

JONAS CLARKE MIDDLE SCHOOL

STUDENT HANDBOOK 2016-2017



*17 Stedman Road
Lexington, MA 02421
<http://clarke.lexingtonma.org>
Tel (781) 861-2450
Fax (781) 674-2043*

*Anna W. Monaco
Principal*

*Mary B. Barry-Ng
Assistant Principal*

*Jonathan R. Wettstone
Assistant Principal*

JONAS CLARKE MIDDLE SCHOOL
STUDENT HANDBOOK 2016-2017
TABLE OF CONTENTS

GENERAL INFORMATION	4
MAIN OFFICE	4
HEALTH OFFICE / GUIDANCE OFFICE	4
THE CAFETERIA	5
INSTRUCTIONAL MATERIALS CENTER (IMC)	5
SCHOOL DELAYS AND CANCELLATIONS	5
PARENT TEACHER ORGANIZATION (PTO)	5
ACADEMIC AND EXTRACURRICULAR PROGRAMS	6
TEAMS / EXTRA HELP / MAKE-UP WORK/ WIN BLOCK / GRADE REPORTING	6
STANDARDIZED TESTING AND RESEARCH STUDIES	6
OBSERVATIONS / TRANSFER OF RECORDS / RELEASE OF DIRECTORY INFO	6
HOMEWORK POLICY	7
CONFERENCES	8
HUMAN SEXUALITY EDUCATION	8
ACADEMIC INTEGRITY	8
EXTRACURRICULAR ACTIVITIES	8
SCHOOL RULES AND POLICIES	10
STUDENT ATTENDANCE	10
BACKPACKS AND LOCKERS / STUDENT DRESS	12
NON-DISCRIMINATION	12
DISCIPLINARY POLICIES	12
THE RULES	14
TRANSPORTATION	15
APPENDIX 1 – GUIDELINES FOR STUDENT INTERNET USE	17
APPENDIX 2 - DANGEROUS WEAPONS, CONTROLLED SUBSTANCES, ASSAULTS ON EDUCATIONAL STAFF; FELONY COMPLAINTS OR CONVICTIONS; PROCEDURAL DUE PROCESS	19
APPENDIX 3 – HARASSMENT POLICY	26
APPENDIX 4 – HAZING	28
APPENDIX 5 – LIFE THREATENING ALLERGIES	29
APPENDIX 6 – BULLYING PREVENTION AND INTERVENTION.	31
SCHOOL MAP	33
MCAS REFERENCE SHEETS	35

Constitution of Caring

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

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

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

We agree to be caring and thoughtful.

We will encourage others to do the same.

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

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

We all have the ability to make this happen!

GENERAL INFORMATION

Main Office

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

amonaco@sch.ci.lexington.ma.us
mbarry-ng@sch.ci.lexington.ma.us
jwettstone@sch.ci.lexington.ma.us

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

Health Office, Donna Motherway and Joyce Towle

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

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

Medication During School: If your child will need medication during the school day, whether a daily medication, an inhaler or Epipen, or simply an over-the-counter pain relief medicine, a new medication order for the 2016-2017 school year, written by your physician and signed by a parent, must be on file in the Nurse's Office. A small supply of the medication in its original labeled container should be provided. The exception to this is acetaminophen (Tylenol) and ibuprofen (Advil, Motrin) which the Health Office stocks. Medications are administered by the School Nurse in the Health Office.

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

Vaccinations: In order to enter **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.

Guidance Office

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

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

The Cafeteria

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

Students are assigned to a lunch period with other students in their class. Assigned lunch periods vary daily. Hot and cold lunch, healthy drinks and snacks may be bought in the cafeteria. Applications for free or reduced price lunches are available in the Main Office. Parents who have questions should contact Mrs. Monaco.

Students have the responsibility:

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

Books and other school materials must be stored on shelves provided. To help keep the building clean, students are reminded that food and drinks may be consumed only in the cafeteria.

Instructional Materials Center (IMC)

The Instructional Materials Center (IMC) is a research library with over 20,000 books and a computer / research lab that is sometimes used for teaching purposes. Students often come in with their classes to find information on various topics from non-fiction books or the Internet. English/Language Arts teachers frequently bring their classes into the IMC to find works of fiction such as novels or short stories. While the main function of the library is academic research, students also have the opportunity to select books and magazines for recreational reading. The IMC subscribes to 3 newspapers and approximately 40 magazines. The IMC is open from 7:50am to 3:00pm. Students may also visit the IMC during study hall periods by obtaining a pass during homeroom.

Cancellations and Delayed Openings

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

PTO – Parent Teacher Association

The Clarke PTO is a group of parents and teachers dedicated to our children's education. Their function is to support teachers and staff, fund cultural programs and grants, interface with other school programs, and help provide a rich and inviting environment for the Clarke community. They aim to provide communication among teachers and parents through our monthly meetings, our monthly newsletter, a weekly calendar, the publishing of our student directory, listserve (our email notification system), and through bi-monthly parent group meetings. We provide various forms on the school website that may be downloaded and printed for your convenience. We encourage families to join the PTO. Find out more information by accessing the Clarke website: [clarke.lexingtonma.org](http://clarkepto.org) or going directly to the Clarke PTO website: <http://clarkepto.org>.

ACADEMIC AND EXTRACURRICULAR PROGRAMS

Academic Teams

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

Extra Help and Make-up Work

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

WIN Block

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

Reporting Procedures, Grades and Student Records

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

Student Records

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

Standardized Testing and Research Studies

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

Observations

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

Release of Directory Information

It is the policy of the Lexington Public Schools to release the following information without further notice or receipt of consent from the parent or eligible students: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height, class, participation in recognized activities and sports, honors and awards and post-high school plans. If either the parent or the eligible student objects to the release of any of the above information, please state your objection in writing and send to the Principal. If you do not file a written objection by the end of September, this information will be released upon request.

Transfer of Student Records

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

Excerpt from the Lexington Public Schools Homework Policy:

Homework is an important extension of activities begun in school by students under the guidance of their teachers and continued at home. Working together, home and school can guide students as they develop their learning capacities by making possible experiences which foster learning.

Homework provides for practice of skills and application of principles based upon work begun in the classroom. It may enrich school experiences and promote a permanent interest in learning. A secondary goal of homework is to stimulate individual initiative, personal responsibility and self-direction.

Listed below are the responsibilities of teachers, students and parents with regard to homework.

Teachers will:

- assign homework that is meaningful and useful to individuals
- provide appropriate and timely response to all homework assignments
- provide a balance between long-range and short-term assignments
- give assignments over weekends, which are no longer than a daily assignment
- not assign homework during vacation periods and on legal and religious holidays
- monitor long-term assignments in order to avoid last minute student efforts
- give clear, concise directions; allow time for student questions; consider availability of materials;
- provide legible worksheets when used
- inform parents of their role in supervising homework
- ensure that students who are absent know how they may make up homework
- monitor the effectiveness of homework as reflected in student performance

Students will:

- record the directions for homework
- ask questions when necessary to clarify the assignment
- follow a schedule and keep materials in order
- hand in, on time, neat, accurate, and meaningful products
- plan time for completion of long-term assignments
- determine and complete homework assigned during absence

Parents will:

- provide a suitable place for study
- help students develop routine home study habits
- ensure that absence does not interfere with makeup
- assist and correct but do not do the actual work and notify the teacher if students experienced extreme difficulty
- assist students in making wise course and course level choices
- be aware of long-term assignments and assist students in learning to budget their time accordingly
- contact the teacher if he/she observes and absence of homework

Because the time required of individuals to complete assignments varies, homework activities must therefore be planned to meet each student's individual learning profile. Though it is impossible to predict the time necessary for all students to complete assignments because of different learning rates and age levels, the following is suggested:

At the Middle School Level:

At the middle school certain courses, but not all, require homework at all levels. The Program of Studies, when read carefully provides a great deal of information about course requirements. If you have questions about homework, consult with the teacher.

Homework will not be given on legal and religious holidays or during vacations.

Homework will include both daily or short-term assignments and long-range assignments. These are suggested guidelines for the average amount of homework:

Grade 6	One hour each night
Grade 7	One and one-half hours each night
Grade 8	Two hours each night

Conferences

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

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.

Academic Integrity

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

Extracurricular Activities

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

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

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

Student Government

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

Math Team

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

Drama Productions

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

Community Service

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

SCHOOL RULES AND POLICIES

***FOR A DETAILED EXPLANATION OF ALL LEXINGTON PUBLIC SCHOOLS POLICIES, VISIT
LPS.LEXINGTONMA.ORG/ABOUT/POLICIES.HTML***

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 a designated telephone number at a designated time to inform the school of the student's absence and the reason for such absence. The notice will also require such parent or guardian to furnish the school with a home, work 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 the designated time, then the school shall call the telephone number or numbers furnished to inquire about the student's absence. Parents will be contacted within three (3) days of the student's absence if the Parent(s) or Guardian has not contacted the school regarding the absence.

Students arriving late to school must report to the main office with their parent or with a signed parent note.

Parents/guardians are encouraged to contact school staff and work collaboratively with them to correct the reasons that the student is missing school.

Middle School Attendance Policy for Absent and Tardy Students

A meeting will be scheduled with the building Principal (or his/her designee), the Parent(s)/Guardian 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 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, Families 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. Students may enter the building at 7:30 to attend breakfast and must remain in the cafeteria until 7:50. 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 by in designated areas until 7:50, when they will be allowed to proceed to their homerooms.
- Students who arrive to homeroom after 8:00 will be marked tardy by their homeroom teacher.

During School Protocol

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

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 will be called.
- Students who are absent from school may not attend or participate in any extracurricular functions such as intramurals, dances, concerts, or the play, the same day.

Backpacks and Lockers

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

Dress

Students' dress should be appropriate for school activities. Inappropriate clothing such as bare midriffs, blouses that are very low cut, thin-strapped tops, excessively short shorts or skirts, and clothing displaying messages and images that are inappropriate for school are not acceptable. Outer clothing such as hats and jackets may not be worn during the school day. Appropriate gym attire for both boys and girls is to be worn during physical education classes.

Non-Discrimination

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

Disciplinary Policies

All students are expected to conduct themselves in a manner that reflects an understanding of their responsibilities as members of the Jonas Clarke Middle School community and the rights of other students, faculty members and visitors to our school. (See Constitution of Caring) Violations of school or classroom rules create an unsafe environment and have a negative impact on a student's ability to profit from educational experiences.

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

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

Students should be aware that the school department will report any suspected criminal activity to the school resource officer, the police department, and will cooperate with the police in their investigations.

For more detailed policies and state legal requirements relating to student conduct, disciplines, and procedures, see Appendix 2.

Behavior Consequences

Administration works to match the consequence with each situation.

Consequences can range from:

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

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 3:30.
- If a student fails to meet this obligation, parents will be notified.
- Detention will be a silent experience.
- An administrative detention will supersede athletic events, practices, or other school-related activities.

Suspensions

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

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

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

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

Due Process is explained in detail in Appendix 2.

Basic Rules

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

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

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

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

Rule #5: You may not go into anyone’s personal property or into lockers assigned to others, or damage the school’s or anyone else’s property. This includes “popping lockers”. You may not go into anyone else’s computer files.

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

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

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

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

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

Transportation Information

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

Regulations 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:

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

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. Wait until it stops before getting up
- Keep hands and all articles in the bus
- Open windows only with the permission of the driver

- Use good language on the bus
- Be respectful to the bus driver

AT THE BUS STOP

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

FOR STUDENTS WHO DO NOT TAKE SCHOOL BUSES

Parents who drive students to and from school may use the parking lots by the tennis courts or the lower parking lot (running along the brook). **Please do not use the back entrance of the school (via Allen Street) for dropping off or picking up students.** For safety reasons, the traffic circle in front of the building is reserved for school buses and emergency vehicles. This area is posted as a fire lane. Parking and drop-off is not permitted in this area at any time.

Bike racks are located directly across from the main entrance, along the sidewalk to the school. Students who approach school from Brookside Avenue should use the walkway on the side of Stedman Road when traveling to and from that area.

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

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

Appendix 1

Lexington Public Schools Guidelines For Student Internet Use

Lexington Public Schools “**Standards For Acceptable Use of Technology**”: <http://goo.gl/BM0iuc>
Lexington Public Schools "**iPad User Guide for 8th Graders**": <https://goo.gl/XkgA6H>

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

The Internet

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

Students' Individual Responsibility

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

Internet Access Is a Privilege

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

Administrators' Access to Student Files

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

Personal Safety

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. The Lexington Public Schools cannot screen the Internet for such inappropriate uses. Therefore, students must be cautious and prudent about supplying

personal information and arranging personal meetings. In particular, students should never arrange a personal meeting with a person who was met on-line without their parents' or guardians' knowledge and approval. Students should promptly inform their teacher or school administrator of any on-line communication that the student feels is threatening, harassing, or otherwise inappropriate.

System Security and Resource Limits

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

Network Etiquette

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

Unacceptable Uses

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

Disclaimer of Liability

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

Changes in the Guidelines

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

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:

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

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

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

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

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

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.

(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.

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:

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

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

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

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 his/her parent oral and written notice and an opportunity to participate in an informal hearing.

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

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

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

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

3. **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 that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. **Decision:** The administrator will provide written notice to the student and parent of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress

during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

III. Long Term Suspension

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

1. **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;

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

2. **Format of Hearing:** The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. **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 by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive educational services to make academic progress during the period of removal from school (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if

other than English, or other means of communication where appropriate, and will include the following information stated in plain language:

- a. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
- b. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

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

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 at page [])

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

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

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

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

PROCEDURES APPLICABLE TO CONDUCT COVERED BY M.G.L. C. 71, §37H AND 37H

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal

within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.
2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.
3. A letter will be mailed to the parent/guardian of the suspended student stating:
 - a) The reason for the suspension
 - b) A statement of the effective date and duration of the suspension
 - c) A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

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

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 of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent as provided in Section C or D above, as applicable;

- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

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

APPEAL TO THE SUPERINTENDENT

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

The following apply:

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

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

Appendix 3

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 extracurricular 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 (Mr. Wettstone or Ms. Vera), 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

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 4 Hazing

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

Whoever is a principle 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 any student organization, whether on public or private property, which 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 the contrary, consent shall not be available as a defense to any prosecution under this section.

Whoever knows that another person is a 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.

Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each

such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of postsecondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, 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 that fails to make such a report.

Appendix 5

Life Threatening Allergies

BACKGROUND

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

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

PURPOSE AND SCOPE

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

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 (DPH) and Department of Education (DOE) recommendations, including but not limited to:

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

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

C. The principal or designee in each school will implement a “No Food or Utensil Sharing” practice, with particular focus at the elementary school level.

D. Each elementary school, as reasonably appropriate, will provide a peanut free/tree-nut free table in the cafeteria. Reasonable efforts will be made for such table to become “free” of other allergens as deemed needed for an individual student through documentation from the student’s primary care physician or board certified allergist. At the middle and high schools appropriate accommodations will be made as needed.

E. The risk involved in allowing students of elementary and middle school age to make unsupervised food choices at bake sales is recognized; therefore, no bake sales will be permitted at elementary or middle schools during the school day. Bake sales conducted outside the school day are limited to those at which only adults are allowed to purchase products. At the high school level, the sale of food products as a fundraiser will be at the discretion of the principal.

F. At the elementary school level, when a student’s medical need to be in an LTA-free environment is clearly documented by a board certified allergist, and clear directions from the allergist are provided, LPS will make reasonable efforts to create LTA-free classrooms for the student. LPS reserves the right to consult with a board certified allergist of its choice to review the recommendation to determine if it will authorize its implementation.

G. Each school’s Crisis Management Plan will include how to respond to an anaphylactic reaction (life-threatening allergic reaction). This plan will be reviewed annually by each building principal and will be part of all LTA-awareness training.

H. Each school will develop and maintain an Individual Health Care Plan (IHCP) for any student identified with a life-threatening allergy in collaboration with the student’s parent/guardian and primary care physician or board certified allergist.

I. The LPS will maintain records of any life-threatening allergic reaction, the use of an EpiPen, and the call for medical assistance by calling 911. LPS will report all such LTA reactions to the Massachusetts Department of Public Health (DPH), according to department regulations and protocol.

J. Because of the confidentiality of medical records, a student’s parent/guardian has the responsibility for notifying school bus drivers directly of any life threatening allergies of which the bus driver should be aware.

K. For any event outside of the regular school day which is neither sponsored by LPS nor part of the LPS curriculum, the sponsor of such event is responsible for assuring that appropriate provisions concerning LTA’s of participants are in place.

I. 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 11 informational sessions on life-threatening allergies by the building principal.

C. All substitute teachers contracted by the LPS will receive LTA-awareness training, following the LPS curriculum. No substitute will be employed in the system who has not received this training. The Director of Human Resources will be responsible for ensuring that contracted services provide LTA-awareness training to substitute teachers.

- D. Food-service personnel contracted by LPS will be given building-based LTA-awareness training annually.
- E. The LPS Business Office will offer to our contracted bus drivers the opportunity for LTA19 awareness training annually, and will encourage their participation.
- F. Principals or their designees will be responsible to schedule LTA-awareness training in their 21 schools and to ensure that all appropriate employees are trained.

Appendix 6

Bullying Prevention and Intervention

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

Definitions

Aggressor is a student or a member of the school staff who engages in bullying, cyberbullying, or retaliation towards another student.

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

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

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

Target is a student against whom bullying, cyberbullying, or retaliation is directed.

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

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

Prohibition Against Bullying

Bullying is prohibited:

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

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

Reporting Bullying

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

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

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

Professional Development for School and District Staff

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

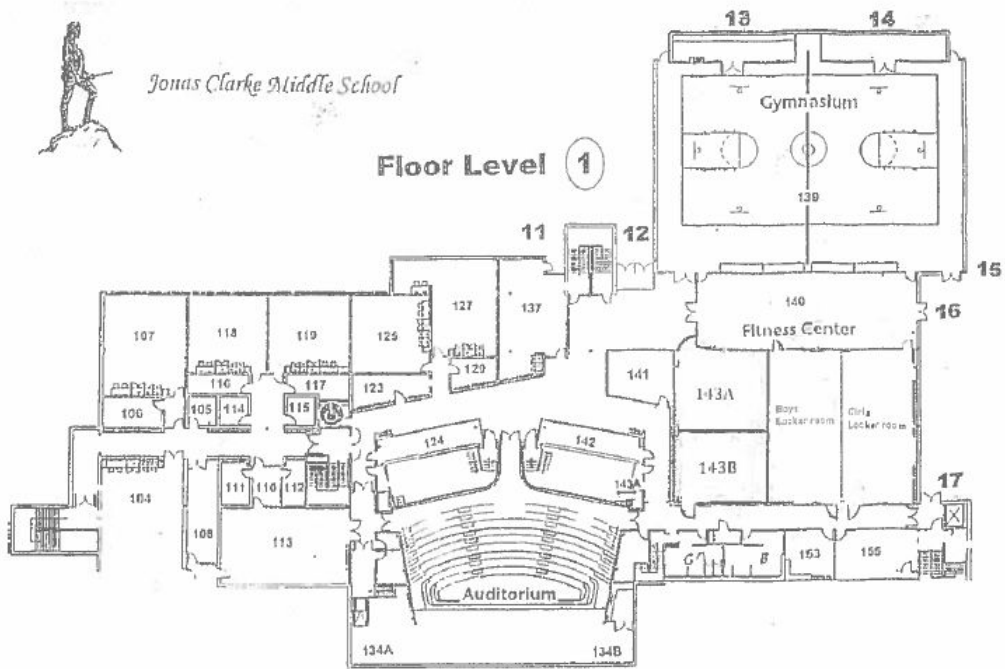
The content of such professional development is to include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex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

Additional information about the district's Bullying Prevention and Intervention Plan is available on the LPS website: lps.lexingtonma.org.

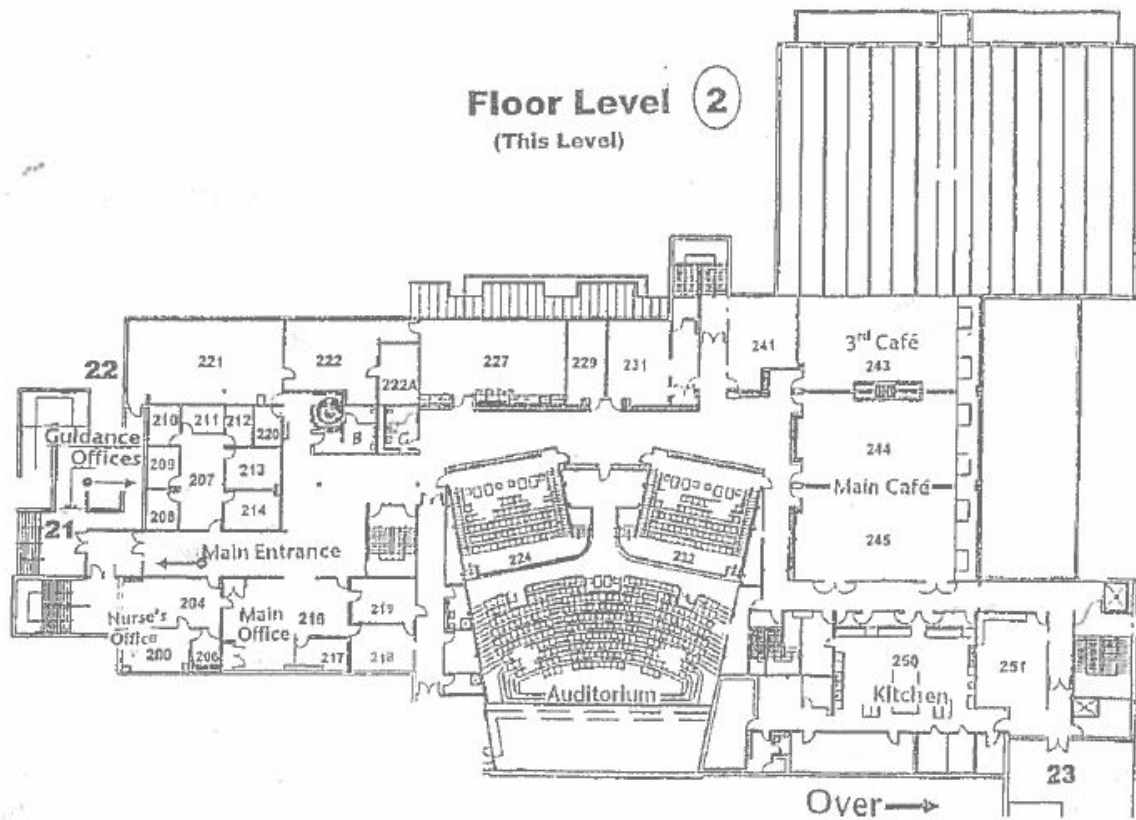


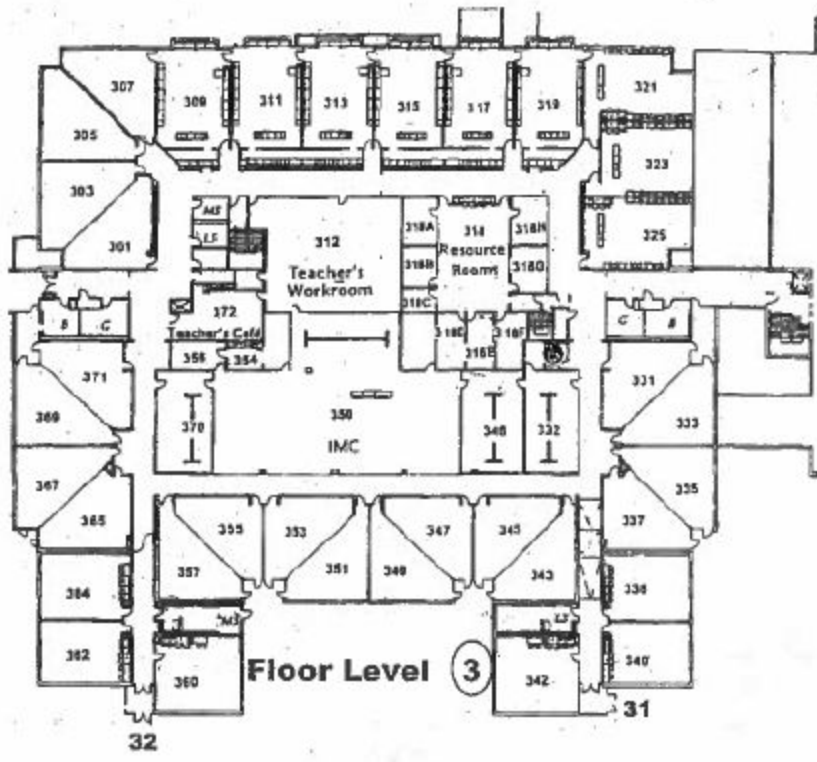
Jonas Clarke Middle School

Floor Level 1



Floor Level 2
(This Level)







PERIMETER FORMULAS

perimeter = distance around

square $P = 4s$

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

triangle $P = a + b + c$

AREA FORMULAS

square $A = s \times s$

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

parallelogram $A = bh$

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

circle $A = \pi r^2$

VOLUME FORMULAS

rectangular prism $V = lwh$

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

CIRCLE FORMULAS

$$C = 2\pi r$$

OR

$$C = \pi d$$

$$A = \pi r^2$$



PERIMETER FORMULAS

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

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

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

AREA FORMULAS

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

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

parallelogram..... $A = bh$

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

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

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

TOTAL SURFACE AREA FORMULAS

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

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

VOLUME FORMULAS

rectangular prism $V = lwh$
OR
 $V = Bh$
($B =$ area of a base)

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

cylinder $V = \pi r^2 h$

CIRCLE FORMULAS

$$C = 2\pi r$$

OR

$$C = \pi d$$

$$A = \pi r^2$$



Massachusetts Comprehensive Assessment System
Grade 8 Mathematics Reference Sheet

PERIMETER FORMULAS

square $P = 4s$

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

triangle $P = a + b + c$

AREA FORMULAS

square $A = s^2$

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

parallelogram $A = bh$

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

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

circle $A = \pi r^2$

TOTAL SURFACE AREA FORMULAS

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

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

sphere $SA = 4\pi r^2$

VOLUME FORMULAS

rectangular prism $V = lwh$
OR
 $V = Bh$
(B = area of a base)

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

cylinder $V = \pi r^2 h$

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

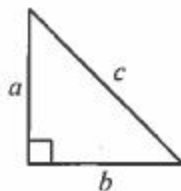
CIRCLE FORMULAS

$C = 2\pi r$

OR
 $C = \pi d$

$A = \pi r^2$

PYTHAGOREAN THEOREM



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