



William Diamond Middle School
Student Handbook 2019-2020

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FROM THE PRINCIPAL'S DESK

Dear Diamond Families,

Welcome to Diamond Middle School. The middle school years are an exciting time of intellectual, emotional, and social growth. Through collaboration and a shared commitment to learning, we hope to make this time both positive and productive so that each student at Diamond has the chance to develop to their fullest capacity.

In the spirit of strengthening this partnership, we have created a student handbook that will facilitate respectful communication, cooperation, and a shared commitment to learning. The handbook is published in digital form on the Diamond Middle School website, and we will continue to print a limited number of copies for those families without reliable Internet access. I encourage you to keep abreast of school news by subscribing to the PTO Listserv and regularly visiting the Diamond website to read my newsletter, view teacher websites, and peruse announcements.

We look forward to working together in the coming year for the benefit of all our students.

Graciously,

A handwritten signature in black ink, appearing to read "Jennifer E. Turner". The signature is fluid and cursive, with a large initial "J" and "E".

Jennifer E. Turner
Principal



We are Diamond D.R.U.M.mers!

Diamond Middle School uses the DRUM acronym to articulate our pro-social core values. Why a DRUM? Our school is named after William Diamond, the drummer in Captain John Parker's Company who sounded the alarm summoning the members of the Lexington Militia to the Common on April 19, 1775. Each of the letters in the DRUM acronym stands for a pro-social value that we are seeking to promote:

Diverse: All members of the Diamond community are equally valued, even though we differ in race, gender, sexual orientation, body type, ethnicity, religion, languages, abilities, and interests. We recognize, respect, and celebrate the diversity of our school community.

Responsible: We are reliable and trustworthy. We control our own academic, social, and behavioral choices, and we accept the consequences for what we say and do. We don't blame others when things go wrong.

United: Though we are individuals, we share a common set of values, support one another, and collaborate to improve our community. We participate in finding practical and mutually acceptable solutions when challenges arise.

Mindful: We strive to be self-aware and to be compassionate about the needs of others. We find healthy ways to relieve stress, and we support others when they are overwhelmed.

THE HOME AND SCHOOL PARTNERSHIP

Announcements

Students are informed of activities, schedule changes, and important events over the public address system during homeroom each morning. In addition, end of the day announcements serve as reminders. If you sign up for the PTO Listserv, these announcements will be sent to you daily. They are also available on the Diamond website.

PTO

The PTO serves as a forum where parents/guardians, teachers, administrators and other concerned adults discuss ways to promote quality education, strive to expand the arts, encourage community involvement, and work for a healthy environment and safe neighborhoods. Our goal is to be a resource for families and the community, to work with and support the administration and staff and to advocate for the well-being of every child.

In addition, the PTO sponsors educational and enrichment opportunities, such as guest speakers and performers, student clubs and teams, social gatherings and appreciation events for teachers, parents/guardians and students; the acquisition of resources and equipment; professional development; back-to-school and graduation events; and scholarship monies.

The PTO schedules activities on a monthly basis. Notices of each event will be mailed to all households on a regular basis or carried home by students. These events provide an excellent opportunity for students, parents/guardians, and teachers to get to know each other.

Whom to Call

The Classroom Teacher: Parents/guardians are encouraged to talk to teachers before contacting the administration with any questions or concerns that pertain to such items as student struggles, homework assignments, special events, classroom expectations, grades, tests, and so on.

Administrators & Guidance: Questions pertaining to broader issues of school or district policy, transportation, school-wide activities and events, curriculum and instruction, course selection and placement, and the like should be directed to the principal, assistant principal, and/or guidance counselors.

Messages to Teachers

Email is often the most efficient way of notifying a staff member that you would like to talk. In most cases, e-mail addresses contain the teacher's first initial and last name followed by @lexingtonma.org. A complete list of emails is available on our website.

To reach a teacher by phone, you may leave a message on his/her voicemail or leave a message with the secretary, telephone (781) 861-2460. Teachers usually return calls at the beginning or end of school. You may also leave a note in the teacher's mailbox located in the office.

Back-to-School Night

Back-to-School Nights are held early in the fall and provide one of the first opportunities during the school year for parents/guardians and teachers to meet each other. In each class, teachers will give a brief course description and their expectations for the year. This is not a time to discuss your child's progress but to introduce yourself and to get an overview of the course. Many people will want to meet each teacher, so it is requested that you keep conversations brief. There will be several other opportunities to talk at length with a teacher.

Conferences

Parent-teacher conferences are offered each year after the end of the first marking period. A parent-teacher conference is held to discuss the student's progress in school. It is a chance for parents/guardians to ask questions

about the class or the student's progress as well as an opportunity to work together with the teachers as a team to find ways to assist the student. **Conferences are not required nor expected for each family.**

Conference dates are listed on this year's calendar, but there is always the possibility of change. Notice of conference dates, schedules, and sign-ups come through the PTO Listserv and the Diamond website. Every attempt will be made to accommodate requests, but some time periods fill quickly, and it may not be possible to schedule conferences at the particular times requested. **Due to scheduling limitations, not all families will be guaranteed a conference.**

This is not, however, the only opportunity to meet with a teacher; parents/guardians are advised and encouraged to communicate with a teacher any time there is a problem or concern. Parents/guardians 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.

PROGRAM INFORMATION AND PROCEDURES

Teaming and Configuration of Classes

The instructional team approach has been used at Diamond for more than a decade. In grades 6, 7, and 8, students are assigned to an instructional team. Teaming allows a group of students and staff members to develop group identity, nurture personal relationships, and provide each student with a sense of stability and consistency in the larger school environment. Teaming assignments are made each summer for the following year. A student information form will be sent home in the spring, so that parents/guardians can contribute information to the placement process.

At Diamond, only math classes in grades 7 and 8 and world languages in grade 8 are ability grouped (based on teacher recommendation). All other classes are heterogeneously grouped, which means that class assignment is random.

Homework

Homework is work that is assigned by educators and completed by students outside of classroom time to support and enhance the 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.

Extra Help

For extra help in any subject, students should contact the appropriate teacher to arrange a time—perhaps during WIN block, during a study hall, or before or after school—to come in and get help.

WIN

Twice a week students have an intervention and enrichment block called WIN (What I Need). This block allows time for students to receive extra support in their academic classes and/or enrichment in a wide variety of subject areas. Each week, with the help of Diamond staff, students have the opportunity to sign up for selected interventions or enrichments. Teachers also have the option of pre-booking students for interventions when needed. For more information, please see the WIN link on the Diamond website.

Student Records

State and federal laws and regulations ensure parents'/guardians' and eligible students' rights of confidentiality, inspection, amendment and destruction of student records. Copies of the Massachusetts Students Records Regulations are available from the Counseling Office.

Confidentiality of Student Records

School systems are required to provide for the security and confidentiality of student school records. Under these laws, the school principal or his/her designee is responsible for the privacy and physical security of all student records maintained in the school and any computerized systems employed are electronically secure. All information and data contained in or added to the student record shall be limited to information relevant to the educational needs of the student. Information and data added to the temporary record shall include the name, signature, and position of the person who is the source of the information, and the date of entry into the record. Standardized group test results that are added to the temporary record need only include the name of the test and/or publisher and date of testing.

Screening and Assessment Records are accessible by the screening team, the child’s teacher, any specialists involved in the assessment process (testing or implementation of services), and the school principal. Screening and assessment results are used to identify areas where a student may need additional testing, intervention, or other support services that will assist in the learning process.

Destruction of Records

The regulations require school authorities to destroy a student's temporary record within seven years after the student transfers, graduates or withdraws from the school system. School authorities are also allowed to destroy

misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent/guardian and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

Non-Custodial Parents Rights

School officials are required to contact the custodial parent/guardian when they receive such a request in order to provide that parent/guardian an opportunity to provide information that may impact the noncustodial parent's/guardian's eligibility for access. As required by General Laws Ch. 71, Section 34H, a parent/guardian who does not have physical custody of their child (“non-custodial parent”) may have access to the student record in accordance with law and Department of Education Regulations. The Lexington Public School district encourages all parents/guardians to be involved in and informed about the education of their children and asks that non-custodial parents/guardians follow this process to access their child’s records:

- Submit a written request for the records to the school principal
- Include the full name of the student, the name of the custodial parent/guardian, and the name of the parent/guardian making the request
- When making an initial request, and to facilitate the process, a non-custodial parent/guardian may also include a certified copy of a court order indicating that the requesting parent/guardian is entitled to: unsupervised visitation with the child eligible to receive student record information pursuant to Section 34H.

Release of Student Directory Information

What is directory information?

Directory information is information that is generally not considered harmful or an invasion of privacy if released. Directory information, as defined by the Lexington Public Schools, includes the following:

- Student name
- Parent/Guardian name
- Homeroom
- Street address
- Phone number
- e-mail address
- Date of birth
- Major field of study
- Dates of attendance
- Weight and height of members of athletic teams
- Class/year of graduation
- Participation in officially recognized activities and sports
- Degrees, honors and awards
- Post-high school plans

What does the school/district do with this information?

The school/district may include this information in certain school publications, such as a yearbook, newsletter, playbill, or honor roll, as appropriate. Occasionally, family contact information may be provided to outside agencies and community groups, such as the PTO/PTA or the Lexington Education Fund (LEF), at their request. This information is generally used to create family directories for outreach.

The district reserves the right to withhold any information if the district believes it is in the best interest of our students. However, the district will disclose information as required by law.

When is the school/district allowed to distribute directory information?

The district may release student “directory information” without written consent, unless you indicate that you do not want this information released. Each school will provide you with an online permission form to complete each year when your child/ren begin school.

Standardized Testing

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

Progress Reports

Progress reports are written communications from teacher to parent/guardian indicating the child’s academic and behavioral progress in a given class. All students at Diamond will receive a progress report for each class midway through each quarter of each school year and a report card at the end of each quarter. Progress reports and report cards are accessed through the Aspen parent portal. Please email: parentportal@lexingtonma.org if you need help logging in to access your student’s progress reports or report cards. Some teachers will also send home a hard copy progress report which is to be signed by the parent/guardian and returned to the teacher. Should your child receive a negative progress report, it is a good idea to communicate further with the teacher. Parents/guardians are advised and encouraged to communicate with a teacher any time there is a problem or concern.

Report Cards

Computerized report cards are posted quarterly to the Aspen parent portal during the school year. In addition to letter grades, a choice of informative comments, in areas such as effort, preparation, participation and cooperation, is available to teachers.

Physical Education

Shorts, T-shirts, and sneakers are the required dress for physical education (PE) classes. Sweatshirts and sweatpants may be needed during cool weather. Any additional information and instructions concerning PE clothing and equipment will be provided by the PE teachers at the beginning of the year.

School Bus and Transportation Policies

(Excerpt from TRANSPORTATION POLICY OF THE LEXINGTON PUBLIC SCHOOLS)

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/guardians of the child involved.
5. The procedure of handling behavior problems, including bad language, on school buses shall be published in each student handbook.

Rules for Middle School Bus Students

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:

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

At School

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

On the Bus

- 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
- Keep hands and all articles in the bus
- Open windows only with the permission of the driver
- Use appropriate language on the bus
- Be respectful to the bus driver

At the Bus Stop

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

In the interest of safety...

- Students should walk their bicycles to the bike rack once they have arrived at school.
- Students may not use skateboards, scooters, etc., on school property.

Bicycles

For safety purposes, students who ride their bicycles to school should obey the rules of the road, stay to the right in single file (no doubling up), and use the proper hand signals. Students are reminded that Massachusetts state law requires the use of bike helmets by persons under 17. While students are in school, bicycles should be locked in the racks provided for that purpose. Bike racks are located within proximity to the entrance of the school building.

School Store

The school store is sponsored by the PTO and is staffed by parent/guardian volunteers. The store carries pens, pencils, paper, notebooks, and many other supplies. It is open everyday during lunch for students, October through May.

Messages to Students

When parents/guardians need to get an important message to their child during the school day, the message should be left with the school secretary at (781) 861-2460. In order to minimize class interruptions, messages should be limited to important ones such as family illness or a parent/guardian being absent from home after school.

Parents/guardians should prearrange with their children that forgotten lunches, gym clothes, instruments or books will be left at the front office for them to pick up during the day. If no pre-arrangements are made, students should always check at the office to see if parents/guardians have brought the forgotten article to school. In an effort not to interrupt classroom learning, calls will not be made to individual classes during the school day – only at the AM and PM announcements.

Lost and Found

Lost and found storage is located in the front office area. Certain valuable items, such as eyeglasses, are kept inside the office on the counter. Clothes and other items will be placed in the “Lost and Found” container. Families should label their children’s clothes, handbags, wallets, and cameras. Efforts will be made to locate the owner if the found item can be identified. Twice a year, unclaimed items are donated to charity.

MEDIA & TECHNOLOGY

Library/Media Center

The Library/Media Center at Diamond offers a diverse collection of print and non-print resources providing curriculum support for teachers and students. In addition to periodicals, the print collection includes fiction, non-fiction, biography, and reference books. The non-print collection includes audio books, subscription databases, and video resources. The library has computers with Internet access which are used only for school-related research and word processing. The library catalog is automated and can be accessed via the Internet from the networked computers as well as from home. Students are systematically taught research skills by the librarian in conjunction with classroom assignments or projects. Books are loaned for a three week period and may be renewed. Students must pay for lost or damaged materials.

Computer Facilities

In addition to 1:1 devices and computer facilities in the library, Diamond has several mobile carts which provide laptops, Chromebooks, and/or iPads for in-class use. Students are required to treat computer equipment with care and respect. Inappropriate behavior or mischief of any kind is subject to standard disciplinary procedures. Repeat occurrences may result in restricted use of school equipment or in students being held responsible for repairs to, or replacement of damaged items. All students are required to sign and comply with Standards for the Acceptable Use of Technology and Responsible Use Guidelines. Please see Appendix 1 of this student handbook for information on the LPS School Committee Policy relative to acceptable and responsible use of technology.

MIDDLE SCHOOL STUDENT ATTENDANCE POLICY

Massachusetts law requires compulsory attendance for all students. Chapter 76, section 1 of the Massachusetts General Laws requires all children between the ages of six and sixteen to attend school. The school must uphold state laws relative to student attendance.

We strongly discourage family vacations when school is in session. In addition to compromising the attendance law, family vacations interrupt the educational process of each course in ways that make-up work cannot reverse. Teachers are not required to provide work in advance. It is the student’s responsibility to ask each teacher for make-up assignments.

Student Absence Notification Program

At the commencement of each school year, parents/guardians will be sent a notice instructing them to call the designated telephone number (781-861-2460 x1) or send an email to diamondabsence@lexingtonma.org before 8:00 a.m. to inform the school of the student’s absence and the reason for such absence. The notice will also require such parent/guardian to furnish the school with an email address, a home, work and/or other emergency telephone number where they can be contacted during the school day. If the school does not receive a message from the parent/guardian by 8:30 a.m., the school shall email and call to inquire about the student’s absence. Parents/guardians will be contacted within three (3) days of the student’s absence if the parent/guardian has not contacted the school regarding the absence. Students arriving late to school must report to the main office with

their parent/guardian or with a signed parent/guardian note. Parents/guardians are encouraged to contact school staff and work collaboratively with them to correct the reasons that their student is missing school.

Attendance Policy for Absent and Tardy Students

A meeting will be scheduled with the building Principal (or his/her designee), the parents/guardians, and the student to develop an action plan to improve the student's attendance if a student has accrued any of the following:

- Five (5) or more unexcused absences in the school year
- Five (5) or more days tardy (unexcused)
- Two (2) or more classes/periods (unexcused)

Please note that when a student has been absent for five (5) or more consecutive days, parents/guardians must obtain a doctor's note and submit it to school. If a student is absent for eight or more days in a quarter, school officials may file a CRA (Child Requiring Assistance) petition with the Juvenile Court which could result in a hearing before a Juvenile Court Judge. Prior to the filing of a CRA, parents/guardians and students will be required to work with school administrators to improve the student's attendance. Chronic absenteeism may also lead to academic failure for the year and retention of the student.

An Excused Absence/Tardy includes:

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

An **Unexcused Absence/Tardy** 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

Before School Protocol

- The school building opens to students at 7:50 a.m. Prior to 7:50 a.m. students are expected to congregate in the courtyard outside the front entrance. Students may enter the building at 7:30 to attend breakfast or use the library. Students not using the cafeteria or library appropriately will be sent outside. 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 7:50.

On days when weather conditions are poor, students may enter the building earlier and will be supervised in designated areas until 7:50 a.m., at that time they will be allowed to proceed to their homerooms. Students who arrive to school after 8:00 must sign in at the main office where they will be marked tardy and will wait until 8:05 to proceed to their locker.

During School Protocol

- 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 and should have signed out in the classroom. 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.

After School Protocol

- Students are expected to leave the building by 2:50 p.m. 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/guardians will be called. Students who are absent from school may not attend or participate in any extracurricular functions such as intramurals, dances, concerts, or plays, the same day of their absence.

Early Dismissal

Students who need to be dismissed from school during the day must present a note from parents/guardians to the main office between 7:50 and 8:00 a.m. explicitly stating the time and reason for the dismissal and the person picking the student up. The student will then be issued a pass to leave class at the requested time. Whenever possible, doctor and dentist appointments should be arranged outside of school hours. Students must be picked up when leaving school early; they may not be dismissed to leave on their own. Students should not be dismissed early on MCAS testing days unless there is an emergency.

“No School” Procedures

“No School” and “delayed opening” will be communicated through the Lexington Public Schools “Blackboard Connect.” This notification program will call each student’s home notifying them of no school or a delayed opening. “No School” and “delayed opening” information is also available on various news outlets, and radio stations and on the LPS website after 6:00 a.m. In the interest of public safety, we ask that you please do not call the police, fire, or public works departments to inquire about closings; those lines need to be kept open for emergencies.

At parent/guardian discretion, there may be occasions when school has not been officially cancelled or delayed but the parent/guardian decides that their child(ren), for health or safety reasons, should not attempt to attend school.

It is advisable that parents/guardians discuss with their child a procedure to follow in the event of an emergency early dismissal; this will eliminate much worry and confusion.

LUNCH & THE CAFETERIA PROCEDURES

Lunch is scheduled during three separate sessions between 10:45 a.m. and 12:45 p.m. (the specific times differ depending on the day’s schedule). The cafeteria serves a choice of meals, either a complete hot meal or a sandwich meal, both including milk or juice. Extra milk and desserts are available at an additional cost. The menu is printed each week in the Lexington Minuteman and is also listed on the LPS Website. Students may bring a lunch from home and may buy milk and “extras” if they wish.

Students may purchase lunch on a daily basis with their assigned I.D. number. They may also purchase lunch with cash. Free and reduced lunches are also available for qualifying families. Lunch bags forgotten at home may be brought to the front office in the morning. Please label them with the student’s name and grade. Students may be assigned to eat in other areas for disciplinary reasons.

Leaving the cafeteria during lunch:

- Students may leave the cafeteria to use the restroom, visit the nurse, or go to their locker; they must sign out with the staff member posted at the door.
- With a teacher pass, students may also leave the cafeteria to visit a teacher.

Cafeteria Clean up Routine: At the end of each lunch block, we use the following routine to ensure that the cafeteria is clean and ready for the next group of students:

- **Lights Blink:** students clean up their area (including floor) using provided brooms and paper towels as needed
- **Lights Off:** students become silent
- **Dismissal:** students remain silent as they leave the cafeteria

Cafeteria Rights and Responsibilities

While in the Cafeteria, students have the responsibility to conduct themselves in a manner that respects the rights of other students and staff:

The right to a **safe, non-threatening environment**

- Stay in your seat
- One person per seat
- Talk at a conversational volume
- No disruptive physical activities (e.g., chasing one another)
- No distribution of birthday cupcakes (and similar)

The right to **courtesy** and **respect** at all times

- Use acceptable language
- Do not exclude others

The right to the protection of **private property, personal space, and personal choices**

- You may bring reading materials.
- No backpacks, school binders, Chromebooks or iPads

The right to have a **clean space** in which to eat and learn

- Clean up after yourself
- Food stays in the cafeteria
- Purchased bottles of water may leave

Consequences for violating cafeteria behavior expectations may include any or all of the following:

1. Polite reminder
2. Clean-up duty at the end of lunch
3. Notification to parents/guardians
4. Assigned seating
5. Lunch detention
6. Conference with parents/guardians

STUDENT ACTIVITIES

A wide variety of athletic and extracurricular activities complement the academic program. In addition to those activities mentioned here, other activities may be offered depending on interest and need. Extracurricular activities are announced in the morning and afternoon, as well as advertised on posters around the school. Note that a student must be present in school on the day of the event to participate in the event. This policy 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.

Athletics

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 our intramural and interscholastic athletic programs is mailed to students throughout the year. Further details will be available at the beginning of each season. Parents/guardians who are in need of financial assistance or who have further questions in this regard should contact the administration.

Math Team

Diamond Middle School participates in the Intermediate Mathematics League of Eastern Massachusetts, commonly known as "math team". The Diamond Math Team is for students primarily in grades 7 and 8. However, grade 6 is an excellent training ground for future prospects. Some 6th graders even do well enough to earn a position on the team. There are five competitions during the school year, beginning in October. A schedule of practices, tryouts and competitions, or "meets", is made available to students in late September. Students join for a variety of reasons: to improve their skills and problem-solving capabilities; socialization with other students who enjoy solving puzzles; and individual and team competitions.

D-Minors

The D-Minors is the extracurricular chorus that meets before school two days a week. This choir is designed for 7th and 8th grade chorus students who are looking for additional opportunities to sing challenging music. An audition will be required prior to joining the group. As this is a select group, the commitment to participate is a serious one and attendance at all rehearsals is very important. In order to audition for the D-Minors, a student must also sing in the 7th and 8th grade chorus.

Science Olympiad

A Science Olympiad competition is an academic meet with twenty-three team events. Individual students on the team compete in about three events with different partners. Success at the competition depends on each of the team members applying knowledge in several different branches of science and engineering such as anatomy, chemistry, genetics, geology, mechanical engineering, meteorology, physics, space science, technology, and robotics. Many of the events involve building and testing a device in advance of the competition.

After-school Clubs

Diamond's Clubs are PTO-sponsored activities that take place after school, once a week, for approximately 12 weeks. Fall clubs usually start in late September-early October. Spring clubs start the week after February vacation. Refer to the Diamond website for a full list of clubs and detailed information about each one.

Yearbook

The yearbook committee works September through the end of the school year. The finished product is delivered the last week of school to those who have ordered and paid for it in advance. Any student in grade 6, 7, or 8 who is interested in helping organize and produce the yearbook is invited to join the committee. The meetings are held after school. Parent/guardian volunteers are also encouraged to participate. The school arranges for a photographer to take individual pictures for the yearbook early in the fall. Prints may be ordered if paid for in advance.

Music

Many exciting activities are open to Diamond students each year through the Music Department. Some of them are individual auditions for the Massachusetts Music Educators Association Northeast District Festival chorus, band, and orchestra, and the annual production of a musical show. Two major concerts are given each year by the combined performing organizations – the band, orchestra, and choruses. In addition, the bands and orchestra participate in a town-wide event during the year, and the choruses are also involved in an annual choral festival at Diamond. For more information about these groups, see the Program of Studies and our website.

School Musical Production

Participation in the annual musical production is open to 6th, 7th, and 8th graders by audition. Students interested in participating will be asked to attend an opening meeting and complete an audition application. There will be auditions for appropriate stage parts, and acceptance will be based upon a student's audition performance. The initial meeting will take place in November, auditions will be in mid December and rehearsals will begin in January. Accepted students are required to make a firm commitment to all rehearsals. Rehearsals are held after the school day, from 3-5:15 p.m. on Tuesday, Wednesday, and Thursday afternoons. Performers are involved in rehearsals from January through mid-March. Production crews are involved in rehearsals for approximately 2-3 weeks. Parent/guardian assistance is most welcome.

School Dances & Socials

School dances are organized by grade and open only to Diamond 7th and 8th grade students; they take place throughout the year and typically run from 6:00-8:00 p.m. Dances are chaperoned by the Diamond staff and administrators. It is important that students be picked up promptly at 8:00 p.m.

Sixth grade socials are held in the afternoon from 3:00-5:00 p.m. and are open only to Diamond 6th graders. They are chaperoned by Diamond staff and administrators. Students must be picked up promptly at 5 p.m.

COUNSELING AND RELATED SERVICES

Counseling

Each student is assigned the same counselor for all three years of his or her Diamond experience. The counselors at Diamond offer a variety of services aimed at supporting students' educational and personal adjustment and their effective planning for the future. Counselors attend team meetings each week and are available to help teachers, students, and parents/guardians as they work together throughout the year.

Human Sexuality Education

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.

METCO Program

The Lexington Public Schools participates in the METCO program, a program sponsored by the Metropolitan Council on Educational Opportunity. Boston students participating in the METCO program are an integral part of

Diamond Middle School. A METCO staff person at Diamond works on a direct basis with METCO students and their parents/guardians and assists the Diamond staff in a support capacity. Tutoring is also available to METCO students through the program.

Health Policies

The school nurse serves as a resource person in health-related programs by interpreting medical reports, assessing health status, screening students for visual, auditory, and postural difficulties, providing health counseling for pupils and staff, evaluating sudden illnesses or injuries, and providing emergency services.

If a student shows signs of illness in the morning, it is important that they be kept at home for their 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/guardians should ensure that they provide up-to-date information about emergency telephone numbers and contacts.

If a student is under a physician's care and needs specific consideration, a note from the physician addressing the student's situation and needs must be sent to the nurse. If medication (over-the-counter or prescription) needs to be taken during the school day, both a parent's/guardian's and a physician's note are required. The medication must be sent in the original container and can only be dispensed by the nurse on duty. (See "Medication Policy," below.)

The school has two elevators that are available to injured students. Instruction in the use of the elevators will be given by the school nurse.

Physical Examinations

Current physical examinations are required of all 6th grade students, all new students, and all students who choose to participate in sports. Medical documentation of all immunizations is necessary. In order to enter grade 7, all students must have received a Tdap booster and their 2nd varicella vaccination, with a record of this on file at the school.

Sports participation requires the submission of both a physical and a parent/guardian permission form. A current physical needs to be on file in the nurse's office. A current physical is defined as "good for 365 days plus a 30 day grace period." No exceptions. The parent/guardian permission form ("Middle School Sports/Health Form") must be completed on both sides and returned to the school nurse after June 15th and prior to any tryout.

Accidents

Every injury in school or on school grounds, no matter how slight, should be reported immediately to the teacher in charge, the nurse, or the front office.

Medication Policy

1. **Dispensing of Medication.** All medication (over-the-counter, prescription, emergency, long-term or short-term) required to be administered at school will be dispensed only by the school nurse. Medication will be kept in a place designated by the school nurse.
2. **Physician and Parental Permission.** A signed order from the attending physician stating the diagnosis, medication, dosage, time of administration, and length of time to be given must be obtained by the parent/guardian and forwarded to the school nurse, along with the required medication in its original container. Written parent/guardian permission is also required to administer the medication. Any deviation from the original order will require a new physician's order. All medication orders must be renewed at the beginning of the school year
3. **Emergency.** In case of emergency, our school physician has written an order for the administration of Epipen or Benadryl for those students who have not been previously identified as needing emergency medication at school.

4. **Overnight Field Trips.** In order for medication to be administered during an overnight field trip, a signed statement from the parent/guardian and the physician stating the diagnosis, medication, dosage, and time of administration is required. This applies to prescription and nonprescription medication. All medication must be given to the attending chaperone prior to the field trip.

STUDENT RIGHTS, NORMS, AND BEHAVIORAL EXPECTATIONS

Students and staff have a responsibility to contribute to an environment that is safe, comfortable, and conducive to productive and satisfying learning. In particular, we all have a responsibility to conduct ourselves in a manner that respects the rights of other students, staff, and visitors to our school, specifically:

- the right to courtesy and respect at all times;
- the right to a safe, non-threatening learning environment; and
- the right to work hard and learn in an environment free from distraction.

DRUM is our school-wide positive behavioral intervention program that articulates how we create and maintain a positive learning environment for staff and students and carry out the core values of the district.

<u>D</u>iverse <u>R</u>esponsible <u>U</u>nited <u>M</u>indful	
<p>We are DIVERSE</p> <p>All members of the Diamond community are equally valued, even though we differ in race, gender, sexual orientation, body type, ethnicity, religion, languages, abilities, and interests. We recognize, respect, and celebrate the diversity of our school community.</p>	<p>As diverse members of the Diamond community, we:</p> <ul style="list-style-type: none"> ● appreciate that we don't all see things the same way. ● respect each person's identity (race, religion, gender, sexual orientation, etc.). ● use appropriate school language. ● engage in safe and healthy behaviors. <p>In addition, we recognize that:</p> <ul style="list-style-type: none"> ● we must treat adults and one another with respect and courtesy. ● bullying, name-calling, teasing, ridiculing, displaying offensive graffiti, intimidating, or discriminating is not acceptable. In addition, initiating or passing on communications or posts which contribute to the creation of an unsafe or threatening environment for one or more fellow students is not acceptable.
<p>We are RESPONSIBLE</p> <p>We are reliable and trustworthy. We control our own academic, social, and behavioral choices, and we accept the consequences for what we say and do. We don't blame others when things go wrong.</p>	<p>As responsible members of the Diamond community, we:</p> <ul style="list-style-type: none"> ● view challenges and mistakes as learning opportunities. ● work hard to practice and apply newly acquired skills. ● allow time for processing and reflection. ● try new ideas and push ourselves to take academic risks. ● participate actively in our learning. ● seek, consider, and incorporate feedback. ● ask for help and seek support from each other. ● respect school and private property. ● come to class fully prepared with all expected materials and completed assignments. <p>In addition, we recognize that:</p> <ul style="list-style-type: none"> ● lockers are a convenience provided to accommodate a student's belongings. They are school property, should not be defaced or damaged, and are subject to search by school officials at any time. ● we may not go into any one's personal property or into lockers assigned to others. ● we may not damage the school's or anyone else's property.

	<ul style="list-style-type: none"> ● we may not go into anyone else’s computer files or tamper with school computers or use the internet inappropriately. ● cheating of any form is strictly prohibited, and any student involved is subject to disciplinary action. This includes, but is not limited to cheating on homework, class work, papers, reports, projects, tests, etc. Plagiarism is presenting someone else’s words, opinions, or work as your own without appropriate acknowledgement. ● possessing, using, distributing, or being under the influence of tobacco products, alcohol, or controlled substances on school premises, or having a dangerous weapon on school premises is unacceptable, unsafe, and forbidden. (See Appendix 2)
<p>We are UNITED</p> <p>Though we are individuals, we share a common set of values, support one another, and collaborate to improve our community. We participate in finding practical and mutually acceptable solutions when challenges arise.</p>	<p>As united members of the Diamond community, we:</p> <ul style="list-style-type: none"> ● share resources and ideas. ● offer one another encouragement. ● seek help for friends in need. ● take the extra step to ensure that all voices are heard. ● raise problems honestly and fairly and participate in finding practical and mutually acceptable solutions. <p>In addition, we recognize that:</p> <ul style="list-style-type: none"> ● fighting and harassment such as bullying, name-calling, teasing, ridiculing, displaying offensive graffiti, intimidating, or discriminating is not acceptable. In addition, initiating or passing on communications or posts which contribute to the creation of an unsafe or threatening environment for one or more fellow students is not acceptable.
<p>We are MINDFUL</p> <p>We strive to be self-aware and to be compassionate about the needs of others. We find healthy ways to relieve stress, and we support others when they are overwhelmed.</p>	<p>As mindful members of the Diamond community, we:</p> <ul style="list-style-type: none"> ● contribute to creating an environment that is free from distractions and conducive to learning. ● are courteous and respectful to others. ● recognize that others may have an equally passionate opposing view. ● seek clarity about academic and behavioral expectations. ● actively help to clarify misunderstandings and share new understanding with others. ● avoid passing on rumors. <p>In addition, we recognize that:</p> <ul style="list-style-type: none"> ● we should refrain from distracting behaviors, especially those that are inappropriate to a school setting such as foul language, running, loudness, “just fooling around,” and excessive displays of personal affection (e.g., kissing). ● the use of handheld electronic devices in the school, or other items that do not serve an educational purpose, is forbidden because of the disruptive potential of such devices. If we choose to bring a cell phone to school, it should be locked safely in our own locker and the school is not responsible should it become lost or damaged. ● our clothing should be appropriate for school activities. We should not wear clothing which significantly distracts from the school’s purposes or routines. We 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 jackets, may not be worn during the school day. Baseball caps are permitted. We should wear supportive sneakers and clothing that permit freedom of movement during physical education classes.

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| | <ul style="list-style-type: none">● we are expected to move through the hallways and other areas of the school in a calm and orderly manner. Backpacks are permitted only to carry personal belongings to and from school. |
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Behavior 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. Students should be aware that the school department will report any suspected criminal activity to the School Resource Officer (a member of 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 3.

Administration works to match the consequence with each situation, and consequences may include any of the following:

- Parent/guardian notification
- Administrative detention (morning, lunch, or after-school)
- Community service
- Loss of computer privileges
- Hearing with the student, parent/guardian and an administrator
- Short term or long term in-school or out-of-school suspension from School
- Expulsion (i.e. permanent exclusion) from School

Administrative Detention

- 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 3:45 pm
- If a student fails to meet this obligation, parents/guardians will be notified
- Detention will be a silent experience
- An administrative detention will supersede athletic events, practices, or other school-related activities

Suspensions and Suspendable Offenses

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 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 during the course of the suspension. The student and their parents/guardians 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 is not on school premises.

Although consequences can vary from situation to situation, the following categories of behavior are likely to result in suspension:

- Insubordination
- Violence
- Harassment
- Weapons
- Threatening behavior (including spoken or written threats)
- Drug or alcohol use or possession
- Refusing a reasonable search
- Willful property destruction

Due Process Rights and Procedures

- Due Process is explained in detail in Appendix 3.

Civil Rights Guidelines

Lexington Public School District is committed to the belief that every student has the right to learn in an environment that is free from violence, harassment, and discrimination, including that based on a person's race, color, religion, national origin, ethnicity, gender, gender identity, sexual orientation or disability.

Hate Crimes

Students have the right to attend school without being the victim of physical violence, threats of harm, intimidation, or damage to their personal property. A hate crime has occurred when a student is targeted for physical assault, threat of bodily harm, or intimidation, at least in part because of his or her race, color, religion, ethnicity, national origin, gender, gender identity, sexual orientation, or because he or she has a disability.

Some indicators include:

- Use of racial, ethnic, religious, sexual, or anti-gay slurs;
- Use of symbols of hate, such as a swastika or a burning cross;
- Similar behavior by the wrongdoer towards other students from the same racial, ethnic, or religious group or against students of the same sexual sexual orientation, gender identity, or gender;
- The victim was participating in an activity supporting a particular racial, religious, ethnic/national origin, disability, gender, gender identity or sexual orientation.

Reference: The Massachusetts Civil Rights Act, M.G.L. c. 12, s 11

Harassment

(Reference School Committee Policy: JBA Student-to-Student)

Harassment in school occurs when a student's or an adult's behavior or inappropriate language creates a hostile, offensive, or intimidating school environment. A hostile, offensive, or intimidating school environment may be created by the following:

- Degrading, demeaning, insulting, or abusive verbal statements, or writings of a sexual or racial nature, or related to a student's race, color, religion, national origin, ethnicity, gender, gender identity, sexual orientation, or disability;
- Graffiti, slogans, or other visual displays which contain racial, ethnic, or religious slurs or insults based on the student's gender, gender identity, sexual orientation, or disability;
- Treatment of a student in a more or less favorable way because the student submitted to or rejected sexual advances or requests for a social relationship; and
- Unwelcome sexual advances, including same-gender harassment.

Reference: Massachusetts Student Anti-Discrimination Act (M.G.L. c. 76, s 5), Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 and title IX of the Education Amendments Act of 1972.

Bullying

(Reference School Committee Policy: JICFB: Bullying Prevention and Intervention Plan)

Bullying is a repeated pattern of behavior directed at a victim that results in the following:

- Physical or emotional harm or reasonable fear of harm;
- Damage to personal property;
- A hostile environment at school for the victim; or
- Disruption of the education process or orderly operation of a school.

Bullying can take many forms, including verbal statements, writings, emails, text messages, on-line postings, and physical acts or gestures. It can be carried out by more than one student.

See Anti-Bullying policy on website for more information and reporting process.

Discrimination

(Reference School Committee Policy: JI: Student Rights and Responsibilities and JB: Equal Educational Opportunities)

Every student is entitled to equal educational opportunities. A student may not be subjected to discipline or more severe punishment for wrongdoing nor denied the same rights as other students because of his or her race, color, religion, national origin, ethnicity, gender, gender identity, sexual orientation, or disability, including in:

- Course registration
- Counseling and course instruction; and
- Extracurricular activities and athletic programs.

Students may not be denied registration in public schools on the basis of their own citizenship or immigration status, or that of their parents or guardians

Under state and federal law, students with disabilities are protected from discrimination and are eligible for reasonable accommodations or modifications in the school environment so that they may enjoy equal access to educational opportunities.

Reporting

(Reference School Committee Policy: JII Student Complaints and Grievances)

Victims of any violations of these laws should report to:

School Principal (serves as the building Non-Discrimination Coordinator), and

For students: Valerie Viscosi, Director of Counseling or Dr. Julie Hackett, Superintendent of Schools

For employees: Monica Visco, Director of Human Resources or Superintendent of Schools, Dr. Julie Hackett

In addition, the following agencies may also provide support and/or information:

Massachusetts Department of Elementary and Secondary Education (DESE)

www.doe.mass.edu/pqa/prs

781-338-3000

Massachusetts Department of Children and Families (DCF)

www.mass.gov/eohhs/gov/departments/def

1-800-792-5200

Massachusetts Office of the Attorney General; Civil Rights Division

www.mass.gov/ago

617-727-2200

Massachusetts Commission Against Discrimination (MCAD)

www.mass.gov/mcad

617-994-6000

U.S. Department of Education Office for Civil Rights

www.ed.gov/ocr

617-289-0111

These guidelines are taken from the Office of the Attorney General of Massachusetts “Guide to Civil Rights in Schools” June 2018.

Lockers and Students’ Private Property

Lockers are a convenience provided to accommodate a student’s belongings. They are school property, should not be defaced or damaged, and are subject to search by school officials at any time. The security of a locker depends on the combination being kept private; it should not be shared with anyone. It is a student’s responsibility to see that the locker is kept locked at all times. The school is not responsible for the loss or theft of items from lockers. A student having trouble with the operation of lock or locker should report the problem to the office.

Search and Seizure

School officials may search a student when they have reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Searches may include, but are not limited to, clothing, bags, lockers, personal computers, cell phones, school-issued network accounts, or school-issued email accounts.

- Members of the administrative team or their designees (e.g., school nurse) will be responsible for conducting all searches.
- Evidence and items found during the search may be held by the school until turned over to the police or returned to the student or a parent/guardian.
- A warrant is not required for searches of students suspected of violating a school rule or criminal statute.
- Following any search, parents/guardians will be notified.
- Students who refuse a search will be suspended pending a meeting with their parent/guardian.

Substance Use Policy

The use of drugs, alcohol, and tobacco products of any kind by students poses a serious threat not only to their own well-being, but also to the well-being of the school system. Drugs and alcohol have no place in an educational environment where the goals are learning and growth, and they will not be tolerated during school hours or on school property or at any school-sponsored activity or event.

Students are strictly prohibited from actions involving drugs and alcohol during school hours or on school property or at any school-sponsored activity or event. Such prohibited activities include but are not limited to:

1. Purchasing or attempting to purchase

2. Using
3. Possession
4. Selling or distributing or intending or attempting to sell or distribute
5. Possession of drug paraphernalia

For the purposes of this policy, drugs include not only controlled substances as defined in Mass. Gen. Laws, Ch. 94C (including but not limited to marijuana, cocaine and heroin), but also restricted drugs such as prescription or over-the-counter drugs; steroids; and other products which may be misused (aerosols, solvents, etc.) Students who violate this policy will be subject to disciplinary action up to and including expulsion as set forth in this handbook. The school will cooperate fully with the police to deal with violations of the law on school property.

POLICIES

Information regarding applicable statutes and the full text of certain policies adopted by the Lexington Public Schools, including policies regarding discrimination, student conduct and discipline, sexual harassment, hazing, drugs and alcohol, tobacco, parent/guardian notification relative to sex education, student Internet use, life threatening food policy, wellness policy, and school records, are set forth in the Appendix included as part of the complete version of the Student Handbook. Parents/guardians and students should carefully review these policies.

Appendix 1: Lexington Public Schools Standards for the acceptable use of Technology

School Committee Policy: [IJNDB](#)

1.0 Purpose and Acceptable Use

1.1 The Lexington Public School (LPS) district provides and maintains sophisticated computer systems and network resources to support the delivery of education and the administration of the district's operation. The computer systems and network resources include desktop workstations, laptops, handheld computer devices, applications, internal networks (both wired and wireless), servers, online databases, and access to outside networks, including the Internet, all of which are referred to hereinafter as "computing systems." This policy and guidelines apply to all users of LPS computing systems including students, staff, and, where applicable, guests and adult learners.

1.2 The policy defines the educational and administrative purpose of using computers in the Lexington Public Schools and applies to all LPS staff.

1.3 The technology mission of the LPS is to ensure access to appropriate technology in our educational community to support and enhance student learning, staff instruction, school communication and data management. The Lexington Public Schools fulfills this mission by offering an institutional network between the schools, as well as internet access to staff and students. Our goal in providing this service to staff and students is to promote the educational excellence by facilitating resource sharing, innovation, and communication.

1.4 LPS permits its staff to use the LPS computing systems for incidental personal use as long as the computing systems are not used in a manner that violates this policy and such use is limited to times before or after work hours, during non-assigned teaching or duty time, and lunch periods.

1.5 This policy describes acceptable and unacceptable uses of LPS computing systems, but these descriptions are not exhaustive lists of all acceptable or unacceptable uses. Any user who has a question regarding whether or not a particular activity is acceptable should seek guidance from the Building Principal or the Superintendent.

2.0 Roles

2.1 The Director of Educational Technology (or designee of the Superintendent) will oversee and approve the programmatic direction, selection, and distribution of technology services and tools to support the overall goals of the district.

2.2 The Director of Technology (or designee of the Superintendent), working with the technology staff, will oversee access to all network and computer systems and will establish processes for setting up user access protocols, accounts, authorization of installation of all software and hardware architectures, required disk quota and usage on the system, backup, retention and archive schedules, virus protection, infrastructure configuration, security, web content filtering and other necessary activities to support the educational goals of LPS.

2.3 Principals (or designee of the Building Principal) will serve as the building coordinator for all computing systems and network related activities. The building coordinator, in partnership with the Director of Educational Technology and the Director of Technology and applicable curriculum leaders, will coordinate building level technology activities. Together they will ensure that staff receives training in the use of all systems and this policy. They will establish a system to ensure that students using any computing resources receive appropriate supervision and understand how to use all systems responsibly.

2.4 Teachers, when using the Internet for instruction, are responsible for selecting materials that are relevant to curriculum objectives and are appropriate for students. Teachers are responsible for previewing all sites and resources to determine appropriateness to the classroom. Teachers also are responsible for modeling effective and appropriate use of technology and will assist students in developing skills to ascertain the reliability of information, distinguishing bias and quality of information as it relates to their research.

2.5 LPS will develop a coordinated web presence to provide information about the district. LPS will develop and inform parents of expected channels of communication.

3.0 Access to the System and Resources

3.1 Staff. LPS will provide this policy to new staff at the time of hire. Any staff member who signs the computing systems access agreement will have access, with the permission of his/her supervisor, to the following computing resources through their classrooms, offices, library media centers, and/or computer and mobile labs: e-mail including conferencing and collaboration tools, web hosting, online subscription databases and information services, LPS servers for secure file storage, and all resources and tools found on the internet/world wide web. Resources may change as technology develops; these, too, however, will fall within the purview of this policy. Building Principals (or designee) will ensure that computing systems access agreements are signed and maintained.

3.2 Students. Students will have appropriate access to the Internet and LPS network through the schools' computers.

3.3 Other Users. Guest accounts may be established for, for example, temporary staff (e.g. long term substitutes, service vendor, interns, student teachers, community education instructors). A guest's access may be limited.

4.0 Disclaimer

4.1 LPS makes no warranties of any kind, either express or implied, that services provided through its computing systems will be the accuracy or quality of the information obtained through the system. Users of LPS's computing systems assume full responsibility for their use of the system including, but not limited to, loss of data, interruptions of service, costs, liabilities, or damages.

5.0 Ownership/Privacy

5.1 The LPS computing systems are the property of the LPS. As such, a user's activities and files are subject to inspection by the administration at any time. LPS has the right to monitor and log any and all aspects of its computing systems including, but not limited to, monitoring Internet usage, file downloads, and all communications.

5.2 Users should not have an expectation of privacy regarding any use of the LPS computing systems.

5.3 E-mail that is created or received by a public school employee is a matter of public record and may be subject to public production in accordance with the Massachusetts public records law.

6.0 Unacceptable Uses

6.1 LPS computing systems may not be used for political or social advocacy or solicitation. This prohibition includes fund raising or advocacy for any non-school organization or group.

6.2 LPS computing systems may not be used for entertainment, illegal purposes (or support of illegal activities), or commercial purposes such as, but not limited to, offering, providing or purchasing goods and/or services for personal use or gain. In addition, the computing systems cannot be used as a public access service or a public forum. As such the district reserves the right to place reasonable restrictions on the materials users can access or post through the LPS computing systems.

6.3 Users may not use the LPS computing systems to obtain or share information about staff, students or families for any non-school purpose.

6.4 Users are prohibited from copying copyrighted material without authorization from the copyright holder unless the copies are used for teaching (including multiple copies for classroom use), scholarship or research. If there is uncertainty as to the extent of copyright protection for Internet materials, users must obtain permission to use material from the copyright holder.

6.5 Users shall not attempt to gain unauthorized access to files or accounts using LPS computing systems or network.

6.6 Users shall not vandalize the LPS computing systems by, for example, causing physical damage, reconfiguring the computer system, attempting to degrade or disrupt the computing systems, or destroying data by spreading computer viruses or by any other means. Anyone who vandalizes the LPS computing systems may be responsible for the costs associated with hardware, software and/or system restoration. This covers equipment, materials, software and/or data.

6.7 Users shall not pretend to be someone else when sending or receiving electronic communications.

6.8 Use of another person's password or account is strictly prohibited.

6.9 It is unacceptable to attempt to read, delete, copy, or modify the electronic communications of other users or to interfere with other users' ability to send or receive communications.

6.10 Users shall not access, send, or forward materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, profane, or inflammatory.

6.11 Users shall not download or install any commercial software, shareware, freeware or similar types of materials on the LPS computing systems without prior approval and authorization from the technology department.

7.0 Internet Safety

7.1 Use of the Internet has potential dangers. Users are encouraged to read information that the Massachusetts Office of the Attorney General has published on Cyber Crimes and Internet Safety which is found on the Commonwealth of Massachusetts government website (www.mass.gov; search "attorney general" to find website for Office of the Attorney General, where you will find "Cyber Crimes and Internet Safety" under "Community Safety" heading).

7.2 All users are granted individual accounts and agree to keep passwords secured. Users are responsible for their accounts, credentials, security codes, and passwords and will not share or allow others access to them. Users are responsible for keeping these secured and for reporting any suspected breach to the Building Principal.

7.3 Users will refrain from revealing private information (e.g. addresses, phone numbers) in any school-related electronic communications including email, web, or other network tools.

7.4 When accessing schools resources and data from any systems (including outside the LPS network), staff will use due caution to protect the privacy and integrity of student data.

8.0 Data and Control

8.1 LPS has the right to re-image any computer as necessary.

8.2 LPS is responsible for the provision, installation and maintenance of all software and maintaining proper licensure.

8.3 No personal data or files should be stored on the local machine, which is the property of LPS.

8.4 The school district provides all users with network accounts and storage. It is the users' responsibility to insure that all files and data are stored on the network servers. The District conducts regularly scheduled backups to prevent against loss or corruption. However, the school district cannot guarantee that all information can be recovered in the event of a catastrophic failure.

8.5 The district maintains a disaster recovery plan to insure against loss of data and or services.

8.6 Responsibility for backing up any hand held or mobile device issued to a school district user falls upon the user. The District is not responsible for providing backups for these devices.

9.0 Hardware/Software

9.1 Any and all equipment issued by LPS for use by any user must be treated with due care. We are all responsible for ensuring equipment is not damaged or stolen. Abuse, damage or improper use should be reported immediately to the Building Principal and the Director of Technology.

9.2 Any LPS owned (or leased) computer or device (including but not limited to laptop computers, netbooks, iPod, projectors, digital cameras, hand held devices, etc.) that are to be taken off the building premises may be checked out of the library (with standard lending agreements in place) or loaned from the building or district office when (and only when) there is a signed agreement in place which specifies responsibilities and care for the device

9.3 Any and all issues or problems related to any hardware, software, system or network must be reported to the technology department using the LPS reporting system.

9.4 LPS does not support equipment brought in from the outside by any user.

9.5 A user who wishes to use outside equipment (i.e. equipment not owned or provided by LPS) on school premises must complete an application form before bringing such outside equipment onto school premises. In addition, the Director of Technology must give advance written permission before any outside equipment is used on school premises. Student users also must obtain advance written permission from their Building Principal and parent/guardian.

9.6 Users understand that the district accepts no liability or responsibility for outside equipment brought into the system.

9.7 The District reserves the right to confiscate or disable any outside equipment that interferes with the operation of the network, systems, or provided services.

9.8 LPS is not responsible under any circumstances for damage to, or loss of, equipment brought in from the outside.

10.0 Violations

10.1 Access to LPS's computing systems is a privilege not a right LPS reserves the right to deny, revoke, or suspend specific user privileges and/or to take disciplinary action up to, and including, suspension, expulsion (students), and dismissal (staff) for violations of this policy.

10.2 LPS will advise appropriate law enforcement agencies of any illegal activities conducted using LPS's computing systems. LPS also will cooperate fully with local, state and/or federal officials in any investigation related to any illegal activities conducted through the LPS computing system.

Lexington Public Schools, Lexington MA
Adopted by Lexington School Committee: July 2015

Appendix 2: Dangerous Weapons, Controlled Substances & Assaults On Educational Staff

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

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either 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).
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. 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.

Students should note that the definition of "assault" includes not only harmful or offensive contact, but also threatening such contact.

Additionally, students should be aware that the federal Gun Free Schools Act mandates that any student who brings a firearm to school be expelled for a minimum of one year, with exceptions granted only by the Superintendent. Under this Act, a firearm includes not only a gun but also an explosive device.

Felony Complaints or Convictions

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. Upon expulsion of such student, no school or school district shall be required to provide educational service to such student.

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.

Appendix 3: Procedural Due Process

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).

I. In-School Suspension. 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:

- A. 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.
- B. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent/guardian 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/guardian 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/guardian after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.
- C. The administrator will send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian 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/guardian for school communications, or by other method of delivery agreed to by the administrator and the parent/guardian.

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

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.

II. Short Term, Out-of-School Suspension. 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 their parent/guardian oral and written notice and an opportunity to participate in an informal hearing.

- A. Notice:** The written notice to the student and the parent/guardian 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:

1. the disciplinary offense;
2. the basis for the charge;
3. the potential consequences, including the potential length of the student's suspension;
4. 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/guardian to attend the hearing;
5. the date, time, and location of the hearing;
6. the right of the student and the student's parent/guardian to interpreter services at the hearing if needed to participate;

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

B. Efforts to Involve Parent/Guardian: The administrator will make reasonable efforts to notify the parent/guardian of the opportunity to attend the hearing. To conduct a hearing without the parent/guardian present, the administrator must be able to document reasonable efforts to include the parent/guardian. 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/guardian in the manner specified by the parent/guardian for emergency notification.

C. Format of Hearing: 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, which the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent/guardian, 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.

D. Decision: The administrator will provide written notice to the student and parent/guardian of the 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.

III. Long Term Suspension

Except in the case of an Emergency Removal described below, 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:

- A. Notice:** 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;
1. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense;
 2. 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;
 3. the right to cross-examine witnesses presented by the school district;
 4. 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/guardian upon request; and

5. the right to appeal administrator's decision to impose long-term suspension to the superintendent.

B. Format of Hearing: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent/guardian, 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.

C. Decision: 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/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and the parent/guardian. 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 education 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/guardian 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/guardian 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.

IV. Expulsion

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)

- 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, §37H ½ .

Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H ½ 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.

Procedures Applicable To Conduct Covered By M.G.L. C. 71, §37H and §37H ½

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 guardians at home and at work. Parents/guardians 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, §37H ½ . In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or their parents/guardians to review the charge and the applicable standards if the Principal deems appropriate.

Exception for Emergency Removal

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/guardian of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent/guardian 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/guardian 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/guardian.
- 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.

Appeal to the Superintendent

If a decision by an administrator, following the parent/guardian 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/guardian 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/guardian 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/guardian 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/guardian and superintendent to participate. The superintendent will send written notice to the parent/guardian 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/guardian 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/guardian 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.

Appendix 4: Right Of Access And Laws Regarding Sexual Harassment

Massachusetts General Laws Chapter 76, section 5 (commonly known as "Chapter 622") and the Chapter 622 Regulations (603 CMR 26.00) contain provisions designed to "insure the right of access to the public schools of the Commonwealth and the equal enjoyment of the opportunities, advantages, privileges and courses of study at such schools without regard to race, color, sex, religion, national origin or sexual orientation." Sexual harassment in public schools is sex discrimination, and therefore is prohibited by federal and state laws. Title IX of the federal Education Amendments of 1972 (20 U.S.C. 1681) states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." In addition, Mass. General Laws Chapter 151C, section 2(g) states that "it shall be an unfair educational practice for an educational institution to sexually harass students in any program or course of study. The Lexington Public Schools is committed to maintaining an environment free of harassment based on gender or sexual orientation on school property and at school-sponsored events. Harassment by administrators, certified and support personnel, vendors at school or school sponsored events is unlawful and is strictly prohibited. The Lexington Public Schools requires all employees, students and other individuals in the school environment to conduct themselves in an appropriate manner with respect to all employees, students, and other members of the school community. Harassment in any form or for any reason based on gender or sexual orientation is strictly prohibited. This includes harassment of a subordinate by a supervisor, among staff, between staff and students, or among students. What one person may consider acceptable behavior may reasonably be viewed as sexual harassment by another person. Therefore, individuals should consider how their words and actions may be reasonably viewed by others.

Definition

Sexual harassment includes sexual advances, requests for sexual favors and/or other verbal and physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by the individual is used as a basis for employment or educational decisions affecting this individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, including participation in extra-curricular activities, by creating an intimidating, hostile or offensive work or school environment.

Harassment includes such things as remarks, gestures or physical contact, writing placed on school property or the display or circulation of written materials or pictures derogatory to an individual's gender or sexual orientation. What constitutes sexual harassment is based upon reasonable perceptions of the complainant rather than the intent of the alleged harasser.

Reporting sexual harassment

Students:

Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor or administrator who in turn will notify a complaint manager or students may report directly to complaint managers. Notice of each school's complaint managers, whose role is defined below, will be posted in a prominent location in each school.

Employees:

All Lexington School System employees must respond to students' complaints of harassment by notifying the

building principal or appointed complaint managers. They must always take every report of sexual harassment seriously. Employees who believe that they are the victims of harassment should report such occurrences to their immediate supervisor or Equal Opportunity Coordinator.

The following person has been designated as the Equal Opportunity Coordinator:

Director of Human Resources
Lexington Public Schools
146 Maple Street
Lexington, MA 02420
1(781)861-2580

Investigation/Action:

The Lexington Public Schools will investigate all complaints of harassment. Such investigation may include discussions with all involved parties, identification and questioning of witnesses, and other appropriate actions. Reports of sexual harassment and related information will be kept confidential to the extent consistent with the school's obligations under law and the collective bargaining agreement.

Each building Principal will appoint two or more complaint managers, at least one from each gender. (Principals may also serve as complaint managers themselves.) The complaint managers shall be responsible for investigating complaints of harassment, communicating with the Principal, recommending discipline as a consequence of harassment, and filing reports with the Equal Opportunity Coordinator. Complaint managers will attend training sessions and workshops as directed. Notice of each school's complaint managers will be posted in a prominent location in each school.

If the Lexington Public Schools determines that harassment has occurred, it will take appropriate action to end the harassment. Steps which may be taken include, among others, warnings, suspensions, exclusion from school related activities, and expulsion from school or dismissal from employment. Disciplinary action will be subject to applicable procedural requirements. Any staff member or student who is dissatisfied with the results or progress of the School's investigation may discuss his/her dissatisfaction directly with the building Principal, the Equal Opportunity Coordinator, or the Superintendent of Schools, or his/her designee.

Under certain circumstances, harassment of a student may constitute child abuse under Massachusetts law, Mass. Gen. Laws, Ch. 119, Sec. 51A. The Lexington Public Schools will comply with Massachusetts law in reporting suspected cases of child abuse. The Lexington Public Schools will report suspected criminal activity to the local police. The Lexington Public School System urges all of its students and employees to bring any concerns or complaints to its attention. The state agency responsible for enforcing the laws prohibiting harassment is the Massachusetts Commission Against Discrimination, which is located at One Ashburton Place, Boston, Massachusetts. The agency responsible for enforcing federal laws prohibiting harassment is the Equal Employment Opportunity Commission which is located at One Congress Street, Boston, Massachusetts.

Retaliation

It is unlawful to retaliate against a person for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint for sexual harassment. Acts of retaliation may result in immediate disciplinary action up to and including expulsion or dismissal, even if the underlying sexual harassment is not proven. Retaliation is an independent, prohibited act.

Legal References

Title VII of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

Mass. Gen. Laws: c.151B (prohibiting employment discrimination based on gender); c.214 s.1C (right to be free from sexual harassment); c.76 s.5 (prohibiting educational discrimination in public schools); c.119, s.51B (reporting of suspected child abuse). Other relevant statutes and case law.

Appendix 5: Bullying Prevention and Intervention

School Committee Policy: [JICFB](#)

The Lexington Public Schools (LPS), in partnership with parents, guardians, and the community, and in keeping with the LPS core value of respect for human differences, believes that a positive, safe, and civil environment in school is necessary for students to learn and achieve. Bullying is conduct that can disrupt a student's ability to learn by preventing that student's full engagement with his or her education. Moreover, bullying compromises a school's ability to educate its students in a safe environment. The Lexington School Committee, therefore, prohibits acts of bullying or cyber-bullying throughout the Public Schools of Lexington.

"Bullying" shall include, but is not limited to, 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:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile learning and/or social 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.

School staff includes but is not limited to: an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, paraprofessional, clerical and technology staff.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, facsimile communications, cell phone or texting.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying can occur in and out of school, during and after school hours, at home and in locations outside of a home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents or guardians and their families are expected.

For the purpose of this policy, whenever the term bullying is used, it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

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

- at school-sponsored or school-related activities, functions or programs, whether on or off school grounds;
- at school bus stops;
- on school buses or other vehicles owned, leased or used by the school district; or,
- through the use of technology or an electronic device owned, leased or used by the LPS.

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school related or through the use of technology or an electronic device that is not owned, leased or used by the LPS if the act or acts in question:

- create a hostile learning and/or social environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent or designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include parents and guardians, teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, and students, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal or designee is responsible for the implementation and oversight of the Plan except when a reported bullying incident involves the principal or the assistant principal as the alleged aggressor. In such cases, the Superintendent or designee shall be responsible for investigating the report and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. If the Superintendent is the alleged aggressor, the School Committee or its designee shall be responsible for investigating the report and taking other steps necessary to implement the Plan, including addressing the safety of the alleged victim.

Reporting

Students who believe that they are targets of bullying are encouraged and urged to report the matter to a member of the school staff. Students who observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff, and may be subject to discipline for failing to report such incidents. However, the target shall not be subject to discipline for failing to report bullying.

A school or district staff member shall immediately report any instance of suspected bullying or retaliation the staff member has witnessed or become aware of to the school Principal or designee. This includes bullying or retaliation of a student by another student or bullying or retaliation of a student by a staff member. If the Principal is the alleged aggressor, the report shall be made to the Superintendent or designee. If the Superintendent is the alleged aggressor, the report shall be made to the School Committee or designee. If the staff member fails to report, he or she may be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of suspected bullying as soon as possible to the school Principal or designee. This includes bullying of a student by another student or by a staff member. If the Principal is the alleged aggressor, the report shall be made to the Superintendent or designee. If the Superintendent is the alleged aggressor, the report shall be made to the School Committee or designee.

Each school shall have a means for anonymous reporting by students of incidents of suspected bullying.

No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who is found to have knowingly made a false accusation/report of bullying may be subject to disciplinary action.

Investigation Procedures

A school Principal or designee shall promptly investigate any report of bullying, using a Bullying/Cyber-bullying Report Form. It may include, but is not limited to, interviewing the alleged target, alleged aggressor, staff members, students and/or witnesses. The Principal or designee (or whoever is conducting the investigation) shall remind the alleged student aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

A Principal or designee, upon determining that bullying or retaliation has occurred, shall promptly contact the parents or guardians of the alleged target(s) and when the alleged aggressor(s) is a student, parents or guardians of the alleged aggressor(s). Actions being taken to prevent further acts of bullying shall be discussed.

The investigation shall be completed within a reasonable amount of time. The parents or guardians of both the student aggressor(s) and the target(s) shall be notified if there has been a finding that bullying has occurred. They will be updated periodically during the investigation, and, upon its completion, shall be informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, whether disciplinary action has or shall be taken, and whether or what steps will be taken to prevent retaliation or further acts of bullying.

If the alleged aggressor is a staff member, notice will be made to that individual in accordance with district policies and procedures, including in accordance with any applicable collective bargaining agreements. The individual will be updated periodically during the investigations and, upon its completion, shall be informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, whether disciplinary action has or shall be taken, and whether or what steps will be taken to prevent retaliation or further acts of bullying.

A Principal or designee shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be maintained to protect all parties, which includes, but is not limited to, alleged aggressor(s) or target(s), a person who reports bullying, or provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

Disciplinary Actions

If a school principal or designee determines that bullying has occurred, he/she shall take appropriate disciplinary action, and if it is believed that criminal charges may be pursued against the aggressor, the Principal shall notify the appropriate local law, enforcement agency and notify the Superintendent.

Disciplinary actions for students who are found to have committed an act of bullying or retaliation shall be in accordance with LPS disciplinary policies.

Disciplinary actions for employees who are found to have committed an act of bullying or retaliation shall be in accordance with state law, any applicable Collective Bargaining Agreements, and Lexington Public School's policies and procedures.

Assistance

The LPS may provide appropriate counseling or referral to appropriate services, including, but not limited to, guidance, academic intervention, and protection to any affected students, as necessary.

Documentation

Each school shall document any incident of bullying that is reported per this policy, and the Principal or a designee shall maintain a file of these reports.

The Superintendent or designee shall inform the School Committee periodically of any trends or implications of these reports in order to give the School Committee the opportunity to review and amend this policy.

Confidentiality shall be maintained consistent with the school's obligations under law.

Retaliation

Reprisal or retaliation against any person associated with a report of bullying or the investigation thereof is prohibited. Disciplinary action for a person who is found to have engaged in reprisal or retaliation will reflect the extreme seriousness of such an act.

Disciplinary action of an alleged student aggressor may include, but is not limited to, suspension or expulsion. If the Principal or designee decides that disciplinary action is appropriate for a staff member, the disciplinary action is determined on the basis of facts found by the Principal or designee and appropriate expectations in light of the staff member's role and responsibilities.

Training and Assessment

The Superintendent or designee shall provide training annually for all staff, including but not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, paraprofessionals, clerical and technology staff so as to improve preventing, identifying, responding to, and reporting incidents of bullying. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided in each school handbook to students and their parents or guardians, in age-appropriate terms.

The Superintendent or designee shall provide written notice annually of the bullying prevention and intervention plan to all school staff.

Relevant sections of the bullying prevention and intervention plan relating to the duties faculty and staff and bullying of students by school staff shall be included in faculty handbooks. The bullying prevention and intervention plan and policy shall be posted on the LPS website.

REFERENCES:

Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS.:

Title VII, Section 703, Civil Rights Act of 1964 as amended Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972 2603 CMR 26.00

M.G.L.71:41; 71:42; 71:370; 71:37H and 37H ½; 265:43 and 43A; 268:131B; 269:14A

Discipline of Special Education Students Under IDEA 2004 20 U.S.C. 1415(k)-and 34 CFR 300.530-300.536'

Collective Bargaining Agreements

CROSS REFS.:

[AC: Policy Prohibiting Harassment \(Approved:2/15/03.\)](#)

[JKF: Disciplining Students with Special Needs](#)

Lexington Public Schools, Lexington MA

Adopted by Lexington School Committee: July 2015

Appendix 6: Life Threatening Allergies

School Committee Policy: [JLCEA](#)

The Lexington Public Schools (LPS) will maintain a system-wide response plan to address life-threatening allergic reactions. Parents/guardians, primary care physicians and/or allergists are encouraged to provide recommendations in writing to the appropriate building principal regarding the content of an Individual Health Care Plan (IHCP) for any student who has a life threatening allergy.

I. IMPLEMENTATION OF THE LIFE-THREATENING ALLERGY POLICY

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 and Department of Elementary and Secondary Education recommendations.
- B. The use of food for curriculum instruction or special luncheons during the school day will be restricted to approval by the principal and school nurse. The use of food as a reward in any classroom will be eliminated, unless otherwise specified in an Individualized Education Plan (IEP) or 504. All schools will require that any parties and celebrations during the school day are food free.
- 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. If necessary, each elementary school will provide peanut free/tree-nut free tables in the cafeteria. Reasonable efforts will be made for such tables 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 accommodations will be made as needed.
- E. 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. LPS staff is not responsible for implementing the Life Threatening Allergy Policy and related protocols and procedures during (1) school sponsored events beyond the school day that are open to the public (e.g. school athletic contests, plays, or ceremonies) or (2) programs or events on LPS property that are sponsored by various staff, parent, community, or private groups. School nurses are not available after school hours.
- F. At the elementary school level, when a student's medical need to be in an LTA-safe 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-safe 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 Incident Management Plan will include how to respond to a life-threatening allergic reaction. This plan will be reviewed annually by each building principal and will be part of all LTA and EpiPen administration training.

H. 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.

I. 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.

II. EMPLOYEE/CONTRACTOR TRAINING AND EDUCATION

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 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 Assistant Superintendent of Human Resources will be responsible for ensuring that personnel who provide contracted services to LPS students and substitute teachers are provided LTA awareness training.

D. Food-service personnel contracted by LPS will be given building-based LTA-awareness training annually.

E. The LPS Business Office will offer to bus drivers the opportunity for LTA-awareness training annually, and will as part of the specifications with the bus contractor, require their participation.

F. Principals or their designees will be responsible to schedule LTA-awareness training in their schools and to ensure that all employees are trained.

RESOURCES:

MA Department of Public Health: 105 CMR 210.100

Sicherer MD, Scott ,et al. "Prevalence of peanut and tree nut allergy in the United States... A 5 year follow-up study" (December 2003). Journal of Allergy and Clinical Immunology..

"Report on EpiPen Administration in Schools." (2009). Boston, MA: Massachusetts Department of Public Health School Health Unit.

"Managing Life-Threatening Food Allergies in Schools" Massachusetts Department of Education (2002).

Sheetz, A. H. & Goodman, I. F. (Eds.). (2007). The Comprehensive School Health Manual. Boston, MA: Massachusetts Department of Public Health.

Lexington Public Schools, Lexington MA

Adopted by Lexington School Committee: July 2015

Appendix 7: Hazing

School Committee Policy [JCFA-E](#)

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

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

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

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

CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

Lexington Public Schools, Lexington MA
Adopted by Lexington School Committee: July 2015

Appendix 8: Student Records
Lexington Public Schools Annual Notice
The Family Education and Privacy Act
Massachusetts Student Records Regulations

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations (“Regulations”) together provide parents/guardians 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/guardians and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting Dr. Christine Lyons, Interim Assistant Superintendent for Curriculum, Instruction and Professional Learning at (781) 861-2580.

(a) The right to access the student's education records. Parents/guardians 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/guardian who does not have physical custody of a child. Information about these procedures can be obtained from Dr. Christine Lyons, Interim Assistant Superintendent for Curriculum, Instruction and Professional Learning at (781) 861-2580.

(b) The right to request amendment of the student's education records. Parents/guardians or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.

(c) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the 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/guardian/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/guardian or eligible student objects to the release of any of the above information, the parent/guardian/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/guardian or eligible student objects to the release of any of the above information, the parent/guardian/eligible student may state that objection in writing to the school principal. Absent receipt of a

written objection for the parent/guardian 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 right to file a complaint 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.