

# JONAS CLARKE MIDDLE SCHOOL

## STUDENT HANDBOOK 2017-2018



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## *Constitution of Caring*

We, the people of the Jonas Clarke Middle School Community, in order to create and sustain a peaceful school, seek to establish a climate where all of us feel safe and wanted.

We agree to treat each other with respect regardless of our differences. We understand that each have different qualities that make us unique and we deserve to be treated with dignity.

We agree not to bully, tease, harass or ridicule anyone. We will not spread rumors or purposefully hurt another person mentally or physically. We will stand up for anyone who is being mistreated. We will reach out to help someone if we see them in need.

We agree to be caring and thoughtful.

We will encourage others to do the same.

We understand that we are not perfect. We will try our very best to make our school a humane and respectful place to be.

We share responsibility for a kind and safe Clarke Middle School.

We all have the ability to make this happen!

## GENERAL INFORMATION

### O c k p 'O H l e g'

The Main Office is the general information and administration center for the school. The office is open from 7:30 a.m. to 4:30 p.m. on school days, and from 8:00 a.m. to 3:30 p.m. on business days. The school secretaries will be available to take messages for Mrs. Monaco, Mrs. Barry-Ng, Mr. Wettstone and teachers. In an emergency, students can be contacted through the Main Office. Since the public address system cannot be used when classes are in session, parents are asked to remember that it can sometimes be difficult to locate teachers and students quickly. For those parents who would find it convenient to use email, Mrs. Monaco's, Mrs. Barry-Ng's, and Mr. Wettstone's respective email addresses are noted below.

**co qpceqB rgzłpi vqpo cłłti "**  
**o dclt{ pi B rgzłpi vqpo cłłti "**  
**ly gwuqpgB rgzłpi vqpo cłłti "**

Our website address is <http://clarke.lexingtonma.org>. Here you can find additional contact information, frequently asked questions, important notices, links to teacher webpages, and other important information.

### J g c n j 'O H l e g. 'F a p p c 'O q j g t y c f 'č p f 'L q f e g 'V q y i g'

If a child shows signs of illness in the morning, it is important that s/he be kept at home for his/her comfort and safety and for the protection of others. Students who become ill or who are injured during the school day should report to the Health Office. Parents should ensure that they provide up-to-date information about emergency telephone numbers and contacts.

If your child has a chronic health condition or disability, please be sure to speak with the school nurse to make any provisions necessary for his/her well-being in school.

Medication During School: If your child will need medication during the school day, whether a daily medication, an inhaler or Epipen, or simply an over-the-counter pain relief medicine, a new medication order for the 2017-2018 school year, written by your physician and signed by a parent, must be on file in the Nurse's Office. A small supply of the medication in its original labeled container should be provided. The exception to this is acetaminophen (Tylenol) and ibuprofen (Advil, Motrin) which the Health Office stocks. Medications are administered by the School Nurse in the Health Office.

Physical Examinations: All students new to Clarke Middle School must submit a current physical examination report accompanied by an immunization summary. The physical exam should have been within the past 12 months. This applies to all incoming 6<sup>th</sup> grade students, as well as students new to the Lexington Public Schools. Any student who wishes to participate in interscholastic sports must have a new physical exam on file in the Nurse's Office each year. Students may not begin try-outs/practices until their exams have been received at school.

Vaccinations: In order to enter **i t c f g'9**, all students must have received a Tdap booster and their 2<sup>nd</sup> varicella vaccination, with a record of this on file at the school.

### U e j q q n E q w p u g n l p i 'O H l e g'

The school counselor, functioning as part of an academic team, is the central coordinator for student, parent and teacher communication. Meetings with the counselors or social workers may be arranged by calling the School

Counseling Office. Students and parents are encouraged to make appointments to meet with a school counselor or social worker if they wish to discuss matters related to a student's social, emotional, or academic growth.

### **Vj g'Echvgtk**

Breakfast is available to all students between 7:30am and 7:50am daily, except on early release days and the first day after school vacations. Students must remain in the cafeteria until 7:50am.

Students are assigned to a lunch period with other students in their class. Assigned lunch periods vary daily. Hot and cold lunch, healthy drinks and snacks may be bought in the cafeteria. In August, **Htgg'cpf'Tgfwegf'Nwpej''Crrtkcvapu** are emailed to all registered student households. In order to receive Free or Reduced Lunch meals, a Free and Reduced Lunch Application must be completed and returned to the Operations Office. For eligibility Information as well as applications for Lexington's Free & Reduced Lunch program, please visit the link provided here: [Free & Reduced Lunch Applications](#)

#### Students have the responsibility:

1. to respond respectfully to all adults
2. to form orderly lines
3. to leave the food serving area and adjacent corridor as quickly as possible after making their purchase
4. to be sure that their tables and the surrounding areas are clean and that waste materials are placed in the appropriate receptacles
5. to remain seated throughout their meals, to refrain from disturbing others and to wait quietly for a faculty member to dismiss them

*Cnldqmu'cpf "qj gt 'uej qq'lb cvgtkcu'bw'wg'iaqt gf "qp'uj gnxgu'rt qxf gf OVq'j gr 'hggr 'yj g'dwxf kpi 'ergcp.'lmf gpw' ct g't go kpf gf 'yj cv'iqf 'cpf 'ft kpm'bw c' 'dg'eqpuw gf "qpr' 'kp'vj g'echvgtkc0'*

### **KputwvqpcnO cvgtkcu'Egpygt 'IOE+**

The Library at JCMS is a 21st Century learning environment that encourages inquiry and innovation. We offer a variety of print and digital resources in support of our middle school curriculum. We also provide students with access to technology (desktop and laptop computers, Chromebooks, Green Screen film-making, eBooks, downloadable audiobooks, etc.) to support their learning. Students often come in with their classes to research or select fiction reading. Many staff refer to the library as the "IMC". This acronym was created by the the librarian who first worked in this building. IMC stands for *KputwvqpcnO cvgtkcu'Egpygt*. We call the space both IMC and Library so don't get confused, both refer to the same awesome spot in the school building. Take a few minutes and explore our [website](#) as many resources can be found there. Let us know how we can help!

### **Ecpengvapu'cpf 'Fgr'gf 'Orgpliu'**

In case of inclement weather, school may be canceled or the opening delayed by one or two hours, depending upon conditions. Announcements in this regard are made beginning around 5:30 a.m.. A posting is also made on the LPS website: <http://lps.lexingtonma.org>.

### **RVO'd'RctgvVgcej gt 'Qti cphcvqp'**

The Clarke PTO is a group of parents and teachers dedicated to our children's education. Their function is to support teachers and staff, fund cultural programs and grants, interface with other school programs, and help

provide a rich and inviting environment for the Clarke community. They aim to provide communication among teachers and parents through our monthly meetings, periodic newsletters, a weekly calendar, the publishing of our student directory, weekly emails, and parent group meetings. We provide various forms on the school website that may be downloaded and printed for your convenience. We encourage families to join the PTO. Find out more information by accessing the Clarke website: [clarke.lexingtonma.org](http://clarkepto.org) or going directly to the Clarke PTO website: <http://clarkepto.org>.

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### **CECF GO Ē'CPF 'GZVTCEWTTĒWNCT'RTQI TCO U'**

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#### **Cecf go Ē'Vgco u'**

Each student is a member of an academic team that will serve as the focal point of his/her middle school experience for the year. Students will meet with groups of students from their teams for English, mathematics, science and social studies classes, as well as in homeroom and for a variety of other activities such as field trips. Classes for other subjects will be composed of students from two or more academic teams. With the exception of mathematics and eighth grade world language classes, classes are grouped heterogeneously.

#### **Gzvtc'J gr'ĉpf'O cng/wr'Y qtn'**

Teachers are available for extra help and make-up work during study periods and after dismissal. Students should take advantage of this opportunity whenever they need to meet with a teacher or have been requested to do so. Students should be sure to make arrangements with teachers during the school day to determine the location of extra help sessions. Teachers will also be available during our WIN blocks 3x a week.

#### **Y Ĳ'Dqen'**

Clarke has an Intervention/Enrichment program entitled WIN (What I Need). Our WIN block occurs three times each week with a slightly extended HR period on Monday and Tuesday used to schedule WIN for the week. Each week, with the help of Clarke staff, students will have the opportunity to sign up for an intervention or enrichment opportunity. Teachers will also have the opportunity to assign students to an intervention block if needed. For more information see the WIN Student Handbook found on our website.

#### **Tgrqtłpi 'Rtqegfwtgu'I tcfgu'ĉpf'UwfgpvTgeqtfu'**

Each quarter, report cards are posted in the Aspen family and student portals, which are accessed online. In addition, progress reports are also posted at the midpoint of each term. Additional progress reports may also be issued whenever a teacher feels such communication is necessary. Informal reports regarding progress, completion of assignments, effort, attitude, etc., may be sent home or communicated directly to students and/or parents as needed or when requested by a parent.

#### **UwfgpvTgeqtfu'**

State and federal laws and regulations ensure parents' and eligible students' rights of confidentiality, inspection, amendment and destruction of student records. Copies of the Massachusetts Students Records Regulations are available from the Guidance Office. Please see Appendix 7 for additional information.

#### **Uwpcctfkłgf'Vgłłpi'ĉpf'Tgugctej'Uwfgku'**

Students at Jonas Clarke Middle School participate in the MCAS at appropriate grade levels as required by the Massachusetts Department of Elementary and Secondary Education. Students also participate in various math assessments to gauge achievement.

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**Odugtxcvkppu'**

Jonas Clarke Middle School appreciates and welcomes visitors; however, it is our practice that anyone requesting the opportunity to observe must submit a written request to the principal in advance of the date of the observation. Specific guidelines concerning observation protocols are on file in the office.

**Tgycug'qhfkgewt{'kplto cvkp''**

It is the policy of the Lexington Public Schools to release the following information without further notice or receipt of consent from the parent or eligible students: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height, class, participation in recognized activities and sports, honors and awards and post-high school plans. If either the parent or the eligible student objects to the release of any of the above information, please state your objection in writing and send to the Principal. Absent receipt of a written objection for the parent or eligible student within the first two school weeks of the school year or student's start date, this information will be released without further notice or consent. Please see Appendix 7 for additional information.

**Vt cpudgt'qhlUwfgpv'Tgeqtfu'**

Authorized school personnel of any school to which a student seeks or intends to transfer will have access to such student's complete record without further notice to, or receipt from, the eligible student or parents.

**Vj g'Ngzlpivq'Rwdrk'Uej qqn'J qo gy qtnlRqite{<'**

Homework is work assigned by educators and completed by students outside of classroom time that supports and enhances learning of the curriculum. It should reinforce, supplement, and/or extend learning in ways that help enrich the school experience.

The purpose of homework may vary according to curricular needs, as determined by the educator. Homework can be used to reinforce concepts or skills, prepare for classroom work/discussion, initiate thinking about new ideas, practice skills or apply principles in novel situations, promote critical thinking, encourage reading, develop communication, foster independence, or serve other learning goals.

Homework is not required, but when it is assigned, educators will create homework that is:

- Meaningful and valuable to the learning goals of the curriculum
- Necessary and relevant to classroom learning and/or real-life experiences
- Manageable for students to complete with reasonable time and effort
- Developmentally appropriate for students in terms of time, scope and expectations

In addition, homework should:

- a. Have a clear purpose, which is communicated to students
- b. Allow students and educators to gain a sense of a student's understanding and provide opportunity for constructive feedback
- c. Be returned by educators in a manner that provides students with timely and meaningful feedback
- d. Accommodate students with specific learning needs or individualized education plans

All Lexington schools shall adhere to the following requirements:

1. Homework will not be assigned to be completed during legal or religious holidays recognized by the School Committee and listed on the approved LPS calendar. This applies to all students.
2. Homework will not be assigned to be completed during school vacations that occur within the academic year.

3. Following an excused absence, a student will be allowed a reasonable amount of time to submit homework missed due to the absence.

The Superintendent or designee shall ensure that an effective homework plan is implemented at each school site consistent with School Committee Policy IKB.

[\*Ngz lpi xq 'Rwdite 'Uej qqu' TJ go gy qt mRqite{ 'Kó r rgo gpx vqap 'I wlf ghp gu''\*](#)

Click on the link above to read how the Homework Policy is implemented in the Lexington Public Schools.

***Eqplgt gpegu''***

Formal parent-teacher conferences will be scheduled in the fall only. Due to scheduling limitations, not all families will be guaranteed a conference. Parents who have specific concerns about a student's progress are encouraged to contact the academic team leader or teacher directly by leaving a message either via email or voicemail.

***J wo cp 'Ugz wctkf 'Gf wec vqap''***

The Lexington Public Schools provides a comprehensive health education curriculum designed to provide students with the knowledge and skills to make responsible, well-informed personal health decisions. The health education curriculum in grades 5, 7, and 9 covers a wide variety of topics, including human sexuality issues.

Under Massachusetts law and School Committee policy, parents or guardians have the right to exempt their children from any portion of a curriculum that primarily involves human sexual education or human sexuality issues by submitting written notification to the school principal. The written notification should specify the course/class from which the child is to be exempted. A child who is exempted will not be penalized because of the exemption. We may provide an alternative assignment for exempted students. A copy of the health education curricula and related materials is available in the school library. Please contact the Coordinator of Health Education with any specific questions.

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***Cecfgo le 'Kpvi thf''***

Cheating of any form is strictly prohibited and any student involved is subject to disciplinary action. This includes, but is not limited to homework, class work, papers, reports, projects, tests, etc. Plagiarism is presenting someone else's words, opinions, or work as your own without appropriate acknowledgement. Please refer to Appendix 1 for more information regarding computer use.

***Gz v cewt tle wct 'Cevx hgu''***

A wide variety of athletic and extracurricular activities complement the academic program. In addition to those activities mentioned here, activities may be offered depending on interest and need. Extracurricular activities are announced in the morning and afternoon and posted on our website under ***Fchl''***

***Cppqwpego gpvu***

In order to be eligible to participate in any extracurricular organization (including athletics) a student must secure a passing grade in all subjects during the last marking period preceding the activity. In addition, a student must be present in school on the day immediately preceding the event. This includes athletic events, extracurricular clubs, and school sponsored dances. The administration may restrict or



deny participation to any student involved in serious or repeated infractions of the school's disciplinary code.

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**Cyj igleu'**

The Lexington Public Schools has membership in the Massachusetts Interscholastic Athletic Association (MIAA) and subscribes to all policies and procedures of this association. Competition in the Middlesex Junior High School League will take place in field hockey, boys' and girls' soccer, boys' and girls' basketball, baseball and softball, boys' and girls' track and field, and cross country. Daily attendance at practices and games is required at this level.

General information about the intramural and interscholastic athletic program is available on our website. Further details will be available at the beginning of each season. Parents who are in need of financial assistance or who have further questions in this regard should contact the administration.

**Uwf gpv' l qxgtpo gpv'**

SGA (Student Government Association) is the student council group at Clarke. Class officers and homeroom representatives are elected at the beginning of the year. Meetings are held throughout the school year and are mostly held before the school day. The SGA's function is to provide a channel for student suggestions, a group to organize student-initiated activities, and a link between faculty, students, and administration.

**Ocyj 'Vgco "**

Our math team competes in up to 20 competitions per year at school, local, state and national levels. ALL students are given several chances to tryout for our various competitions and teams and practice materials are provided for any student interested in exploring mathematics competitions.

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**Ftco c' Rtqf wekqpu'**

Throughout the school year, students are given the opportunity to audition for roles in one of the two drama and musical productions. Students also participate as actors and directors in student-directed scenes.

**Ego o wplw' Ugtxleg'**

Students are provided many opportunities to help others by participating in community service activities throughout the school year. Opportunities are often announced during morning and afternoon announcements and more information can be found on our website under ***Fclw' Cppqwpego gpwu.***



*Kil'uwf gpv'ku'c dugpv'lt 'gli j v'qt 'b qt g'f c { u'lp'c 's wct vgt. 'uej qqr'qllkcknu' o c { 'kkg'c 'ETC' \*Ej kf 'Tgs wkt lpi "*  
*Cuuknc peg+r gvkakp'y kj 'y g' Lwxgpkg'Eqwt v.'y j kej "eqwf 't gumw'lp'c' j gct lpi 'dghqt g'c 'Lwxgpkg'Eqwt v' Lwf i g0'*  
*Rt kqt 'vq' y g' kkp' 'qll'c 'ETC. 'Hco kkgu'c pf 'Uwf gpw' y kml'dg' t gs wkt gf 'vq' y qt nly kj 'uej qqr'c f o kpkwt cvqt u'vq"*  
*ko rt qxg' y g' uwf gpw' u'c wgpfc peg 0Ej t qpl'c 'dugpv ggluo 'b c { 't nuq' t gcf 'vq' t ecf go k' l'c kwt g' lqt 'ij g' { gct 't pf "*  
*"*

An **Gzewugf 'CdupegIVctf** { includes:

- Documented illness or injury
- Bereavement/family funeral
- Major religious observations
- Extraordinary family circumstances (excused at the discretion of the principal)

An **Wpgezwegf 'CdupegIVctf** { is any absence or tardy that is not covered by the aforementioned definition of “Excused Absence/Tardy”. Examples of an unexcused absence may include, but may not be limited to:

- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or other medical professional.
- Cutting class (suspendable offense)
- Truancy
- Family vacations
- Undocumented absences
- Non-emergency family situations

#### **Dghqt g'Uej qqrRt qvqeqn'**

- The school building opens to students at 7:50am. Students may enter the building at 7:30am to attend breakfast and must remain in the cafeteria until 7:50am. Faculty members who wish to meet with students in the morning must provide them with a pass to either enter the building early or leave the cafeteria prior to 7:50am.
- On days when weather conditions are poor, students may enter the building earlier and will be supervised by school staff in designated areas until 7:50 am, when they will be allowed to proceed to their lockers and respective homerooms.
- Students who arrive to homeroom after 8:00am will be marked tardy by their homeroom teacher.

#### **Fwt lpi 'Uej qqrRt qvqeqn'**

- Students who need to be dismissed from school during the day must present a note from a parent in the main office between 7:50 am and 8:00am In emergency or unforeseen circumstances, the Principal or his/her designee may dismiss a student upon parent request.
- If a student whose name does not appear on the daily attendance has been absent from class, teachers must report the absence to the main office. Teachers must notify the attendance secretary if a student who is present is marked absent on the daily attendance.
- When in the hallways during class, all students need to have a pass. If another student is using the classroom pass, students need to wait until it is available unless special circumstances allow the student to leave the classroom, e.g. IEP or 504 accommodations.
- No student may leave school grounds without permission. Leaving without permission will automatically result in disciplinary action.

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**Chgt 'Uej qqrRt qvqeqn'**

- Students are expected to leave the building by 2:50 pm, unless supervised by an adult. Students who stay and are unsupervised will be asked to leave. Unsupervised students will be reported to an administrator and their parents will be called.
- Students who are absent from school may not attend or participate in any extracurricular functions such as intramurals, dances, concerts, or the play, the same day.

**Dcemrcemu'cpf 'Nqengt u'**

1. Book bags of any kind may not be used during the school day. After receiving their schedules, students are advised to develop a plan to return to their lockers at strategic times to ensure that they arrive in classes on time with all of the materials they need and without being overburdened. When classes are in session, students may not use their lockers unless they have a pass from the teacher.
2. Lockers are the property of the school and are subject to inspection at any time. Due to fire code regulations, decorating the exterior of the locker is not permitted.

**Ftguu'**

Students' dress should be appropriate for school activities. Students may not wear clothing which significantly distracts from the school's purposes or routines. Students may not wear clothing that has writing or symbols which may cause disruption or be offensive to others, including clothing that promotes drug or alcohol use. Outer clothing such as hats and jackets may not be worn during the school day. Students are to wear supportive sneakers and clothing that permits freedom of movement during physical education classes.

**Pqp/Fketo kpcvqp''**

The Lexington Public Schools does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation or disability in its programs and activities. The Human Resources Director will handle inquiries regarding the non-discrimination policy.

**8]gVd`]bUfmDc`]VYg`**

Cmluwf gpw'et'g'zrgev'f 'v'eqpf wev'ij go ug'xgu'kp'c'b cppgt 'vj cv't gh'gewu'cp'w'pf gt uw'cpf kpi 'qh'ij glt '' t gur qpukdk'k'gu'c'u'b go dgt u'q'hi'ij g'Lqpcu'E'ict ng'O kf f rg'Uej qqr'eqo o wplw' 'cpf 'vj g't'k' j w'q'hi'ij gt '' uw'f gpw' 'l'cew'f 'b go dgt u'c'pf 'x'k'k'sqt u'v'q'hw't 'te'j qqr'U'gg'E qp'uw'k'w'k'qp'q'hi'E'ct kpi +'X'k'qr v'k'qp'u'q'hi'ij qqr' qt 'e'ic'ut qgo 't w'gu'et'g'c'v'g'c'p'w'puc'h'g'p'x'k' qpo gpv'c'pf 'j c'x'g'c' 'p'gi c'v'k'g'k'o r'cev'qp'c' 'uw'f gpw'c'd'k'k'f 'v'q'' r't q'k'k'ht qo 'g'f we'c'v'k'p'c'n'g'z'r g't l'g'p'eg'u'f'

Following is a list of **Dcule** **T w'gu** and subsequent consequences for those behaviors. Students should be aware that the list does not attempt to state every type of behavior that may result in disciplinary consequences.

Federal and state law provide certain procedural rights and protections relating to discipline of students who have been identified under such laws as having special needs based upon a disability. A copy of these rights may be obtained from the Assistant Principal.

Students should be aware that the school department will report any suspected criminal activity to the school resource officer, the police department, and will cooperate with the police in their investigations. For more detailed policies and state legal requirements relating to student conduct, disciplines, and procedures, see Appendix 2.

### **Dgj cxlqt 'Eqpugs wpegu'**

Administration works to match the consequence with each situation.

Consequences can range from:

- Parent Notification
- Administrative Detention (morning, lunch, or after-school)
- Loss of Computer Privilege
- Hearing with the student, parent and an administrator.
- Repeat occurrences can lead to suspension
- Short term or long term in-school or out-of-school suspension from School
- Expulsion (i.e. permanent exclusion) from School

### **Cfo lplut cxlqg'Fgygvkqp''**

- Administrative detention will be assigned by the principal or assistant principal who will inform the student of this obligation.
- Detention will be held in the main office, from 2:55 to 3:30.
- If a student fails to meet this obligation, parents will be notified.
- Detention will be a silent experience.
- An administrative detention will supersede athletic events, practices, or other school-related activities.

### **Uwur gpukqu''**

Suspensions may be short term or long term. Short-term suspension means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less.

Long-term suspension means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year.

Suspensions may also occur in-school or out-of-school. In-school suspension is the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Long-term suspension means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his/her discretion, allow a student to serve a long-term suspension in school.

During the course of any suspension, a student is ineligible to participate in any school-related activities, including athletic activities. The student and his/her parents are expected to meet with a school administrator prior to the student's return to class. During the course of an out-of-school suspension, a student can not be on school premises.

Due Process is explained in detail in Appendix 2.

## **Basic Rules**

**1** Harassment such as bullying, name-calling, teasing, ridiculing, displaying offensive graffiti, intimidating, threatening, or discriminating is not acceptable. Tell individuals behaving in a disrespectful manner towards you or someone else that you want them to stop. Report the behavior if it does not stop. Ignoring these situations is unacceptable.

**2** Fighting and inappropriate physical contact (pushing, hitting, kicking, etc.) is forbidden. Someone may be hurt.

**3** Students must treat adults with respect. The school will not tolerate a student being rude to an adult, for example, ignoring, talking back, or engaging in other negative behavior.

**4** You are expected to use the hallways and other areas of the school in a calm and orderly manner. Some of the behaviors that are inappropriate to a school setting are: running, loudness, yelling, use of inappropriate language, "just fooling around," and hugging. These behaviors are unsafe and inappropriate in school.

**5** You may not go into anyone's personal property or into lockers assigned to others, or damage the school's or anyone else's property. This includes "popping lockers". You may not go into anyone else's computer files.

**6** You may not skip school, leave school grounds without permission during the day, cut classes or arrive tardy to school/class.

**7** Students need to come to class fully prepared with all materials and resources expected to ensure success.

**8** The use of handheld electronic devices in the school, or other items that do not serve an educational purpose, are forbidden.

**9** Possessing, using, distributing, or being under the influence of tobacco products, alcohol, or controlled substances on school premises; or having a lighter, incendiary device or dangerous weapon on school premises is unacceptable and forbidden.

**10** Students' dress should be appropriate for school activities. Inappropriate clothing such as bare midriffs, blouses that are very low cut, thin-strapped tops, excessively short shorts or skirts and clothing displaying messages and images that are inappropriate for school are not acceptable. Outer clothing such as hats and jackets may not be worn during the school day.

**Vt c pur qt wvkqp 'Kphqt o cvkqp''**

**Gzegtrv'ltgo 'VTCPUROTVCVKQP 'RONKEJ 'OH'VJ G'NGZKPI VOP 'RWDNKE'UEJ QONU''**

1. School children in grades K-6 shall be transported without charge if they live two miles or more from the school to which they are assigned.
2. Students who are not entitled to transportation between home and school free of charge may purchase a ticket to ride the bus for the school year in accordance with rates approved by the Lexington School Committee.
3. Distances will be measured from the sidewalk or public way in front of or nearest to the homeowner's property, to the closest entrance door of the school to the homeowner's property
4. The responsibility of escorting children across the street when sidewalks are only on one side and/or where the bus stop is on the opposite side of the street shall rest with the parents of the child involved.
5. The procedure of handling behavior problems, including bad language, on school buses shall be published in each student handbook.

**Tgi wrcvkqp'ltqt 'O k f r g'Uej qqrDwu'Uwfgpwu''**

The school discipline code is in effect during all school-sponsored activities including, but not limited to, transportation. Consequently, violation of the school's discipline code on the bus or when loading or unloading may result not only in removal from the bus but also exclusion from school, up to and including expulsion.

The procedure for handling behavior problems, including bad language, on school buses shall be as follows:

- A. First Offense - A letter shall be sent from the principal or designee to the student's parents advising the parents of the misbehavior.
- B. Second Offense - Bus privileges may be revoked for a two-week period and parents shall be so notified by the principal or designee of the school the student attends.
- C. Subsequent Offenses - The school may revoke bus privileges for any subsequent offenses.

**CVUEJ QQN''**

- Walk to the bus line after the bus has arrived
- Whenever possible, stay on the sidewalk or patio while walking to the bus

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**QP'VJ G'DWU''**

- Find a seat on the bus quickly
- No saving seats
- Do not block the aisle
- 2-3 students are permitted in a seat
- Stay seated while the bus is moving. Wait until it stops before getting up
- Keep hands and all articles in the bus
- Open windows only with the permission of the driver
- Use good language on the bus

- Be respectful to the bus driver

***CV'VJ G'DWUUVQR''***

- Students and their parents are responsible for being at the bus stop on time.
- Students and their parents are responsible for the students' safety and conduct at the bus stop.

***HOT'UVWFGPVUY J O'FO'POV'VCMG'UEJ OON'DWUGU''***

Parents who drive students to and from school may use the parking lots by the tennis courts or the lower parking lot (running along the brook). **Rgcu'f q'p'q'wug'vj g'd'cent'pvt cpeg'q'f'vj g't'ej q'q'xl'c' Cngp'U'g'gv'+' hqt f t q' r l'pi 'q'f'f'q'f' r' len'pi 'wr 'u'wf g'pvu** For safety reasons, Stedman Road is closed to all traffic and will only be used by school buses for both drop-off and pick-up. The area designated for drop-off and pick-up of students arriving by car is located along the side of the building near the front and gymnasium entrance. Please be sure not to block the handicapped spaces during drop-off and pick-up and cars should pull up as far as possible towards the gymnasium entrance.

Bike racks are located in front and rear of the school. In the front of the school, bike racks are located outside the new entrance to the gymnasium, along the side of the school. Students who approach the school from Brookside Avenue should use the sidewalk along the brook taking them over the pedestrian bridge. In the rear of the school, bike racks are located outside the classrooms, along the pathway from Stedman Road.

In the interest of safety...

- once on the sidewalk, students should walk their bikes to the bike rack
- students may not use skateboards, scooters, etc. on school property

Crossing guards are posted at the intersection of Waltham Street and Brookside Avenue and on Marrett Road at the entrance to the Stedman Path.



## **Cr r gpf kz '3"** **Ngz lpi vqp 'Rwdile 'Uej qqm'I wlf grlpgu'Hqt 'Uwf gpv'Kpvt pgv'Wug''**

Lexington Public Schools “Uwcpf ctf u'Hqt 'Ceegr wcdng'Wug'qh'Vgej pqmi {” : <http://goo.gl/BM0iuc>  
Lexington Public Schools "Rcf 'Wugt 'I wlf g'ht '! vj 'I tcf gt u'": <https://goo.gl/XkgA6H>

The Lexington Public Schools offer Internet access at each school. The sole purpose of this Internet access is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. All uses of Lexington's Internet access (like all other uses of Lexington's computer facilities) must be in support of and consistent with these educational objectives. All students who use Lexington's Internet access are expected to read these Guidelines and/or to take part in a discussion of the Guidelines with a teacher. Adherence to the Guidelines is a condition for a student's privilege of Internet access.

### **Vj g'Kpvt pgv''**

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential is boundless. Because of its broad reach, however, the Internet also contains the potential for abuse. These Guidelines are intended to help ensure that students use this valuable resource in a safe and appropriate manner.

### **Uwf gpw)'Kpf klf wcn'T gur qpudkklf ''**

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Every student is expected to take individual responsibility for his or her appropriate use of the Internet.

### **Kpvt pgv'Ceegu'Kic' 'Rt kklgi g''**

For both levels of access, Internet access through the Lexington Public Schools is a privilege, not a right. A student's access may be canceled by school officials if this privilege is abused. Inappropriate conduct on the Lexington Public Schools' Internet access will also be subject to disciplinary action, in conformity with the Lexington Public Schools' Policy on Student Conduct and Discipline (see Appendix 5) and the disciplinary policies of individual schools.

### **Cf o lplmt cvqt u)'Ceegu'iq'Uwf gpv'Hagu''**

All student email files and other Internet files and records may be accessed and examined by administrators for educational and administrative purposes, including the need to ensure that these Internet Guidelines are being adhered to. Administrators will also cooperate in providing access to student email and Internet files and records to law enforcement authorities. Students should not assume that uses of the Lexington Public Schools Internet access will be private.

### **Rgt uqpenUchgvf ''**

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. The Lexington Public Schools cannot screen the Internet for such inappropriate uses. Therefore, students must be cautious and prudent about supplying personal information and arranging personal meetings. In particular, students should never arrange a

personal meeting with a person who was met online without their parents' or guardians' knowledge and approval. Students should promptly inform their teacher or school administrator of any online communication that the student feels is threatening, harassing, or otherwise inappropriate.

### **U{ ugo 'Ugewt k{ 't{pf 'Tguqwt eg'Nko ku'**

Students are expected to follow procedures and guidelines that are issued in order to ensure the security of the Lexington Public Schools' computer system and to respect its resource limits. These include any downloading guidelines and virus protection procedures that may be issued.

### **Pgy qt mlGvls wgwg''**

Students are expected to learn and to abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include common courtesy, politeness, and the avoidance of vulgar language.

### **Wpcegr wdig'Wigu'**

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The following uses of the Lexington Public Schools' Internet access are unacceptable:

1. Posting private or personal information about another person.
2. Attempting to log in through another person's email account or to access another person's files.
3. Accessing or transmitting obscene or pornographic material.
4. Posting chain letters or engaging in "spamming." ("Spamming" means sending annoying or unnecessary messages to large numbers of people.)
5. Engaging in sexual harassment. The Lexington Public Schools Sexual Harassment Policy, which is included in the individual schools' handbooks, is applicable to Internet conduct.
6. Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, intimidate, or harass any other person; or that violate any other laws.
7. Plagiarism. "Plagiarism" means the taking of material created by others and presenting it as if it were one's own.
8. Infringing copyrights. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner.
9. Participating in commercial activities that are not directly related to the educational purposes of the Lexington Public Schools.

### **Fkæc lo gt 'q{Nlc dks{ ''**

The Lexington Public Schools disclaim all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.

### **Ej cpi gu'lp'vj g'I wlf grlpgu'**

The Lexington Public Schools reserve the right to change these Guidelines at any time.

**Chapter 71A, Section 37H**  
**Massachusetts General Laws Chapter 71, section 37H**

Massachusetts General Laws Chapter 71, section 37H requires that all student handbooks contain the following provisions:

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-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.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

**Uwf gpw'lj qwf 'pqv'vj cv'vj g'f ghpkkp'qhdccwno'lpnwf gu'pqv'qprf 'j ct o hwlqt 'qhpukg'eqpcev.'dww' cnu'vj tgcvgplpi 'lwej 'eqpcev0'**

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**Cf f lkpncf .lwf gpw'lj qwf 'dg'cy ctg'vj cv'vj g'lgf gt cniI wp'Ht gg'Uej qqr/Cev'b cpf cvgu'vj cv'cp{ " uwf gpv'y j q'dt lpi u'c'ht gct o 'vq'tej qqrldg'g'zr gmgf 'hqt 'c'b lolo wo 'qhdppg'f gct.'y kj 'gzegr vkpu' i t cpvgf 'qprf 'd{ 'vj g'Uwr gt lpgpf gpv0Wpf gt 'vj kr'Cev.'c'ht gct o 'lpnwf gu'pqv'qprf 'c'i wp'dww'cnu'cp" g'zr mqkx'f gxleg0'**

**Hemp{ 'Eqo r nlpw'ht 'Eqpxkxkpu'**

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Massachusetts General Laws Chapter 71, section 37H 1/2 provides that:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

(3) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of

residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

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### **Rt qegf wt criF wg'Rt qegui'**

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A student will not be excluded from school without being afforded appropriate due process as set

forth below. If, however, a student's continued presence in school poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's, judgment there is no alternative available to alleviate the danger or disruption, a student who is charged with a disciplinary offense may be removed temporarily from school before receiving due process pursuant to an Emergency Removal (see below for more information).

**IKp/Uej qqrUwur gpukqp0**An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension.

The Principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to such due process procedures.

**IKUj qt v'Vgt o . 'Qww/qh/Uej qqrUwur gpukqp0**Except in the case of an Emergency Removal (see below), prior to imposing a short term out-of-school suspension (10 days or less in a school year) for conduct not

covered by M.G.L. c.71,§37H and 37H ½, an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

1. **P qvleg** The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:

- A. the disciplinary offense;
- B. the basis for the charge;
- C. the potential consequences, including the potential length of the student's suspension;
- D. the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- E. the date, time, and location of the hearing;
- F. the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and parent.

2. **Ghhqt w'v'q'kpxqng'Rct gpv** The administrator will make reasonable efforts to notify the parent of the opportunity to attend the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

3. **Hqto cv'qhl'J gct lpi** The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. **Fgekukqp** The administrator will provide written notice to the student and parent of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

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**HKNqpi 'Vgt o 'Uwurgpukqp'**

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Except in the case of an Emergency Removal provided on page [ ], prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. **'Pqyleg:** The notice will include all of the components for a short-term suspension in Section C above, plus the following: In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;

- A. The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- B. The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- C. The right to cross-examine witnesses presented by the school district;
- D. The right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
- E. The right to appeal administrator's decision to impose long-term suspension to the superintendent.

20**Hqto cv'qh'J gctlpi** <The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. **Fgclukqp** <Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

- 1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- 2. Set out the key facts and conclusions reached;
- 3. Identify the length and effective date of the suspension, as well as a date of return to school;
- 4. Include notice of the student's opportunity to receive educational services to make academic progress during the period of removal from school (if more than 10 cumulative days);
- 5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
  - a. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or



- parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
- b. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will extend beyond the end of the school year in which such suspension is imposed.

### **XXOGZr wukqp''**

Students are subject to expulsion (i.e. permanent exclusion) by the Principal for the conduct listed below. (See also, M.G.L. ch. 71, §§37H at page [ ])

- Possession of a dangerous weapon\*
- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)
- Assault on teachers, administrative staff or other educational personnel

\*This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute "dangerous weapons", administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student's possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.)

Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, §37H1/2.

Any student who is removed from school for a disciplinary offense under G.L. c.71, §37H or §37H1/2 for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, and will be so informed at the time of the suspension/expulsion.

### **RTQEGFWTGU'CCRNE'CDNG'VQ'EQPFWE'VE'EQXGTGF'DI 'O'Q'ONOE093.'E59J 'CPF'59J ''**

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2)

shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.

2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.
3. A letter will be mailed to the parent/guardian of the suspended student stating:
  - a) The reason for the suspension
  - b) A statement of the effective date and duration of the suspension
  - c) A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate.

**GZEGRVKQP 'HOT'GO GTI GPEI 'TGO QXCN'**

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Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent as provided in Section C or D above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

**CRRGCN'VO'VJ G'UWRGTIP VGPF GPV'**

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If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

**Crr gpf k'5"**  
**Tli j v'qhl'Ceegu'c'p'f 'Ncy u'Tgi ct f lpi 'Ugz wcn'J ct cuo gpv'**

Ocucej wugwu'I gpgt c'n'Ncy u'Ej cr vgt '98. 'ugev'k'p'7' \*eqo o qpr' 'hpqy p' 'cu' \$Ej cr vgt '844\$-c'p'f 'v'j g' "Ej cr vgt '844' Tgi w'c'v'k'p'u' \*825' EOT' 48Q2+ 'eqp'w'k'p' 'r't q'x'k'k'q'p'u'f' g'uki p'g'f 'v'q' \$k'p'u'w' g' 'v'j g' 't' k' j v'q'hl' c'ee'g'u' 'v'q' 'v'j g' 'r'w'd'r'k'e' 'u'e'j q'q'u' 'q'hl'v'j g' 'E'q'o o q'p'y g'c'n'j 'c'p'f 'v'j g' 'g's'w'c'n'g'p'l'q'f' o g'p'v' 'q'hl'v'j g' 'q'r'r'q't'w'p'k'k'g'u' "c'f'x'c'p'w'i' g'u' 'r't'k'k'g'i' g'u' 'c'p'f' 'e'q'w't' u'g'u' 'q'hl'w'w'f' { 'c'v' 'u'e'j 'u'e'j q'q'u' 'y' k'j q'w' 't' g'i' c't'f' 'v'q' 't' c'eg. 'e'q'r'q't. 'u'g'z. "t'g'r'k'i' k'q'p. 'p'c'v'k'q'p'c'n'l'q't' k'i' k'p' "q't' 'u'g'z'w'c'n'l'q't' k'g'p'w'c'v'k'q'p'0' "

Ugz wcn'j ct cuo gpv'k'p' 'r'w'd'r'k'e' 'u'e'j q'q'u' 'k'u' 'u'g'z' 'f' k'u'e't' k'o' k'p'c'v'k'q'p. 'c'p'f' 'v'j g't' g'hl't' g' 'k'u' 'r't' q'j' k'k'k'g'f' 'd'f' 'h'g'f' g't' c'n' 'c'p'f' 'u'w'c'v'g' 'r'c'y' u'OV'k'g' 'KZ' 'q'hl'v'j g' 'h'g'f' g't' c'n' 'G'f' w'c'v'k'q'p' 'C'o' g'p'f' o' g'p'u' 'q'hl'3; 94' \*42' 'W'U'U'E'0'3'8: 3+ 'u'w'c'v'g'u' 'S'P'q' "r'g't' u'q'p' 'k'p' 'v'j g' 'W'p'k'g'f' 'U'w'c'v'g'u' 'i'j' c'm' 'q'p' 'v'j g' 'd'c'u'k'u' 'q'hl'u'g'z. 'd'g' 'g'z'w'w'f' g'f' 'h't' q'o' 'r'c't' w'k'e'r' c'v'k'q'p' 'k'p. 'd'g' 'f' g'p'k'g'f' "v'j g' 'd'g'p'g'k'u' 'q'hl' 'q't' 'd'g' 'i'w'd'l' g'e'v'g'f' 'v'q' 'f' k'u'e't' k'o' k'p'c'v'k'q'p' 'w'p'f' g't' 'c'p'f' { 'g'f' w'c'v'k'q'p' 'r't' q'i' t'c'o' 'q't' 'c'v'k'k'k'f' 't' g'e'g'k'k'p'i' "h'g'f' g't' c'n' 'h'k'p'c'p'k'c'n'c'w'k'w'c'p'eg' \$'K'p' 'c'f'f' k'k'q'p. 'O'c'u'o' 'O'I' g'p'g't' c'n' 'Ncy' u' 'E'j' c'r'v'g't' '3'7'3'E. 'u'g'z'w'c'n' '4' \*i' 'u'w'c'v'g'u' "v'j c'v' \$'k'v' 'i'j' c'm'd'g' 'c'p' 'w'p'k'c't' 'g'f' w'c'v'k'q'p'c'n'l' 'r't' c'v'k'g' 'h'q't' 'c'p' 'g'f' w'c'v'k'q'p'c'n'l' 'k'p'u'k'w'w'k'q'p' 'v'q' 'u'g'z'w'c'n'f' 'j' c't' c'u'w' "u'w'f' g'p'u' 'k'p' 'c'p'f' 'r't' q'i' t'c'o' 'q't' 'e'q'w't' u'g' 'q'hl'w'w'f' { '0' "

Vj g'Ngz'k'p'i' v'q'p' 'R'w'd'r'k'e' 'U'e'j q'q'u' 'k'u' 'e'q'o o k'w'g'f' 'v'q' 'o' c'k'p'w'c'k'p'k'p'i' 'c'p' 'g'p'x'k' q'p'o' g'p'v' 'h't' g'g' 'q'hl'j' c't' c'u'o' g'p'v' 'd'c'u'g'f' 'q'p' 'i' g'p'f' g't' 'q't' 'u'g'z'w'c'n'l'q't' k'g'p'w'c'v'k'q'p' 'q'p' 'u'e'j q'q'n' 'r't' q'r' g't' v'f' "c'p'f' 'c'v' 'u'e'j q'q'n' 'u'r' q'p'u'q't' g'f' "g'x'g'p'u'0' "J' c't' c'u'o' g'p'v' 'd'f' "c'f' o' k'p'k'm't' c'v'q't' u' 'e'g't' w'k'k'g'f' "c'p'f' 'u'w'r' r'q't' v' 'r't' g't' u'q'p'p'g'n' 'x'g'p'f' q't' u'c'v' 'u'e'j q'q'n' 'l'q't' 'u'e'j q'q'n' 'u'r' q'p'u'q't' g'f' "g'x'g'p'u' 'k'u' 'w'p'r'c'y' h'w'l'c'p'f' 'k'u' 'u'w'k'w'w'f' 'r't' q'j' k'k'k'g'f' 'O'V'j g' 'N'g'z'k'p'i' v'q'p' 'R'w'd'r'k'e' 'U'e'j q'q'u' 't' g's'w'k' g'u' 'c'm'l' g'o' r'r'q'f' g'g'u' 'u'w'f' g'p'u' 'c'p'f' 'q'v'j g't' 'k'p'f' k'k'f' w'c'n' 'k'p' 'v'j g' 'u'e'j q'q'n' 'g'p'x'k' q'p'o' g'p'v' 'v'q' 'e'q'p'f' w'w'v'j g'o' u'g'r'x'g'u' 'k'p' 'c'p' "c'r'r't' q'r't' k'c'v'g' 'o' c'p'p'g't' 'y' k'j' 't' g'u'r' g'e'v' 'v'q' 'c'm'l' g'o' r'r'q'f' g'g'u' 'u'w'f' g'p'u' 'c'p'f' 'q'v'j g't' 'o' g'o' d'g't' u' 'q'hl'v'j g' 'u'e'j q'q'n' 'e'q'o o' w'p'k'f' 'O'J' c't' c'u'o' g'p'v' 'k'p' 'c'p'f' 'h'q't'o' 'q't' 'h'q't' 'c'p'f' 't' g'c'u'q'p' 'd'c'u'g'f' 'q'p' 'i' g'p'f' g't' 'q't' 'u'g'z'w'c'n'l'q't' k'g'p'w'c'v'k'q'p' 'k'u' "u'w'k'w'w'f' 'r't' q'j' k'k'k'g'f' 'O'V'j k'u' 'k'p'e'n'f' g'u' 'j' c't' c'u'o' g'p'v' 'q'hl'c' 'i'w'd'q't' f' k'p'c'v'g' 'd'f' "c' 'u'w'r' g't' x'k'u'q't. 'c'o' q'p'i' 'u'w'c'h' "d'g'y' g'g'p' 'u'w'c'h'l'c'p'f' 'u'w'f' g'p'u' 'q't' 'c'o' q'p'i' 'u'w'f' g'p'u'0' "

Y j c'v' 'q'p'g' 'r'g't' u'q'p' 'o' c'f' "e'q'p'k'f' g't' 'c'ee'g'r' w'c'd'g' 'd'g'j' c'x'k'q't' 'o' c'f' 't' g'c'u'q'p'c'd'r'f' 'd'g' 'x'k'g'y' g'f' 'c'u' 'u'g'z'w'c'n' "j' c't' c'u'o' g'p'v' 'd'f' "c'p'q'v'j g't' 'r'g't' u'q'p' 'O'V'j g't' g'hl't' g'. 'k'p'f' k'k'f' w'c'n' 'u'j' q'w'f' 'e'q'p'k'f' g't' 'j' q'y' 'v'j' g'k't' 'y' q't' f' u' 'c'p'f' "c'v'k'q'p'u' 'o' c'f' 'd'g' 't' g'c'u'q'p'c'd'r'f' 'x'k'g'y' g'f' 'd'f' 'q'v'j g't' u'0' "

**F'g'hl'p'k'k'q'p' "**

Ugz wcn'j ct cuo gpv'k'p'e'n'f' g'u' 'u'g'z'w'c'n' 'c'f' x'c'p'eg'u' 't' g's' w'g'u' 'h'q't' 'u'g'z'w'c'n' 'l'c'x'q't' u' 'c'p'f' 'l'q't' 'q'v'j g't' 'x'g't' d'c'n' 'c'p'f' "r'j { 'u'k'c'n' 'e'q'p'f' w'w'v' 'q'hl'c' "u'g'z'w'c'n' 'p'c'w'w't' g' 'y' j' g'p' < "

30 Cee'g'r'w'c'p'eg' "q'hl' 'q't' "u'w'd'o' k'u'k'q'p' "v'q' "u'w'e'j "e'q'p'f' w'w'v' 'k'u' "o' c'f' g' "g'k'j' g't' "g'z'r' 'r'k'e'k'r'f' "q't' "k'o' r'r'k'e'k'r'f' "c' "v'g't'o' "q't' "e'q'p'f' k'k'q'p' 'q'hl'c'p' 'k'p'f' k'k'f' w'c'n' 'u' "g'o' r'r'q'f' o' g'p'v' 'q't' 'g'f' w'c'v'k'q'p'0' "

40 U'w'd'o' k'u'k'q'p' "v'q' "q't' "t' g'l'g'e'v'k'q'p' "q'hl' 'u'w'e'j "e'q'p'f' w'w'v' 'd'f' "v'j g' "k'p'f' k'k'f' w'c'n' 'k'u' "w'u'g'f' "c'u' "c' "d'c'u'k'u' "h'q't' "g'o' r'r'q'f' o' g'p'v' 'q't' 'g'f' w'c'v'k'q'p'c'n'l'f' g'e'k'k'q'p'u' 'c' 'h'g'e'v'k'p'i' "v'j k'u' 'k'p'f' k'k'f' w'c'n'0' "

50 U'w'e'j "e'q'p'f' w'w'v' 'j' c'u' 'v'j g' 'r'w't' r' q'u'g' 'q't' "g'hl'g'e'v' 'q'hl'w'p't' g'c'u'q'p'c'd'r'f' 'k'p'v'g't' h'g't' k'p'i' 'y' k'j' "c'p' 'k'p'f' k'k'f' w'c'n' 'u' "y' q't' m'l'q't' 'g'f' w'c'v'k'q'p'c'n'l' r'g't' h'q't' o' c'p'eg. 'k'p'e'n'f' k'p'i' "r'c't' w'k'e'r' c'v'k'q'p' 'k'p' "g'z'v't' c'w'e't't' k'w'w't' "c'v'k'k'k'g'u' "d'f' 'e't' g'e'v'k'p'i' 'c'p' 'k'p'w'o' k'f' c'v'k'p'i' . 'j' q'u'w'k'g' 'q't' 'q'hl'g'p'u'k'x'g' 'y' q't' m'l'q't' 'u'e'j q'q'n' 'g'p'x'k' q'p'o' g'p'v'0' "

"  
 J ct cuuo gpv'kpenf gu'imej 'vj kpi u'cu't go ct mu 'i guwt gu'qt 'rj {ukec n'eqpvc ev.'y t k kpi 'r rcegf "qp"  
 uej qqr't qr gt v'qt 'vj g'f kur rc { "qt "ekt ewrc vkp "qhl'y t k wgp "b cvgt kcu'qt 'r kewt gu'f gt qi cvqt { "vq"cp"  
 kpf kxf wcn'u'i gpf gt "qt "ugz wcn'qt kgpvc vkp 0Y j cv'eqpukwngu'ugz wcn'j ct cuuo gpv'ku'dcugf "wr qp"  
 t gc uqpc dng'r gt egr vkpu'qhl'y g'eqo rrc kpcpv't cvj gt 'vj cp 'vj g'kpv'p'qhl'y g'c ngi gf 'j ct cuugt 0'  
 "

**Tgr qt v'kpi 'ugz wcn'j ct cuuo gpv'**

**Uwf gpw<**

Uwf gpw'y j q'dgrkxg'vj cv'vj g' {ct g'xkewo u'qhl'j ct cuuo gpv'ij qwf "tgr qt v'imej "qeewt t gpegu'vq" c"  
 vgej gt. "eqwpugrqt 'qt "cf o kpkat cvqt 'y j q'k'wtp'y knlpqv'k'c"eqo rrc kpv'o cpci gt "0t 0Y gwuqpg'qt "  
 Ou0Dctt/Pi + "qt "uwf gpw'o c { "tgr qt v'f k gev' "vq"eqo rrc kpv'o cpci gt u0P qv'eg'qhl'gcej "uej qqr'u"  
 eqo rrc kpv'o cpci gt u. 'y j qug't qrg'ku'f g'kpgf "dgrqy . 'y knldg'r quwgf 'k'c "rt qo kpgpv'iqec vkp 'k'p"gej "  
 uej qqr0'

**Go r r q { ggu<**

Cn'Ngz kpi vq "Uej qqr'U'wgo "go r r q { ggu'o wu't gur qpf "vq'uwf gpw)'eqo rrc kpu'qhl'j ct cuuo gpv'd { "  
 pqv'k'kpi 'vj g'dw'k'f kpi 'rt kpek cn'qt "crr qkv'gf "eqo rrc kpv'o cpci gt u0Vj g' { "o wu'cny c { u'vcng'gxgt { "  
 tgr qt v'qhl'ugz wcn'j ct cuuo gpv'ugt kvu'f 0'  
 "

Go r r q { ggu'y j q'dgrkxg'vj cv'vj g' {ct g'y g'xkewo u'qhl'j ct cuuo gpv'ij qwf "tgr qt v'imej "qeewt t gpegu'vq"  
 vj gk 'ko o g'kcv'g'w'gt xkuqt 'qt "Gswcn'Qrr qt wpk'f "Eqqt f kpcvqt . 'Vj g'hqny kpi 'r gt uq'j cu'dggp"  
 f guki pcv'f "cu'vj g'Gswcn'Qrr qt wpk'f "Eqqt f kpcvqt <'  
 "

Fk gev'qt 'qhl'J wo cp "Tguqwt egu. 'Ngz kpi vq "Rwdrke "Uej qqr'u'368 "O cr ng "Ut ggv. 'Ngz kpi vq. "O C'24642"  
 "

**Kpxgu'ki cv'kq Kcev'kq<**

Vj g'Ngz kpi vq "Rwdrke "Uej qqr'u'y knlp'xgu'ki cv'g'c n'eqo rrc kpu'qhl'j ct cuuo gpv'U'wej 'kpxgu'ki cv'kq"  
 o c { 'kpenf g'f kuwuk'qpu'y kj "cml'p'xq'ng'f "r ct v'ku. 'f gpw'k'ec vkp "cpf "s wgu'k'q'kpi "qhl'y kpgu'gu. "cpf "  
 qvj gt "crr t qrt kcv'g'cev'k'pu'0Tgr qt u'qhl'ugz wcn'j ct cuuo gpv'cpf "t gr cv'f "kpl'qt o cv'kq "y knldg'ng'v"  
 eqp'k'f gp'kcn'v'q'vj g'gz'v'p'v'eqpukw'p'v'y kj 'vj g'uej qqr'u'qdr'ki cv'k'pu'w'p'f gt 'rcy "cpf "vj g'eq'ng'ev'k'g"  
 d'cti c'k'kpi "ci t ggo gpv'0'  
 "

Gcej "dw'k'f kpi "Rt kpek cn'y knl'crr qkv'v'y q'qt "o qt g'eqo rrc kpv'o cpci gt u. "cv'ig'cu'w'qpg'lt qo "gej "  
 i gpf gt 0 "Rt kpek cn'u'o c { "cnuq'ugt xg'cu'eqo rrc kpv'o cpci gt u'vj go ug'x'gu'0 "Vj g'eqo rrc kpv'o cpci gt u"  
 u'j c n'ldg't gur qpuk'ng'lt "kpxgu'ki cv'kpi "eqo rrc kpu'qhl'j ct cuuo gpv. "eqo o w'p'k'ec vkpi "y kj "vj g'Rt kpek cn"  
 t g'eqo o gpf kpi "f k'ek'rk'p'g'cu'c "eqp'ugs w'p'eg'qhl'j ct cuuo gpv. "cpf "k'k'kpi "tgr qt u'v'y kj "vj g'Gswcn'  
 Qrr qt wpk'f "Eqqt f kpcvqt 0E qo rrc kpv'o cpci gt u'y knl'c'w'p'f "t c'k'k'kpi "l'gu'k'q'pu'cpf "y qt m'ij qru'cu"  
 f k' gev'f 0P qv'eg'qhl'gcej "uej qqr'u'eqo rrc kpv'o cpci gt u'y knldg'r quwgf 'k'c "rt qo kpgpv'iqec vkp 'k'p"gej "  
 uej qqr'0'k'ij g'Ngz kpi vq "Rwdrke "Uej qqr'u'f g'vgt o k'p'gu'vj cv'j ct cuuo gpv'j cu'qeewt t gf. "k'y knl'vcng"  
 crr t qrt kcv'g'cev'k'q'p'v'q'g'pf "vj g'j ct cuuo gpv'0U'gru'y j ke'j "o c { "dg'vcng'p'k'penf g. "co qpi "qvj gt u."  
 y ct p'kpi u. "uw'ur gpuk'q'pu. "gz'ew'uk'q'p'lt qo "uej qqr't gr cv'f "cev'k'x'k'ku. "cpf "gz'r wuk'q'p'lt qo "uej qqr'lt "  
 f kuo ku'cn'lt qo "go r r q { o gpv'0F k'ek'rk'p'ct { "cev'k'q'p'v'y knldg'w'udl'gev'v'q'crr r'k'ec dng'rt q'eg'f wt cn'  
 t gsw'k' go gpv'0Cp { "w'c'hl'o go dgt "qt "uw'f gpv'y j q'ku'f ku'c'v'k'k'g'f "y kj "vj g't gu'w'u'qt "rt qi t gu'u'qhl'y g"

Uej qqnu'kpxguki cwkqp'o c{ 'f'kuewu'j kulj gt 'f'kuuc'kukc'evkqp'f'kt'gevf 'y'kj 'y'g'dwkwf'kpi 'Rtkpekr'cn'y'g'  
Gs wcn'Qrr'qt'wpl'kf 'Eqqt'f'kpc'vqt. 'qt' 'y'g'Uwr'gt'kpv'gpf'gpv'qhl'Uej'qqnu' 'qt' 'j' kulj'gt' 'f'guki'pggO'  
"

Wpf'gt' 'egt'wkp' 'ekt'ewo'wcp'egu. 'j'ct'cuuo'gpv'qhl'c' 'l'wvf'gpv'o'c'f' 'eqpuk'wmg' 'ej'kf' 'c'dwug'w'p'f'gt' "  
O'cuucej'wugwu'rcy. 'O'cuu'OI'gp'ONcy'u' 'Ej'033; . 'Uge'073'COVj'g'Ngz'kpi'vqp' 'Rwdrke' 'Uej'qqnu' 'y'kn'le'qo'rr'f' "  
y'kj' 'O'cuucej'wugwu'rcy' 'kp' 't'gr'qt'v'kpi' 'l'w'ur'ge'v'gf' 'ec'ugu'q'h'lej'kf' 'c'dwug'OVj'g'Ngz'kpi'vqp' 'Rwdrke' 'Uej'qqnu' "  
y'kn'lt'gr'qt'v' 'l'w'ur'ge'v'gf' 'et'ko'k'pc'n'c'ev'k'k'f' 'y'g' 'y'g' 'h'qec'n'r'q'rt'egO' "  
"

Vj'g'Ngz'kpi'vqp' 'Rwdrke' 'Uej'qqn'U'f'wgo' 'wt'i'gu'c'n'l'q'h'l'ku' 'l'w'vf'gp'w'c'p'f' 'go'rr'f'g'gu'v'q' 'dt'kpi' 'c'p'f' 'eq'p'eg't'pu' "  
qt' 'eqo'rr'c'k'p'u'v'q' 'ku'c'w'g'p'v'k'q'p'OVj'g' 'l'w'c'v'g' 'c'i'g'p'ef' 't'g'ur'q'p'uk'd'ng' 'h'qt' "g'p'ht'ek'pi' 'y'g' 'rc'y' 'u' 'r't'q'j'k'd'k'k'p'i' "  
j'ct'cuuo'gpv'ku'v'j'g' 'O'cuucej'wugwu' 'Eqo' o'k'uk'q'p' 'C'i'c'k'p'u'F'k'uet'ko'k'pc'v'k'q'p. 'y'j'k'ej' 'ku' 'h'qec'v'gf' 'c'v'Q'p'g' "  
C'uj'd'w'v'q'p' 'R'r'c'eg. 'D'q'u'q'p. 'O'cuucej'wugwu'OVj'g' 'c'i'g'p'ef' 't'g'ur'q'p'uk'd'ng' 'h'qt' "g'p'ht'ek'pi' 'h'g'f'gt'c'n'rc'y'u' "  
r't'q'j'k'd'k'k'p'i' 'j'ct'cuuo'gpv'ku'v'j'g' 'G's'w'cn'G'o'rr'f'f'o'gpv'Q'r'r'q't'w'p'l'k'f' 'Eqo' o'k'uk'q'p' 'y'j'k'ej' 'ku' 'h'qec'v'gf' 'c'v' "  
Q'p'g' 'E'q'p'i't'g'u'i' 'U't'g'v' 'D'q'u'q'p. 'O'cuucej'wugwu'O' "  
"

### Tgwrkc'v'k'q'p' "

K'ku'w'p'r'c'y' h'w'l'v'q' 't'g'w'r'k'c'v'g' 'c'i'c'k'p'u'c' 'r'g't'u'q'p' 'h'qt' 'h'k'k'p'i' 'c' 'eqo'rr'c'k'p'v'q'h'l'ug'z'w'cn'j'ct'cuuo'gpv'qt' 'h'qt' "  
eq'q'r'g't'c'v'k'p'i' 'kp' 'c'p' 'k'p'x'g'uki'c'v'k'q'p' 'q'h'l'c' 'eqo'rr'c'k'p'v' 'h'qt' 'u'g'z'w'cn'j'ct'cuuo'gpv'O' 'C'eu' 'q'h'l'g'w'r'k'c'v'k'q'p' 'o'c'f' 't'g'u'w'n' "  
k'p' 'ko' o'g'f'k'c'v'g' 'f'k'ue'k'r'k'p'c't'f' 'c'ev'k'q'p' 'w'r' 'v'q' 'c'p'f' 'k'p'em'f'k'p'i' "g'z'r'w'uk'q'p' "qt' 'f'k'uo'k'au'c'n' "g'x'g'p' 'k'h'v'j'g' 'w'p'f'g't'f'k'p'i' "  
u'g'z'w'cn'j'ct'cuuo'gpv'ku'p'q'v' 'r't'q'x'g'p'O' 'T'g'w'r'k'c'v'k'q'p' 'ku' 'c'p' 'k'p'f'g'r'g'p'f'g'p'v' 'r't'q'j'k'd'k'k'g'f' 'c'ev'O' "  
"

### Ngic'n'T'gh'gt'g'p'egu' "

V'k'rg' 'X'K'K'q'h'v'j'g' 'E'k'k'i'T'k'i'j'w' 'C'ev'q'h'3; 86" "  
V'k'rg' 'K'Z' 'q'h'v'j'g' 'G'f'w'ec'v'k'q'p' 'C'o'g'p'f'o'g'p'u' 'q'h'3; 94" "  
O'cuu'OI'gp'ONcy'u' <'e'073D' \*r't'q'j'k'd'k'k'p'i' "go'rr'f'f'o'gpv'f'k'uet'ko'k'pc'v'k'q'p' "d'c'ug'f' "q'p' 'i'g'p'f'g't' = 'e'0436' 'u'08E' "  
\*t'k'j'v'v'q' 'd'g' 'h'g'g' 'h'g' 't'q'o' 'u'g'z'w'cn'j'ct'cuuo'gpv' = 'e'08' 'u'07' \*r't'q'j'k'd'k'k'p'i' "g'f'w'ec'v'k'q'p'c'n'f'k'uet'ko'k'pc'v'k'q'p' 'k'p' "  
r'w'd'r'ke' 'u'ej'qqnu' = 'e'083; . 'u'073D' \*r't'q'j'k'd'k'k'p'i' "q'h'l'w'ur'ge'v'gf' 'ej'kf' 'c'dwug' -0Q'v'j'gt' 't'g'r'g'x'c'p'v' 'l'w'c'w'w'g'u'c'p'f' "  
ec'ug'rc'y'O' "  
"

**Crr gpf k'6"  
J c| kpi "**

Section 17 of Chapter 269 of the General Laws states that...

*Y j qgxtg "ku" c "rt kpek r g" qti c p k | g t " q t " r c t v e k r c p v k p " v j g ' e t k o g ' q h j c / k p i " c u ' f g h k p g f " j g t g k p ' u j c m i d g ' r w p k u j g f " d { " c " h k p g " q h ' p q v " o q t g " v j c p " v j t g g " v j q w u c p f " f q m c t u " q t " d l " k o r t k u q p o g p v " k p " c " j q w u g " q h ' e q t t g e v k a p " h q t " p q v " o q t g " v j c p " q p g " { g c t . " q t " d l " d q v j " i w e j " h k p g " c p f " k o r t k u q p o g p v 0 "*

*V j g ' v g t o " \$ j c / k p i \$ " c u ' w u g f " k p " v j k u ' u g e v k a p " c p f " k p " u g e v k a p u " g k i j v g g p " c p f " p k p g v g g p . " u j c m i b o g c p " c p l " e q p f w e v " q t " o g v j q f " q h k p k c v k a p " k p v q " c p l " i w a f g p v ' q t i c p k | c v k a p . " y j g v j g t " q p " r w d r k e " q t " r t k x c v g ' r t q r g t v f . " y j k e j " y k u h w n f " q t " t g e m g u a n f " g p f c p i g t u " v j g ' r j { u k e c n l q t " o g p v c n l j g c n j " q h l c p l " i w a f g p v ' q t " q v j g t " r g t u a p 0 " u w e j " e q p f w e v " u j c m i ' k p e n f g " y j k r r k p i . " d g c v k p i . " d t c p f k p i . " h q t e g f " e c r i k a j g p k e u " g z r q u w t g ' v q " v j g ' y g c v j g t . " h q t e g f " e q p u w o r v k a p " q h l c p l " h q q f . " h s w a q t . " d g x g t c i g . " f t w i " q t " q v j g t " i w d u a c p e g . " q t " c p l " q v j g t " d t w c n l v t g c w o g p v ' q t " h q t e g f " r j { u k e c n l c e v k k l " y j k e j " k u ' h k g r f " v q " c f x g t u g r f " c h g e v " v j g ' r j { u k e c n l j g c n j " q t " u c l h g v l " q h l c p l " i w e j " i w a f g p v ' q t " q v j g t " r g t u a p . " q t " y j k e j " i w d l l g e u " i w e j " i w a f g p v ' q t " q v j g t " r g t u a p . " v q " g z v t g o g " o g p v c n l v t g u u . " k p e n f k p i " g z v g p f g f " f g r t k x c v k a p " q h l u r g g r " q t " t g w ' q t " g z v g p f g f " k u q r c v k a p 0 "*

*P q v y k j u a c p f k p i " c t g " q v j g t " r t q x k u k a p u " q h l v j k u ' u g e v k a p " v q " v j g ' e a p v t c t { . " e a p u g p v ' u j c m i p q v ' d g " c x c h r c d r g " c u " c " f g l g p u g " v q " c p l " r t q u g e w k a p " v p f g t " v j k u ' u g e v k a p 0 "*

*Y j qgxtg "h p q y u " v j c v ' c p q v j g t " r g t u a p " k u " c " x k e k o " q h j c / k p i " c u ' f g h k p g f " k p " u g e v k a p " u g x g p v g g p " c p f " k u " c v ' v j g ' u e g p g " q h l i w e j " e t k o g ' u j c m " v q " v j g " g z v g p v ' v j c v i w e j " r g t u a p " e c p " f q " u q " v k j q w l f c p i g t " q t " r g t k l v q " j k o u g r h l q t " q v j g t u . " t g r q t v i w e j " e t k o g ' v q " c p " c r r t q r t k c v g " r c y " g p h q t e g o g p v " q h l k e c n l c u " u a q p " c u " t g c u a p c d r f " r t c e v k e c d r g 0 Y j q g x g t " h c k u " v q " t g r q t v i w e j " e t k o g ' u j c m i d g " r w p k u j g f " d l " c " h k p g " q h l p q v o q t g " v j c p " q p g " v j q w u c p f " f q m c t u 0 "*

*G c e j " k p i a k w k a p " q h l u g e q p f c t { " g f w e c v k a p " c p f " g c e j " r w d r k e " c p f " r t k x c v g " k p i a k w k a p " q h l r q u a g e q p f c t { " g f w e c v k a p " u j c m i k u a w g " v q " g x g t { " i w a f g p v i t q w r . " i w a f g p v ' v g c o " q t " i w a f g p v ' q t i c p k | c v k a p " y j k e j " k u ' r c t v ' q h l i w e j " k p i a k w k a p " q t " k u " t g e q i p k l g f " d l " v j g " k p i a k w k a p " q t " r g t o k a x g f " d l " v j g " k p i a k w k a p " v q " i w a g " k u " p c o g " q t " h c e k k k g u " q t " k u " h p q y p " d l " v j g " k p i a k w k a p " v q " g z k u " c u " c p " w p c h h k c v g f " i w a f g p v i t q w r . " i w a f g p v ' v g c o " q t " i w a f g p v ' q t i c p k | c v k a p . " c " e q r { " q h l v j k u " u g e v k a p " c p f " u g e v k a p u " u g x g p v g g p " c p f " g k i j v g g p " = r t q x k f g f . " j q y g x g t . " v j c v ' c p " k p i a k w k a p a u " e q o r r k c p e g " y k j " v j k u " u g e v k a p a u " t g s w k t g o g p v u " v j c v ' c p " k p i a k w k a p " k u a w g " e q r k g u " q h l v j k u ' u g e v k a p " c p f " u g e v k a p u " u g x g p v g g p " c p f " g k i j v g g p " v q " w p c h h k c v g f " i w a f g p v i t q w r u . " v g c o u " q t " q t i c p k | c v k a p u " u j c m i p q v " e a p i a k w a w g " g x k f g p e g " q h l v j g " k p i a k w k a p a u " t g e q i p k k a p " q t " g p f q t u g o g p v " q h l u c k f " w p c h h k c v g f " i w a f g p v i t q w r u . " v g c o u " q t " q t i c p k | c v k a p u 0 "*

*G c e j " i w e j " i t q w r . " v g c o " q t " q t i c p k | c v k a p " u j c m i f k a t k d w g " c " e q r { " q h l v j k u ' u g e v k a p " c p f " u g e v k a p u " u g x g p v g g p " c p f " g k i j v g g p " v q " g c e j " q h l k u " o g o d g t u . " r r g d g u . " r r g f i g u " q t " c r r r k e c p u l " h q t " o g o d g t u j k r 0 K " u j c m i d g " v j g ' f w l " q h l g c e j " i w e j " i t q w r . " v g c o " q t " q t i c p k | c v k a p . " c e v k p i " v j t q w i j " k u l f g u k i p c v g f " q h l k e g t . " v q " f g r k x g t " c p p w c n f . " v q " v j g " k p i a k w k a p " c p " c w g u a g f " c e n p q y r g f i g o g p v i a c v k p i " v j c v i w e j " i t q w r . " v g c o " q t " q t i c p k | c v k a p " j c u " t g e g k x g f " c " e q r { " q h l v j k u ' u g e v k a p " c p f " u c l f " u g e v k a p u " u g x g p v g g p " c p f " g k i j v g g p . " v j c v ' g c e j " q h l k u " o g o d g t u . " r r g d g u . " r r g f i g u " q t " c r r r k e c p u l " c u " t g e g k x g f " c " e q r { " q h l u g e v k a p u " u g x g p v g g p " c p f " g k i j v g g p . " c p f " v j c v i w e j " i t q w r . " v g c o " q t " q t i c p k | c v k a p " w p f g t u a c p f u " c p f " c i t g g u " v q " e q o r r f " y k j " v j g " r t q x k u k a p u " q h l v j k u ' u g e v k a p " c p f " u g e v k a p u " u g x g p v g g p " c p f " g k i j v g g p 0 "*

Gcej "kpwkwkqp"qhl'ugeqpf ct {"gf wecvkqp"cpf "gcej "rwdrke"qt "rtkxcvg"kwkwkqp"qhl'r quugeqpf ct {"gf wecvkqp"  
 uj cm"cv'rgciw'cppwcmf. "dglqtg"qt "cv'yj g'wctv'qhl'gpt qno gpv."f grkxgt "vq"gcej "r gt uqp"y j q"gpt qmu"cu"c "hmi'  
 vko g'waf gpv'kp'imej "kpwkwkqp"c"eqr {"qhl'y ku'ugevkap"cpf "ugevkapu'ugxgpvvgp"cpf "gki j vggp0'  
 "

Gcej "kpwkwkqp"qhl'ugeqpf ct {"gf wecvkqp"cpf "gcej "rwdrke"qt "rtkxcvg"kwkwkqp"qhl'r quugeqpf ct {"gf wecvkqp"  
 uj cm'hwg."cv'rgciw'cppwcmf. "c"t grqt v'y kj "vj g'dqctf "qhl'j ki j gt "gf wecvkqp"cpf "kp"vj g'ecug"qhl'ugeqpf ct {"  
 kpwkwkqp."vj g'dqctf "qhl'gf wecvkqp."egt wll'kpi "vj cv'imej "kpwkwkqp"j cu'eqo r rkgf "y kj "ku't gur qpukdkkyl "vq"  
 kplqt o "waf gpv'i tqwu."vgco u'qt "qti cpk'cvkqp"cpf "vq"pqwll' "gcej "hmi'vko g'waf gpv'gpt qmgf "d {"k'qhl'y g"  
 rtqxkukqp"qhl'y ku'ugevkap"cpf "ugevkapu'ugxgpvvgp"cpf "gki j vggp"cpf "cnuq"egt wll'kpi "vj cv'ucly "kpwkwkqp"j cu"  
 cf qrvgf "c" f kuekrkpc {"rqrke {"y kj "t gi ctf "vq"vj g'qti cpk'gt u'cpf "rct vkr cpw'qhl'j c/kpi. "cpf "vj cv'imej "rqrke {"  
 j cu'dggp"ugv'lt vj "y kj "crrtqrtkcvg"go r j cuku'kp"vj g'waf gpv'j cpf dqqm'qt "uko kct "o gcpu'qhl'eqo o wplecvkpi "  
 vj g'kpwkwkqp'at'rqrkeku'vq'ku'waf gpv'0Vj g'dqctf "qhl'j ki j gt "gf wecvkqp"cpf. "kp"vj g'ecug"qhl'ugeqpf ct {"  
 kpwkwkqp."vj g'dqctf "qhl'gf wecvkqp"uj cm'rt qo wri cvg't gi wcvkqp'i qxgt plpi "vj g'eqpvgpv'cpf "tgs wgpel "qhl'  
 imej "t grqt u."cpf "uj cm'lt vj y kj "t grqt v'vq"vj g'c wqt pgl "i gpgt cnc'p {"imej "kpwkwkqp"vj cv'lc'ku'vq"o cng'imej "c"  
 t grqt v0'



**Cr r gpf lz '7"  
Nhg'Vj t gc vglpi 'Cngt i lgu'**

***DCEMI TQWPF "***

The prevalence of reported food allergies has continued to increase significantly over the last several years. It is reported that the incidence of peanut allergy over the last five years has doubled in children. In 2003, it was reported that there were approximately 2 million school-age children with food allergies. Those with a diagnosed food allergy are at significant risk of anaphylaxis, a life-threatening allergic reaction. In a study by the Massachusetts Department of Public Health there were 374 reported cases of anaphylactic reactions requiring the use of an EpiPen in the schools of the Commonwealth between September 2001 and May 2005.

In October 2002, the Massachusetts Department of Education joined the American Academy of Allergy, Asthma, and Immunology (AAAAI) in recommending that all schools have in place a system to identify children with life-threatening allergies (LTA) and be prepared in the school workplace to deal with life-threatening allergic reactions. Education of all staff in life-threatening allergy awareness is the cornerstone of this initiative.

***RWTRQUG'CPF "UEQRG"***

In order to minimize the incidence of life-threatening allergic reactions, the Lexington Public Schools (LPS) will maintain a system-wide response plan to address life-threatening reactions and maintain an Individual Healthcare Plan (IHCP) for any student whose parent/guardian, primary care physician or board certified allergist has informed the principal of a school in writing that the student has a life-threatening allergy.

***KORNGO GPVCVQP'QH'VJ G'NHG/VJ TGCVGPPI "CNGTI [ 'RQNK[ "***

The Lexington Public Schools (LPS) will:

A. Provide life-threatening allergy awareness education and EpiPen training for all LPS employees based on Department of Public Health (DPH) and Department of Education (DOE) recommendations, including but not limited to:

1. The significance of LTAs and a discussion on the most common food, stinging insect, latex, and medication allergies,
2. How to create a safe environment for students with LTAs,
3. The signs and symptoms of anaphylaxis,
4. What an EpiPen is and how to use it, and
5. How to activate the Emergency Response System (ERS), i.e., nurse and 911 Emergency Medical Services (EMS), to deal with an actual, suspected, or potential anaphylactic reaction.

B. At the elementary school level during the school day, all schools will require that any parties and celebrations be food free. The use of food for curriculum instruction or special luncheons during the school day will be restricted to approval by the principal. The use of food as a reward in any classroom will be eliminated.

- C. The principal or designee in each school will implement a “No Food or Utensil Sharing” practice, with particular focus at the elementary school level.
- D. Each elementary school, as reasonably appropriate, will provide a peanut free/tree-nut free table in the cafeteria. Reasonable efforts will be made for such table to become “free” of other allergens as deemed needed for an individual student through documentation from the student’s primary care physician or board certified allergist. At the middle and high schools appropriate accommodations will be made as needed.
- E. The risk involved in allowing students of elementary and middle school age to make unsupervised food choices at bake sales is recognized; therefore, no bake sales will be permitted at elementary or middle schools during the school day. Bake sales conducted outside the school day are limited to those at which only adults are allowed to purchase products. At the high school level, the sale of food products as a fundraiser will be at the discretion of the principal.
- F. At the elementary school level, when a student’s medical need to be in an LTA-free environment is clearly documented by a board certified allergist, and clear directions from the allergist are provided, LPS will make reasonable efforts to create LTA-free classrooms for the student. LPS reserves the right to consult with a board certified allergist of its choice to review the recommendation to determine if it will authorize its implementation.
- G. Each school’s Crisis Management Plan will include how to respond to an anaphylactic reaction (life-threatening allergic reaction). This plan will be reviewed annually by each building principal and will be part of all LTA-awareness training.
- H. Each school will develop and maintain an Individual Healthcare Plan (IHCP) for any student identified with a life-threatening allergy in collaboration with the student’s parent/guardian and primary care physician or board certified allergist.
- I. The LPS will maintain records of any life-threatening allergic reaction, the use of an EpiPen, and the call for medical assistance by calling 911. LPS will report all such LTA reactions to the Massachusetts Department of Public Health (DPH), according to department regulations and protocol.
- J. Because of the confidentiality of medical records, a student’s parent/guardian has the responsibility for notifying school bus drivers directly of any life threatening allergies of which the bus driver should be aware.
- K. For any event outside of the regular school day which is neither sponsored by LPS nor part of the LPS curriculum, the sponsor of such event is responsible for assuring that appropriate provisions concerning LTA’s of participants are in place.

*MOGORNOJGGIEQPVTCEVQT'VTCRPI'CPF'GFWEVCVQP"*

- A. Life-threatening allergy (LTA) awareness training will be required of all teachers, aides, tutors, secretaries, and student teachers in the school system.
- B. The custodial staff either will be included in staff LTA-awareness training or will be offered 11 informational sessions on life-threatening allergies by the building principal.
- C. All substitute teachers contracted by the LPS will receive LTA-awareness training, following the LPS curriculum. No substitute will be employed in the system who has not received this training. The Director of Human Resources will be responsible for ensuring that contracted services provide LTA-awareness training to substitute teachers.
- D. Food-service personnel contracted by LPS will be given building-based LTA-awareness training annually.
- E. The LPS Business Office will offer to our contracted bus drivers the opportunity for LTA19 awareness training annually, and will encourage their participation.
- F. Principals or their designees will be responsible to schedule LTA-awareness training in their 21 schools and to ensure that all appropriate employees are trained.

**Crr gpf lz'8''  
Dwnf lpi 'Rt gxgpvkqp'cpf 'Kpvt xgpvkqp''**

''

On May 3, 2010 Governor Patrick signed an *Cev'Tgrxvkxg''vq''Dwnf lpi ''lp''Uej qqu*. This new law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to addressing bullying incidents. Parts of the law (M.G.L. c. 71, § 37O) that are important for students and parents or guardians to know are described below.

Definitions

*Ci i t gaaqt''* is a student or a member of the school staff who engages in bullying, cyberbullying, or retaliation'' towards another student.

*Dwnf lpi ''* is the repeated use by one or more students or a member of the school staff of a written, verbal or'' electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying.

*Efdgt dwnf lpi ''* is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

*J quakg''gpxk qpo gpv''* is a situation in which bullying causes the school environment to be permeated with'' intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

*Vcti gv''* is a student against whom bullying, cyberbullying, or retaliation is directed.

*Tgrnkvkqp''* is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Prohibition Against Bullying

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,

- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school, through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a computer or over the Internet),
- at any program or location that is not school-related, or through the use of personal technology or electronic device, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about bullying is prohibited.

### Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously.

- School staff members must report immediately to the principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals. This includes bullying of a student by another student or by a staff member. If the principal is the alleged aggressor, the report should be made to the Superintendent. In such circumstances, the Superintendent or designee will be responsible for taking appropriate actions in accordance with this Plan and other applicable district policies and procedures.

When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of an aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

### Professional Development for School and District Staff

Schools and districts must provide ongoing professional development to increase the skills of all staff members to prevent, identify, and respond to bullying.

The content of such professional development is to include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyberbullying; and (vi) Internet safety issues as they relate to cyberbullying.

Additional information about the district's Bullying Prevention and Intervention Plan is available on the LPS website: [lps.lexingtonma.org](http://lps.lexingtonma.org).

**Crr gpf lz'9''  
 Ngzłpi wpp'Rwdrle'Uej qqu'CpwwrđP qvleg''  
 Vj g'Hco kř 'Gf wecvłqp'čpf 'Rt křceř 'Cev''  
 O cucej wugwu'Uwf gpv'Tgeqt f u'Tgi wč vłqu'**

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 the Assistant Superintendent for Curriculum, Instruction and Professional Learning at (781) 861-2580.

(a) The tli j v'q'čeequ the student's education records. Parents or eligible students should submit their request for access to the school 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 Assistant Superintendent for Curriculum, Instruction and Professional Learning at (781) 861-2580.

(b) The tli j v'q'tgs wgu'čo gpv o gpv 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 tli j v'q'čepugpv'q'f kęquwłgu 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 Lexington Public Schools and who need access to a record in order to fulfill their duties. Such school officials may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with regard to the use and maintenance of education records. The Lexington 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, so long as the disclosure is for purposes related to the student's enrollment or transfer.

In addition, the Lexington Public Schools has a practice of releasing directory information without consent. Directory information consists of the following: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. 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 the school principal. Absent receipt of a written objection within the first two school weeks of the school year or student's start date, the directory information will be released without further notice or consent.

As required by law, the Lexington 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 the school principal. Absent receipt of a written objection for the parent or eligible student within the first two school weeks of the school year or student's start date, this information will be released without further notice or consent.

(d) The ~~title v~~ regarding the ~~equity~~ concerning alleged failures by the Lexington Public Schools to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant 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.

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**Massachusetts Comprehensive Assessment System**  
**Grade 6 Mathematics Reference Sheet**

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**PERIMETER FORMULAS**

perimeter = distance around

square . . . . .  $P = 4s$

rectangle . . . . .  $P = 2b + 2h$   
 OR  
 $P = 2l + 2w$

triangle . . . . .  $P = a + b + c$

**AREA FORMULAS**

square . . . . .  $A = s \times s$

rectangle . . . . .  $A = bh$   
 OR  
 $A = lw$

parallelogram . . . . .  $A = bh$

triangle . . . . .  $A = \frac{1}{2}bh$

circle . . . . .  $A = \pi r^2$

**VOLUME FORMULAS**

rectangular prism . . . . .  $V = lwh$

cube . . . . .  $V = s \times s \times s$   
 ( $s =$  length of an edge)

**CIRCLE FORMULAS**

$C = 2\pi r$

OR

$C = \pi d$

$A = \pi r^2$





Massachusetts Comprehensive Assessment System  
Grade 7 Mathematics Reference Sheet

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**PERIMETER FORMULAS**

square.....  $P = 4s$

rectangle.....  $P = 2b + 2l$

OR

$P = 2l + 2w$

triangle.....  $P = a + b + c$

**AREA FORMULAS**

square.....  $A = s^2$

rectangle.....  $A = bh$

OR

$A = lw$

parallelogram.....  $A = bh$

triangle.....  $A = \frac{1}{2}bh$

trapezoid.....  $A = \frac{1}{2}h(b_1 + b_2)$

circle.....  $A = \pi r^2$

**TOTAL SURFACE AREA FORMULAS**

rectangular prism..  $SA = 2(lw) + 2(hw) + 2(lh)$

cylinder.....  $SA = 2\pi r^2 + 2\pi rh$

**VOLUME FORMULAS**

rectangular prism.....  $V = lwh$

OR

$V = Bh$

( $B =$  area of a base)

cube.....  $V = s^3$   
( $s =$  length of an edge)

cylinder.....  $V = \pi r^2 h$

**CIRCLE FORMULAS**

$C = 2\pi r$

OR

$C = \pi d$

$A = \pi r^2$



## Massachusetts Comprehensive Assessment System Grade 8 Mathematics Reference Sheet

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### PERIMETER FORMULAS

square . . . . .  $P = 4s$

rectangle . . . . .  $P = 2b + 2h$

OR

$P = 2l + 2w$

triangle . . . . .  $P = a + b + c$

### AREA FORMULAS

square . . . . .  $A = s^2$

rectangle . . . . .  $A = bh$

OR

$A = lw$

parallelogram . . . . .  $A = bh$

triangle . . . . .  $A = \frac{1}{2}bh$

trapezoid . . . . .  $A = \frac{1}{2}h(b_1 + b_2)$

circle . . . . .  $A = \pi r^2$

### TOTAL SURFACE AREA FORMULAS

rectangular prism . . . . .  $SA = 2(lw) + 2(hw) + 2(lh)$

cylinder . . . . .  $SA = 2\pi r^2 + 2\pi rh$

sphere . . . . .  $SA = 4\pi r^2$

### VOLUME FORMULAS

rectangular prism . . . . .  $V = lwh$

OR

$V = Bh$

( $B$  = area of a base)

cube . . . . .  $V = s^3$

( $s$  = length of an edge)

cylinder . . . . .  $V = \pi r^2 h$

sphere . . . . .  $V = \frac{4}{3}\pi r^3$

### CIRCLE FORMULAS

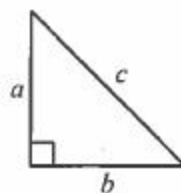
$C = 2\pi r$

OR

$C = \pi d$

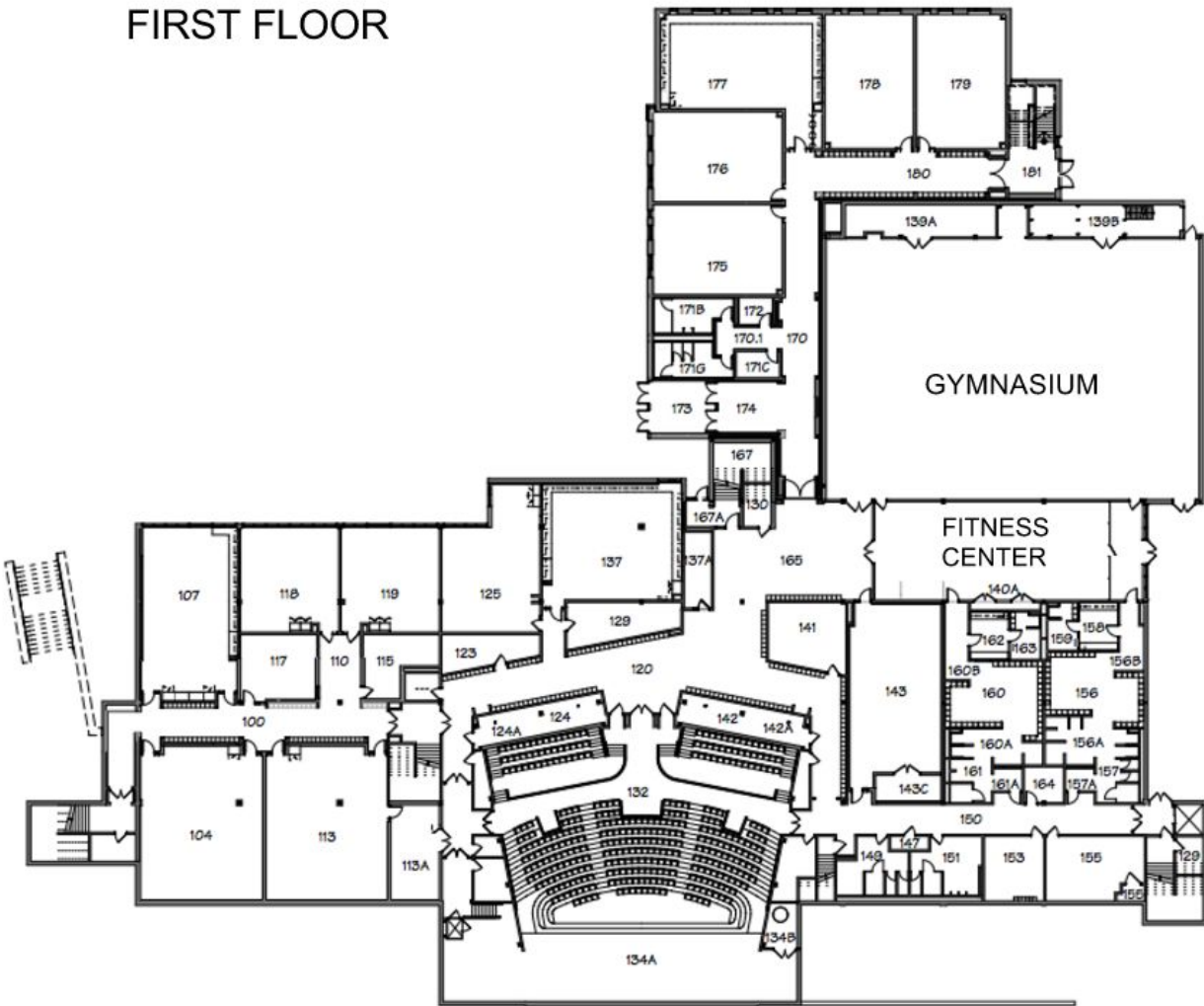
$A = \pi r^2$

### PYTHAGOREAN THEOREM



$$a^2 + b^2 = c^2$$

# FIRST FLOOR



# SECOND FLOOR

