

1. Race (Requested but not Required)

- a) Are you Hispanic or Latino (select only one)
- _____ No, not Hispanic or Latino
- _____ Yes, Hispanic or Latino—A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central America, or other Spanish culture or Origin, regardless of Race.
- b) What is your Race? (You may select one or more races)
- _____ White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
- _____ Black or African American. A person having origins in any of the black racial groups of Africa
- _____ American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- _____ Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- _____ Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

2. Immigrant Status (Requested but not Required)

- _____ No. Student born in the U.S.
- _____ Yes. The student must:
- Not have been born in any U.S. State; AND
 - Not completed 3 full academic years of school in any U.S. State.
- If Yes, please list the Country of Origin _____. Please list the country from which immigrant children have emigrated.

Parent/Guardian Signature

Date



Bedford Public Schools Home Language Survey

Massachusetts Department of Elementary and Secondary Education regulations require that *all* schools determine the language(s) spoken in each student's home in order to identify their specific language needs. This information is essential in order for schools to provide meaningful instruction for all students. If a language other than English is spoken in the home, the District is required to do further assessment of your child. Please help us meet this important requirement by answering the following questions. Thank you for your assistance.

Student Information		
First Name _____	Middle Name _____	Last Name _____
		Gender F <input type="checkbox"/> M <input type="checkbox"/>
Country of Birth _____	Date of Birth (mm/dd/yyyy) _____	Date first enrolled in ANY U.S. school (mm/dd/yyyy) _____
School Information		
Start Date in New School (mm/dd/yyyy) _____ / ____ / 20____	Name of Former School and Town _____	Current Grade _____
Questions for Parents/Guardians		
What is the native language(s) of each parent/guardian? (circle one) _____ (mother / father / guardian) _____ (mother / father / guardian)	Which language(s) are spoken with your child? (include relatives - <i>grandparents, uncles, aunts, etc.</i> - and caregivers) _____ seldom / sometimes / often / always _____ seldom / sometimes / often / always	
What language did your child first understand and speak? _____	Which language do you use most with your child? _____	
Which other languages does your child know? (circle all that apply) _____ speak / read / write _____ speak / read / write	Which languages does your child use? (circle one) _____ seldom / sometimes / often / always _____ seldom / sometimes / often / always	
Will you require written information from school in your native language? Y <input type="checkbox"/> N <input type="checkbox"/>	Will you require an interpreter/translator at Parent-Teacher meetings? Y <input type="checkbox"/> N <input type="checkbox"/>	
Parent/Guardian Signature: X _____	_____ / ____ / 20____ Today's Date: (mm/dd/yyyy)	

BEDFORD PUBLIC SCHOOLS
Emergency Information Card

STUDENT NAME: _____ **GRADE** _____ **ROOM #** _____ **BUS #** _____
(Last) (First) (Middle)

HOME ADDRESS: _____
(Street) (City/Town) (Zip Code)

DATE OF BIRTH: _____ **PLACE OF BIRTH:** _____ **STATE WARD:** Yes _____ No _____

With Whom Does Child Reside: _____ **Relationship:** _____

PARENT'S FULL NAME: _____ **HOME #:** _____ **WORK #:** _____
MOBILE PHONE #: _____ **E-MAIL ADDRESS:** _____
ADDRESS: (If different than the student) _____
OCCUPATION: _____ **EMPLOYER:** _____

PARENT'S FULL NAME: _____ **HOME #:** _____ **WORK #:** _____
MOBILE PHONE #: _____ **E-MAIL ADDRESS:** _____
ADDRESS: (If different than the student) _____
OCCUPATION: _____ **EMPLOYER:** _____

GUARDIAN'S FULL NAME: _____ **HOME #:** _____ **WORK #:** _____
MOBILE PHONE #: _____ **E-MAIL ADDRESS:** _____
ADDRESS: (If different than the student) _____
OCCUPATION: _____ **EMPLOYER:** _____

SIBLINGS ATTENDING BEDFORD SCHOOLS (Name & Grade): _____

In case of accident, sudden illness or crisis, name of person who could assume responsibility if you cannot be reached (Please notify person):

1. _____
HOME #: _____ **WORK #:** _____ **MOBILE #:** _____
2. _____
HOME #: _____ **WORK #:** _____ **MOBILE #:** _____

In the event that the parents cannot be reached, I request that (Check one):

_____ The school contact the person indicated above who will assume responsibility for my child.
_____ The school contact the person indicated above who will assume responsibility only if the school determines there is an emergency.

Form D – Rev. 2-2010

NAME: _____

GRADE: _____

Medical Information: **Student Name:** _____ **School:** _____

Does your child have specific health considerations? i.e., allergic to bee stings, other allergies?

Yes ____ No ____ Please specify: _____ (Please contact School Nurse with specifics)

Other Information: _____

Please complete: Child's Insurance Plan: _____ Plan #: _____

Doctor: _____ Office #: _____

Dentist: _____ Office #: _____

Medical Treatment Permission:

In the case of illness or accident, first aid and appropriate care will be provided. Your signature below indicates permission for said first aid and appropriate care to be given until family or physician can be reached.

Signature

Date

NON-CUSTODIAL PARENT'S RIGHTS

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
 - 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - 2. The parent has been denied visitation, or
 - 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 - 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34H
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents
20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

SOURCE: MASC

REVISED: October 9, 2007



**Bedford Public Schools
Custodial Parent Waiver Form**

Please read the following concerning non-custodial parent rights to student records:

Massachusetts General Laws allow non-custodial parents access to their student's records when requested in writing to the building principal unless a court order indicates any of the following:

- The non-custodial parent has been denied legal custody or has been ordered supervised visitation based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody and/or visitation;
- The non-custodial parent has been denied visitation;
- The non-custodial parent's access to the student has been restricted by a temporary or permanent protective order (unless the protective order specifically allows access to the information contained in the student record); or
- There is a court order from a Probate and Family Court judge that prohibits the distribution of student records to the non-custodial parent.

If none of the above apply, you may sign below indicating that you are allowing the non-custodial parent immediate access to your student's records without a written request.

Custodial Parent Signature: _____

Date: _____

Bedford Public Schools Annual Notice The Family Education and Privacy Act Massachusetts Student Records Regulations



The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents and eligible students (those who have reached that age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting their building principal.

- (a) The **right to access** the student's education records. Parents or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H ("Section 37H") law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. Information about these procedures can be obtained from the building principal.
- (b) The **right to request amendment** of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.
- (c) The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Bedford Public Schools and who need access to a record in order to fulfill their duties. The Bedford Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials.

As required by federal law, the Bedford Public Schools routinely releases the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to High School Principal. Absent receipt of a written objection for the parent or eligible student by October 1st (initial notification sent September 2005), this information will be released without further notice or consent.

- (d) The right to file a complaint concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.



RECORDS RELEASE/REQUEST FORM

In compliance with State and Federal laws, permission is required of a parent or legal guardian for the release of any school records. My signature below authorizes the release of my child's school records to the:

Name and Address (including zip code) of School Last Attended or Transferring to

Student's Full Name

I hereby grant permission to release/obtain the following documents:

- Health Record
- Massachusetts Transfer Card
- Transcript of grades
- Standardized Test Results – (Shared with Skills Center Faculty)
- Special Education Records (if applicable) – When **obtaining** Special Education records please have them sent to: Bedford Public Schools, Special Education Office, 97 McMahon Road, Bedford, MA 01730. Information requested could include all special education records, i.e., I.E.P./Amendments, Evaluations, Testing, Report Cards, Progress Reports. This will also authorize the pertinent staff member to discuss my son/daughter, by telephone, between schools. **Special Education records may only be released by Bedford Special Education Central Office.**
- 504 Records (if applicable) – When **obtaining** 504 records please have them sent to the 504 Coordinator/Assistant Superintendent, Bedford Public Schools, 97 McMahon Road, Bedford, MA 01730. **504 records may only be released by the Assistant Superintendent's Office.**
- Key to your grading system in percent (including passing grades) (high school only)
- Key to leveling of courses (high school only)
- Discipline records (If a student is entering Bedford Public Schools we require a statement from your previous school's principal/assistant principal/dean attesting to any and all discipline actions. If there are no discipline issues, a short, simple statement signed by one of the above individuals attesting to this fact can be submitted.)

**Signature of Parent/Guardian
(High School Student over 18 may sign)**

Date

**BEDFORD PUBLIC SCHOOLS
WEB PAGE POLICY**

The District's Web Page Policy is as follows:

1. District Web Site

- A. The district will establish a web site. Materials appropriate for placement on the district web site may include: district information, school information, teacher or class information, student projects, and student extracurricular organization information. All published pages and corresponding links stored on the school department servers must be related to Bedford's educational goals and objectives or related to school-sponsored activities. Personal, non-educationally related information will not be allowed on the district web site.
- B. All material must also be approved by the building principal and/or the appropriate administrator or their designee prior to publication on the webserver.

2. Curriculum Web Pages

Teachers may establish web pages for teaching and learning purposes, such as use with class activities or to provide a resource for other teachers. Teachers will be responsible for maintaining their class educational resource sites. Such pages will be subject to the approval, consistency, content, and procedural requirements as described in sections 1, 4, and 5 of this policy.

3. Extracurricular Organization Web Pages

- A. With the approval of the building principal, extracurricular organizations may establish web pages. Material presented on the organization's web page must relate specifically to school organization activities.
- B. Organization web pages must include the following notice: "This is an extracurricular organization web page. Opinions expressed on this page shall not be attributed to the Bedford Public Schools."

4. Web Page Requirements

- A. All District Acceptable Technology Use Policy provisions will govern material placed on the Internet.
- B. Web Pages shall not:
 - i. Contain the address, or phone number of students.

- ii. Display materials such as photographs, audio or videos of any identifiable individual(s) without a signed release and without permission from the identifiable individual(s). Releases for students under the age of 18 must be signed by their parent or guardian and be kept on file.
 - iii. Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a web site is within the fair use exemption.
- C. First names or first names and the first letter of the last name may be used where appropriate for grades K-5. Student's grades 6-12 may be identified by their full name.
 - D. Material placed on the web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.
 - E. Students may retain the copyright on the material they create that is posted on the Internet. District employees may retain the copyright on material they create and post if appropriate under district policies.
 - F. It will not be considered a violation of free speech to require removal of material that fails to meet established educational objectives or that is in violation of any provision of the Acceptable Technology Use Policy (attached).

5. Content Standards

The intended audience of the school and/or district web site is primarily members of the school community, citizens of Bedford, and people interested in moving to the area. All subject matter on the school web pages shall relate to curriculum, instruction, and school-authorized activities and general information of interest to the intended audience. Pages should include, but not be limited to, factual information about the school or school population, philosophy or vision statement and staff listing.

6. Concerns

Concerns about the content of any pages created by staff should be directed to the building administrator.

The "Official Version" of the school district's policies is maintained at the Office of the Superintendent of Schools. In the event of a conflict between an electronic text and the "official version", the "official version" shall prevail.

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**BEDFORD PUBLIC SCHOOLS
ACCEPTABLE TECHNOLOGY USE POLICY FOR STUDENTS**

Student use of technology in the Bedford Public Schools is solely for the enhancement of teaching and learning. All students are expected to read this Acceptable Use Policy and are required to sign the Acceptable Use Policy Agreement Form. Adherence to this policy is a condition for a student's use of technology.

Acceptable Uses - Including but not limited to:

Students must...

- Identify themselves in Internet communications
- Post/send only useful and appropriate information
- Only access their own account and keep their passwords private
- Only alter their own work, unless they have permission from the owner
- Only use the e-mail account provided by the Bedford Schools while on the school network (Bedford e-mail accounts may also be accessed at anytime from outside the school network.)

Students should...

- Check e-mail frequently and delete old mail
- Take care in using humor, avoid sarcasm, and don't unreasonably criticize, or "flame" others
- Credit the original author when quoting someone else's work
- Remove their old files when they are no longer needed

Students must not...

- Engage in harassment, libel, or slander of any kind
- Use the Internet for commercial or political purposes
- Use the Internet to access sexually explicit or pornographic materials
- Use the Internet for illegal activities including, but not limited to, copyright violations and illegal distribution of software
- Give out their own or another individual's personal information such as address or phone number
- Post audio, video or any material of or created by another student or faculty member without that individual's permission
- Engage in spamming (sending massive, inappropriate and unsolicited information) or flooding (transferring data without intent of meaningful communication)
- Use equipment without permission
- Alter the configuration of school technology, except as educationally appropriate
- Download or install software of any kind
- Illegally copy software

Sanctions

Network access is a privilege, not a right. The Bedford Public Schools will review alleged violations of this Acceptable Use Policy. Violations could result in the following:

- Loss of access privileges
- Additional disciplinary action at the building level in accordance with the discipline code in the student handbooks.
- Referral to appropriate law enforcement agencies

Disclaimer of Liability

The Bedford Public School system denies responsibility for the accuracy or quality of information obtained from the Internet. The Bedford Public School system cannot guarantee that access will always be available and is not responsible for any damage a user suffers or for the loss of data obtained via the Internet.

Privacy

Users should not have an expectation of privacy or confidentiality in the context of electronic communications or of other files sent, received and/or stored on the district's network. The Bedford Public School System also reserves the right to examine all data sent, received and/or stored on the district's network. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver. Electronic communications may be archived for a period of up to three years.

Internet, Newspaper, Television, Radio and Periodical Release

Increasingly, opportunities present themselves for images, art materials, ideas and students' names to appear in local or national newspapers, on television, on YouTube videos or on other internet platforms. Today, every newspaper has an online version, so even honor roll lists published in the local newspaper will appear online.

The schools have an interest in promoting student work and accomplishments and examples of good instruction because students benefit from seeing that their achievements matter and because the schools, as public institutions, benefit from an informed citizenry.

In accordance with Bedford Public School policy and federal and state legislation, however, no student's image, work or full name will be released to these public media without first providing the parent or, in the case of an 18 year old, the emancipated minor, with the opportunity to deny permission. PLEASE NOTE, if parents do not notify the school in writing, either by mail or email, that they are denying permission, the default will be assumed to be a "YES", and the child's image, name and or work may be displayed.

Bedford Public Schools – Approved June 6, 2017

School Nurse Emergency Information

School Year _____

Teacher/Grade _____

Student emergency contact information should be accurate and current. This form needs to be completed upon registration and at the start of each school year. Thank you for your cooperation.

Student's Name _____ Sex _____ Birth date _____

Home Address _____ Home phone _____

Parent/Guardian _____ Address _____ Cell phone _____

Employer _____ Work phone _____

Parent/Guardian _____ Address _____ Cell phone _____

Employer _____ Work phone _____

In an Emergency, if parents cannot be reached, the school is authorized to contact:

Name _____ Address _____ Relationship _____ Phone _____

Name _____ Address _____ Relationship _____ Phone _____

Pediatrician _____ Phone _____

Dentist _____ Phone _____

Please list medications your child regularly takes at home or school _____

Please check all that apply to your child:

___ Severe allergy requiring EpiPen (food/insects/meds/environmental) _____

___ Allergies - other _____

___ Asthma ___ Diabetes ___ Seizures ___ Migraines ___ Heart Condition ___ ADD/ADHD

___ Vision problem ___ glasses ___ contacts ___ Hearing problem ___ Right ear ___ Left ear

___ Any significant illness/injury/surgery in the past year _____

___ Other health condition- specify (please use reverse side if needed) _____

If your child requires medication or special care at school, please contact the nurse. A signed order from a licensed prescriber and written parental permission is required for medicine or treatment given at school (except as noted below).

I give permission for the School Nurse to administer the following medication to my child per Physician Standing Orders:

Acetaminophen (Tylenol) ___ Yes ___ No

Ibuprofen (Motrin/Advil) ___ Yes ___ No

I give permission to the school nurse to share information relevant to my child's health condition with appropriate school and/or emergency medical emergency personnel when needed to meet my child's health and safety needs. ___ Yes ___ No ___ N/A

Parent signature _____ Date _____

Bedford Public Schools
Student Health History

Dear Parents:

We would like your child to gain the most from his/her school experience. Please fill out this brief health history form on your child. This information will help the nurse to better understand your child and assist in the transition into school life. Please complete this form and return it with a copy of your child's most recent physical exam and immunizations (please see health requirements checklist).

Student Name _____ Birth Date _____

1. Does your child have any of the following conditions?

___ Asthma	___ Allergies	___ Hearing Problems
___ Diabetes	___ ADD/ADHD	___ Ear tubes
___ Seizure Disorder	___ Bleeding Disorder	___ Stomach/Bowel Problems
___ Heart Condition	___ Vision Problems	

If you have checked yes to any of the above, please explain: _____

2. Does your child have any other medical conditions? _____

3. Will your child need any medication during the school day? If so, please list: _____

4. Does your child take medication routinely at home? If so, please list: _____

5. Has your child ever been hospitalized? If so, please explain: _____

6. Has your child ever had surgery? _____ Date of surgery: _____ Type of surgery: _____

7. Do you have concerns about your child's vision or hearing? _____

8. Do you have other children that have been diagnosed with a chronic illness? _____

9. Do you have any concerns about your child's mental, social/emotional health or adjustment concerns?

10. Please list other children in household (name/age): _____

Parent/Guardian signature _____ Date _____

If your child has a health condition that will require further conversation, please call the school nurse to schedule a meeting.

New Student Registration Health Requirements Checklist

Please bring the following information to your child's kindergarten screening or registration appointment:

Physical Examination

___ A copy of your child's most recent physical exam. A physical exam done within one year of school enrollment date is required.

Immunizations

___ 5 doses of DTaP/DTP (Diphtheria, Tetanus, Pertussis)

___ 4 doses of IPV (Polio)

___ 3 doses of Hepatitis B

___ 2 doses of MMR (Measles, Mumps and Rubella)

___ 2 doses of Varicella or physician-certified history that your child has had the chicken pox

___ 1 dose of Tdap for grades 7th-11th

Completed Health Forms

___ School Nurse Emergency Information Form

___ Health History Form

Screenings

___ Lead screening test is required for Kindergarten students only; documentation of having a lead test at any age prior to Kindergarten entry is acceptable.

Please be sure that all the above requirements are submitted to the school nurse's office prior to the start of school. Thank you for your cooperation.

Davis School
Tracy Fernald RN
410 Davis Rd.
Bedford, MA 01730
781-275-6804 ext. 3
fax 781-275-7639

Lane School
Kathy Webster RN
66 Sweetwater Ave.
Bedford, MA 01730
781-275-7623
fax 781-275-4722

John Glenn Middle School
Carol Eaton RN
99 McMahan Rd.
Bedford, MA 01730
781-275-3165
fax 781-275-7632

Bedford High School
Nancy Thorsen RN
9 Mudge Way
Bedford, MA 01730
781-275-1700 ext. 5
fax 781-275-6664

Massachusetts School Immunization Requirements for School Year 2014-2015*

	Child Care/Preschool ¹	Kindergarten	Grades 1-6	Grades 7-12	College ²
Hepatitis B³	3 doses	3 doses	3 doses	3 doses	3 doses for all health science students and full-time undergraduate and graduate students
DTaP/DTP/DT/Td/Tdap⁴	≥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 dose Tdap (See Phase-In Schedule)	All health science students and full-time freshmen-seniors: 1 dose Tdap Full-time graduates: 1 dose Td (See Phase-In Schedule)
Polio⁵	≥3 doses	4 doses	≥3 doses	≥3 doses	NA
Hib⁶	1 to 4 doses ⁶	NA	NA	NA	NA
MMR⁷	1 dose	2 doses	Grade 1-3: 2 doses Grades 4-6: 2 doses measles, 1 mumps, 1 rubella (See Phase-In Schedule)	Grades 7-10: 2 doses Grades 11-12: 2 doses measles, 1 mumps, 1 rubella (See Phase-In Schedule)	All health science students and full-time freshmen-seniors: 2 doses Full-time graduates: 2 doses measles, 1 mumps, 1 rubella (See Phase-In Schedule)
Varicella⁸	1 dose	2 doses	Grade 1-3: 2 doses Grades 4-6: 1 dose (See Phase-In Schedule)	Grades 7-10: 2 doses Grades 11-12: 1 dose (See Phase-In Schedule)	All health science students and full-time freshmen-seniors: 2 doses (See Phase-In Schedule)
Meningococcal^{9,10}	NA	NA	NA ¹⁰	1 dose for new full-time residential students ⁹	1 dose for full-time residential students ⁹

*These requirements also apply to all new “enterers.” NA = no vaccine requirement for the grades indicated.

¹**Child Care/Preschool:** Minimum requirements by 24 months; immunize younger children according to their age.

²**College:** Requirements apply to: 1) all full-time undergraduate and graduate students; 2) all full-time and part-time health science students; and 3) any full-time or part-time student attending any postsecondary institution while on a student or other visa, including foreign students attending or visiting classes as part of a formal academic visitation or exchange program.

³**Hepatitis B:** 3 doses required for child care attendance and preschool entry, kindergarten-12th grade, and college (see footnote 2 above). Laboratory proof of immunity is acceptable.

⁴**DTaP/DTP/DT/Td/Tdap:** ≥4 doses required for child care attendance and preschool entry; 5 doses of DTaP/DTP required for school entry unless the 4th dose is given ≥ the 4th birthday. DT is only acceptable with a letter stating a medical contraindication to DTaP/DTP. **One dose of Tdap is required for all students entering grade 7-10, full-time college freshmen-seniors and all health science students.** If it has been <5 years since the last dose of DTaP/DTP/DT/Td, Tdap is not required but is recommended regardless of the interval since the last tetanus-containing vaccine. See Phase-In Schedule below.

⁵**Polio:** ≥3 doses required for child care attendance and entry into preschool. 4 doses required for school entry, unless the 3rd dose is given on or after the 4th birthday, and ≥ 6 months following the previous dose, in which case only 3 doses are needed. Administer the final dose in the series on or after the 4th birthday and ≥ 6 months following the previous dose. If 4 doses are administered before age 4 years, a 5th dose is recommended at age 4 - 6 years.

⁶**Hib:** Required for child care attendance and preschool entry. The number of doses is determined by vaccine product and age the series begins.

⁷**MMR:** 1 dose of MMR is required for child care attendance and preschool entry; **2 doses are required for kindergarten-grade 3, grade 7-10, college freshmen-seniors and all health science students.** Laboratory proof of immunity is acceptable. **For college students, except health science students, birth before 1957 in the U.S. is also acceptable.** See Phase-In Schedule below.

⁸**Varicella:** 1 dose required for child care attendance and preschool entry; **2 doses required for kindergarten-grade 3, grade 7-10, and college freshmen-seniors and all health science students, unless they have a reliable history of chickenpox.** A reliable history includes a diagnosis of chickenpox, or interpretation of parent/guardian description of chickenpox, by a physician, nurse practitioner, physician assistant or designee; or 2) laboratory proof of immunity. **Birth before 1980 in U.S. is acceptable for college students, except health science students.** See Phase-In Schedule below.

⁹**Meningococcal:** 1 dose MCV4, or a dose of MPSV4 in the last 5 years, is required for 1) newly enrolled full-time students attending a secondary school with grades 9-12 (in ungraded classrooms, those with students ≥ 13 years) who will live in a dormitory or comparable congregate living arrangement approved by the secondary school; and 2) newly enrolled full-time undergraduate and graduate students in a degree program at a postsecondary institution (e.g., college) who will live in a dormitory or comparable congregate living arrangement approved by the institution.

Students may decline the vaccine after they have read and signed the MDPH Meningococcal Information and Waiver Form provided by their institution. These requirements apply to newly- enrolled full-time residential students, regardless of grade and year of study.

¹⁰**At residential schools with lower grades:** The requirements apply to residential students in grades pre-K through 8 only if the school combines these grades in the same school with students in grades 9-12

Phase-In Schedule for MMR, Varicella, and Tdap Vaccines 2014 - 2017

	2014	2015	2016	2017
2 MMR and 2 Varicella	K-3 and 7-10 College: full-time freshmen-seniors; all health science	K-4 and 7-11 College: full-time freshmen-graduates; all health science	K-5 and 7-12 College: full-time freshmen-graduates; all health science	K-12 College: full-time freshmen-graduates; all health science
Tdap	Grades 7-10 College: full-time freshmen-seniors; all health science	Grades 7-11 College: full-time freshmen-graduates; all health science	Grades 7-12 College: full-time freshmen-graduates; all health science	Grades 7-12 College: full-time freshmen-graduates; all health science



BEDFORD PUBLIC SCHOOLS

Jon Sills, Superintendent of Schools
MaryLou Sallee, Assistant Superintendent

97 McMahon Road
Bedford, MA 01730
Tel: 781-275-7588
Fax: 781-275-0885
WWW.bedford.k12.ma.us

YOU HAVE A RIGHT TO GO TO SCHOOL

IF YOU LIVE IN ONE OF THE FOLLOWING SITUATIONS:

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building or trailer
- Doubled-up with friends or relatives

THEN YOU HAVE A RIGHT TO GET HELP FROM A DISTRICT LIAISON TO:

- ✓ Immediately enroll in school
- ✓ Choose your old school or the school closest to where you are staying now
- ✓ Get transportation to and from school
- ✓ Get automatic free breakfast and lunch
- ✓ Receive the same services as other students
- ✓ Attend classes even while the school and you seek to resolve a dispute over enrollment

If you have questions or need assistance registering your children in Bedford Schools, call:

- Grades K-2, Lt. Eleazer Davis Elementary School, Beth Benoit, Principal, 781-275-6804
- Grades 3-5, Lt. Job Lane Elementary School, Rob Ackerman, Principal, 781-275-7606
- Grades 6-8, John Glenn Middle School, Kevin Tracey, Principal, 781-275-3201
- Grades 9-12, Bedford High School, Heather Galante, Principal, 781-275-1700
- Assistant Superintendent, MaryLou Sallee, Homeless Liaison for District, 781-275-7588

OR CALL YOUR MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY SCHOOL, STATE COORDINATORS:

- Sarah Slautterbach, 781-338-6330

OR CALL ONE OF THESE ORGANIZATIONS:

- Massachusetts Coalition for the Homeless,
Toll-Free: (866-205-1700, ext. 100)
- Greater Boston Legal Services, (617-603-1654)
- New England Network for Children, Youth & Family Services, (978-266-1998)

(Updated 10/16)

COLUMN A	COLUMN B	COLUMN C
Evidence of Residency	Evidence of Occupancy	Evidence of Identification (Photo I.D.)
Record of recent mortgage payment and/or property tax bill	Gas/Oil Bill, Electric Bill, Home (not cell) Telephone Bill, Cable Bill, Water Bill (note: Bill must be dated within the past 45 days and address and name must be stated.)	Valid MA Driver's License
Fully signed and executed Lease and/or Rental Agreement (Must be executed by both parties)	Recent bill dated within the past 45 days showing Bedford address and name (Note: A Residency Statement/Affidavit is required with this option.)	Valid MA Photo I.D. Card
Landlord/Owner of Property Affidavit (See Residency Statement/Affidavit form)	Occupancy Statement/Affidavit must be notarized (If a bill cannot be provided prior to student's enrollment.)	Valid Passport
Fully signed and executed Purchase and Sale (P&S Agreement) Provided occupancy date occurs within 30 days of enrollment		Other Government issued Photo I.D.
Section 8 Agreement		