



2021 – 2022

LEE ELEMENTARY SCHOOL

LEE ELEMENTARY SCHOOL HANDBOOK

August 25, 2021

In compliance with Chapter 71, Section 37H of the General Laws of the Commonwealth of Massachusetts, the Lee School Committee has published its rules and regulations governing student and teacher conduct and makes them available to any person upon request through the principal in every school.

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SCHOOL COUNCIL

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LEE ELEMENTARY SCHOOL ORGANIZATION

Tim Mertinooke, Principal
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Rachel Wildrick, School Psychologist
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FACE MASKS

The Lee Public School District is committed to providing a safe environment in schools during the ongoing COVID-19 pandemic. Maintaining a safe environment is critical to the District's ability to returning students and staff to a full-time classroom learning experience.

According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks. Therefore, using the guidance and recommendations from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the District has established the following requirements which will remain in place until further notice.

A face mask that covers the nose and mouth must be worn by all individuals in school buildings and on school transportation.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- has trouble breathing.
- is unconscious.
- is incapacitated.
- cannot remove the mask or face covering without assistance.

In addition, masks will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks will not be required when appropriate social distancing is enforced:

- during mask breaks.
- while eating or drinking.
- during physical education classes.
- while outside.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

A student's mask is to be provided by the student's family. Staff members are responsible for providing their own face mask. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person

learning until such time as they can comply with the requirement, or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

For the purposes of this policy, neck gaiters and bandanas do not constitute a face mask.

This policy will remain in place until rescinded by the School Committee.

Guidance Statements

Massachusetts Department of Public Health

<https://www.mass.gov/doc/updated-advisory-regarding-masks-and-face-coverings-july-30-2021-0/download>

Center for Disease Control and Prevention – Guidance for Covid-19 Prevention in K-12 Schools Updated August 5, 2021 -

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

Center for Disease Controls – Guidance for Covid-19 Prevention on Public Transportation

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html>

Massachusetts Department of Elementary and Secondary Education – Fall 2021 Covid-19 Guidance

<https://www.doe.mass.edu/covid19/on-desktop/2021-0730fall-2021-covid19-guidance.pdf>

Tri-Town Health Department

SOURCE: MASC – August 10, 2021

First Reading, Second Reading Waived, and Approved - August 12, 2021

HANDWASHING

Per Lee School Committee policy EBCFB, handwashing is required as a safety measure to mitigate the spread of COVID-19. Every classroom will be provided with a hand sanitizing station, as will common areas such as hallways, offices, and the cafeteria. It is especially important to sanitize your hands before and after replacing your face mask; before and after eating or preparing food; before touching your face; after using the restroom; after leaving a public place; after blowing your nose, coughing, or sneezing; and after handling your cloth face covering.

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I. SCHOOL OPERATIONS/GENERAL INFORMATION

A. SCHOOL HOURS

Start: 8:35 a.m. Dismissal: 3:09 p.m. Buses Depart: 3:15 p.m.
Half Day Dismissal: 12:05 p.m.

The majority of students arrive at LES after 8:15 a.m. by bus or parent drop-off in the front of the building. Our breakfast service and formal supervision both begin at 8:15 a.m. daily. We will offer supervision between 7:30 a.m. and 8:15 a.m. in the school cafeteria for those families that need an earlier drop-off time. Students arriving for this service should be dropped off and enter the cafeteria via the side entrance by the school gym. Parents of kindergarten children should exit their vehicle and walk their child to the cafeteria side entrance. There is no charge for the early drop-off program.

B. SCHOOL CLOSING/DELAY INFORMATION

Our school district uses the **Blackboard Connect Service** to immediately spread school closing or delay information to families. The system automatically calls emergency numbers and sends e-mails to disperse important closing and delay information. Please be sure to update emergency contact information in the fall and regularly if information changes. This will enable the district to dispatch important information to the correct numbers and email addresses.

In addition, the following TV and radio stations will announce if school is closed or delayed due to weather or other emergencies:

- **TV Stations:** WRGB– Channel 6; WSHM– Channel 3; WTEN– Channel 10; WNYT– Channel 13; WWLP Channel 22
- **Radio Stations:** Live 105.5; WUPE 100.1/94.1; WUHN-AM1110; WBRK– AM1340; WBEC– AM1420

School Delays: If school is to be delayed for one hour, school will begin at 9:35 a.m. Students should not be dropped off before 9:15 a.m. as there is no supervision. If school is delayed two hours, school will begin at 10:35 a.m. Students should not be dropped off before 10:15 a.m. as there is no supervision. Additionally, early care, breakfast service and A.M. Preschool will NOT be in session on these days. Dismissal will still be 3:09 p.m.

C. AFTER SCHOOL REGULATIONS

All students are excused from the building at their dismissal time on each school day with the exception of those students who are assigned to a detention, an activity, or an after session assistance with some faculty member.

The school is closed to all students outside regular school hours (8:15 a.m. – 3:15 p.m.). The only exceptions are students who are scheduled for an activity or who have the permission of an administrator. An adult advisor must supervise all student activities.

D. FIELD TRIPS

No student will be allowed to attend a field trip without a permission slip signed by a parent or guardian. This includes the liability and indemnity form. Students must abide by all school rules on field trips. A first aid kit and, when necessary, student-prescribed Epi-pens will be brought on all field trips. An Epi-pen and first aid trained staff member will attend the field trip when needed.

E. MAINTENANCE OF STUDENT RECORDS

A copy of each child's birth certificate is required as proof of eligibility when registering for Kindergarten. When applicable, we ask that formal documentation of current custody arrangements be provided to our office at registration and if arrangements change as the school year progresses. Parents must notify the school office of any change of address, phone number, emergency numbers, or other information that will affect the student's permanent records. Each student must have at least two (2) valid emergency numbers on file in the office.

F. LOST AND FOUND

All lost and found articles may be turned in or claimed from the lost and found area at the main entrance. Unclaimed items will be donated to a local organization three times during the school year.

G. ANIMALS

There are no outside pets or animals allowed on school grounds, with the exception of a certified and trained service animal. On occasion, and with careful preplanning with the Principal and School Nurse, some animals will be allowed visitation to become part of a classroom activity. Regardless, any animals must be arranged with the administration prior to their arrival. Administration will approve only after consultation with the School Nurse and parents of affected students.

H. CARE OF EQUIPMENT AND PROPERTY

A student is financially responsible for the loss or destruction of any and all material, including textbooks that are received from the District. All school books must be covered. The school is not responsible for loss or damage of any personal property a student may bring to school. Students are responsible for the replacement cost of all lost or damaged library materials. Bringing personal items to school is not encouraged or recommended. This includes sports equipment. However, personal electronic equipment (cell phones, I-Pods, CD players, etc.) and personal items may be used outside the building before or after school hours. During school hours, it must remain in a backpack, stored in the student's locker.

I. DRESS CODE

Appropriate clothing must be worn at all times. Students may not wear clothing that is distracting to other students, disruptive to the educational process, or which may somehow threaten the health and safety of other students. Please follow these guidelines when dressing for school:

- During warm weather months, students may wear modest sleeveless tops and bottoms that do not reveal undergarments. No strapless tops are allowed.
- Short skirts or shorts (measured against the fingertips of a straightened arm) are prohibited.
- Visible boxers/undergarments and pants pulled down over the hips are not permitted.
- Children should wear shoes that allow them to play freely and safely at recess. For safety reasons, shoes with built up soles or high heels, flip-flops, and open-backed shoes/sandals are not to be worn to school.
- During winter months, clothing appropriate for outside play should be worn. Coats must be worn to/from school and to recess.
- Hats are not to be worn in the building. Students may put winter hats on in preparation for leaving the building.
- Clothing, jewelry, or accessories advertising alcohol, tobacco, or illegal drugs/paraphernalia or that which contains profanity, vulgarity, nudity, or symbols related to gangs is not permitted.

If inappropriate clothing is worn, parents or guardians may be called to bring a change of clothes. If the problem persists, disciplinary consequences may be given.

J. SAFETY/SECURITY

Exceeding the requirements of Massachusetts General Law Section 363 of Chapter 159 of the Acts of 2000, the district has developed a comprehensive multi-hazard plan to help prepare the Lee School system for a variety of emergency situations that may be encountered by students, faculty and staff. This is updated yearly by Emergency and Lee Public Schools staff. The plan includes the setting of preventative measures as well as plans for use in medical, threat, weapon, fire, explosion, hazardous materials, toxic fume, vehicle accident, assault, intruder, abuse, bullying, missing person, abuse, drug, severe weather and suicidal ideation situations. In most cases, the school faculty, staff, and students are instructed to utilize either evacuation and/or stay-put (lock down) protocols depending on factors of the emergency. In situations of an intruder and/or active shooter, the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) response is recommended. This response equips staff to make their best judgment in active shooter situations as to whether evacuation or locking down is best for optimal safety for all in their care. We do have remote evacuation sites if on campus sites will not suffice.

Following are some important considerations for parents in regards to campus safety situations:

- As with school closing/delay information, the Blackboard Connect Service will be utilized to spread relevant information to families as soon this is possible. Please do not attempt to contact the school individually for updates as we are managing the situation internally. Also, keeping your emergency contact numbers up to date with the Main Office is so important for quick and effective emergency contact if needed.
- If the school is in Lockdown; Stay In Place or Evacuation mode, please note that no one other than emergency responders will be allowed access to the school. Parents driving to the school in these times may clog roads and hinder the response of the emergency personnel needlessly.
- If a parent reunification either on or off site becomes necessary, children will not be released to individuals who are not authorized in the school's records or who do not have written parent authorization on their person. Again, it is imperative that families update emergency cards as needed through the school year for times such as these.
- Students at LES will not be allowed to communicate with parents via cell phones during situations as they are required to be off and in lockers during school hours as is our school policy. • We are a single point of entry school. All visitors, parents included, are asked to go directly to the front office to be signed in as they enter. Staff is trained to intercept and question any adult without a visitors pass that they may see in any area of the building. Please cooperate with our efforts to know exactly who is in our building at all times.

K. VISITORS

Parents are always welcome to visit our school and their children's classrooms. In order to provide minimal disruption to important classroom functions and the normal school schedule, all requests to visit are at the discretion of the classroom teacher and/or principal.

1. All visitors must gain access to the building by using the intercom system located to the left of the main entrance. Once entrance is granted, all visitors must register in the main office upon entering the building during normal school hours. Visitors must wear a visitor's identification badge, provided by the office, at all times.
2. Anyone not registered or wearing a badge may be asked to leave the building. Individuals in the building without permission are subject to arrest.
3. To limit disruption to the learning process, items being dropped off at school should be left in the office for the student to pick up when it is convenient.

4. Guests of students are not permitted to visit the school unless prior arrangements have been made with the principal.

L. PARENTAL INVOLVEMENT (MEETINGS)

There are many opportunities for parents to get involved in school activities. Teachers may request parent assistance for special projects, field trips, etc. **Any** parent/guardian working with students, volunteering at school, attending field trips, etc. **must** have a CORI background check done prior to volunteering. CORI forms must be completed in the District office in person, at which time a copy of the driver's license will be made and attached to the form.

Additionally, the following meetings take place monthly:

- The Lee School Committee meets on the second Tuesday of each month.
- The Tyringham School Committee meets on the second Tuesday of each month.
- The Lee School Council meets the first Monday of the month.
- The Lee Elementary PTO meets the first Tuesday of the month.

M. BICYCLE-RIDING POLICY

Students in fifth and sixth grade may ride bicycles to school. If your student is interested in riding their bicycle, they can request a two-sided permission slip and indemnity clause. These can be obtained in the school office. Once a parent/guardian signs both sides and returns it to the school office, the student can begin riding to school. Students must follow these guidelines or their bicycle riding privileges may be revoked:

1. Bicycles must be locked up (lock provided by student) on the bike racks provided by the school.
2. Students riding to school must obey traffic rules including, but not limited to:
 - a. Students must walk their bicycles at the crosswalk after carefully looking both ways and proceed straight to the bike rack.
 - b. Students are not allowed to ride their bicycles on the school playground or near the school entrances.
 - c. Students may not access their bicycles during the school day (including recess).
3. State law requires anyone 12 and under to wear a helmet. We encourage all students to wear helmets when riding to school.
4. Due to inclement weather, students will not be allowed to ride bicycles between the months of November – April.
5. Scooters, skateboards, roller blades, and other like items are not allowed.
6. The school district is not responsible for personal property including, but not limited to locks, helmets, and bikes, etc.

II. ATTENDANCE POLICY

Student academic success is determined by several factors. Most important of those are student attendance and promptness to school, class performance and homework. Continuity of learning requires daily attendance at a full day of school as well as being prompt and punctual which prevents disruption of the classroom.

A. REGULAR ATTENDANCE

State Law requires regular school attendance. This law charges the parents with the responsibility for the child's attendance until the child graduates or reaches the age of eighteen. Regular school attendance is vital to a good academic record. This attendance is recorded in the student's cumulative folder.

The following reasons are considered acceptable reasons for absence, tardiness, or early dismissal from school:

- A child is personally ill. Please see pg. 19 -21 for Criteria for Excluding an Ill or Infected Child from School.
- There has been serious illness or death of immediate family members.
- The family is celebrating a religious holiday.
- The family is visiting a legal guardian in the armed forces (max. of 5 days per year).
- The child is participating in a school function (i.e. field trips, special training, etc.).
- The child has a documented medical, mental health, or dental appointment.
- Any other extenuating circumstances approved by school administration.

The following reasons are NOT considered acceptable reasons for absence, tardiness, or early dismissal from school:

- Family vacations/trips unless the administration has granted approval for a documented educational experience or purpose.
- Truancy/skipping school.
- Activities that should be conducted outside the school day, such as hair appointments, shopping, sleeping, doing homework, etc.
- Activities which are more appropriately a parent/guardian's responsibility, such as providing care for siblings, a lack of transportation to school, etc.
- Attendance at continuous, non-district-sponsored extracurricular activities. This includes early dismissals on a regular basis.
- Youth sport activities.
- Deciding not to attend half days of school.

In the event that a student must be absent, the following procedures should be followed:

1. Parents must report absences to the office personnel by 9:00 a.m. on the morning of the absence.
2. Office personnel will call parents, if notification from home is not received.
3. If no communication is possible, the absent student, on returning to school, must bring a written note from a parent/guardian stating the reason for such absence(s).

Any student who is absent during the school day will not be permitted to attend any school activities after school or in the evening.

B. TARDINESS

The official start time of school is 8:35 a.m. Any student entering the building after this time is considered tardy and must be escorted into school by his/her parent (or adult with the child). Parents will then be required to sign the tardy log in the school office. Once signed in, the child will receive a tardy slip which will admit him/her into class. It should also be noted that a day where a child is dismissed prior to 9:15 am will be considered an absence unless the child returns later that same day.

C. PERMISSION TO LEAVE SCHOOL / DISMISSALS

Lee Elementary School is a closed campus. Once a student arrives at school, he/she cannot leave school property without permission from school officials. Only the school nurse can grant permission for a student to leave school due to illness. Parent requests for students to be dismissed should be sent to the classroom teacher via note, phone call, or e-mail. If a student does leave without permission, the parents and the police will be notified.

In the event of the occasional family emergency, a deviation from the transportation plan on file at the office

requires parental notification no later than 2:00 p.m. Please keep in mind the disruption to the child's day, the classroom atmosphere, and the office staff when regular last minute changes are made to a student's dismissal procedure.

D. ACTIONS CONCERNING TRUANCY, TARDINESS, OR EXCESSIVE DISMISSALS

If regular attendance or multiple tardies or dismissals becomes an issue with any student, the following procedure will be followed:

- 1.) When staff determines absences, tardies, and/or dismissals are affecting student progress, school records and the nurse will be consulted. If needed, a call from administration will be made to the students' family alerting them to this accumulation and outlining further actions that may be necessary to ensure students are attending as regularly as possible.
- 2.) If absences, tardies, and/or dismissals continue after family contact, office records, classroom teachers, and all support personnel will be consulted during Full Team and Building Assistance Team meetings. By consensus, the absences will be deemed acceptable or concerning. If needed, a staff member will contact parents/guardians to address any concerns related to absences and offer support for better attendance. Referrals to the school nurse, guidance counselor, dean of students, school psychologist and/or school principal may be made at this time.
- 3.) When a child reaches a significant number of absences, tardies, and/or dismissals and the above mentioned interventions have not been making an impact, a Student Intervention Team meeting will be called. This meeting will include the parent/guardian, the classroom teacher, any involved support personnel, and the School Resource Officer for the district.

Actions agreed-upon during a SIT team meeting could include but are not limited to:

- Referral to an outside agency.
- The school's request a doctor's note explaining absences each time they occur.
- In the upper elementary grades (5 and 6), a student's grade in a class could be reduced by 5% per subject affected.
- Missed time made up after school.
- Tutoring referral.
- Attendance contract.
- A positive reinforcement plan.
- Summer program referral.

- 4.) In extreme cases where the above-mentioned actions are not effective, the school may file a "Report of Child Abuse or Neglect" (51A) with the Department of Children and Families (DCF) or file a "Child in Need of Service" (CHINS) petition with the court.

III. ACADEMIC PERFORMANCE

A. REPORT CARDS

Report cards are issued four (4) times a year at intervals of approximately forty-five days.

B. GRADING SYSTEM

Lee Elementary School uses the following numerical grading system.

A = 93 and above A- = 90 – 92
B+ = 86 – 89 B = 83 – 85 B- = 80 – 82
C+ = 76 – 79 C = 73 – 75 C- = 70 – 72

D = 60 – 69 F = Failing Work

P = Progressing S = Satisfactory I = Needs Improvement U = Unsatisfactory

C. PREPARATION FOR CLASSES

When possible, students are responsible to purchase, and have on hand at school, materials and tools required for effective participation. A **suggested** grade-appropriate list of these is on the school's website and was enclosed in the summer mailing. Families requiring assistance for purchase of items or in need of a supply list should call the school office. **We typically have many community donations and resources available each year for school supplies.**

D. MCAS & ACCESS for ELLs TESTING SCHEDULE - No Dates have been selected yet.

IV. HOMEWORK POLICY

The purpose of homework is to provide students with opportunities to extend classroom lessons and to transfer specific skills and concepts to new situations. In addition, homework is designed to develop personal responsibility, self-discipline and effective study skills. As with all instructional activities, homework assignments should be meaningful, relevant, and grade appropriate. Homework is to be expected at every grade level beginning in the first grade. Homework assignments will increase in both length and scope as students progress from grade to grade.

In addition to regular homework, the ability to read is strengthened by reading each day at home. Students are strongly urged to spend time reading for pleasure or interest each day, in addition to regular homework time.

A. Types of Homework Assignments

Generally, Lee Elementary School teachers assign any of four types of daily homework assignments. These are preparation, practice, extension, and creative/enrichment assignments. Examples of these types of assignments are:

Preparation-This type of assignment is intended to help students get ready for the next day's classroom lesson. For instance, a reading assignment may be given prior to a social studies lesson. Students might be asked to write their own discussion questions based on the reading assignment or the student may be asked to complete answers to reading review questions from the text.

Practice-By successfully completing practice assignments, students have the opportunity to review and reinforce skills, knowledge, and information presented in a previous lesson. An example might be, after a grammar lesson students would be asked to write their own sentence and label the specific grammatical elements presented in the most recent classroom lesson.

Extension-Extension assignments ask students to expand on skills and/or concepts taught during a previous class. For example, after studying an historical period, a student might be asked to read an article or book pertaining to that period and report their findings to the class.

Creative/Enrichment-This assignment includes analyzing, synthesizing and evaluating concept or skills already taught. Students have an opportunity to develop and apply their own ideas about a topic and prepare a presentation for the teachers or class. One example would be to assign students the task of creating an invention that would solve a problem. Another might be to write a play or short story.

B. Long Term Assignments

Another category of homework is the long-term assignment. Frequently, teachers will assign long-term assignments that generally include special projects, research reports, or science projects. The number and frequency of these assignments vary according to specific course requirements. The amount of time required to complete the assignments may be one week or may last several weeks.

C. Daily Reading

A student's ability to read is strengthened by reading each day at home. We require each student to spend time reading for pleasure or interest each day, in addition to homework time. In addition to books of interest newspapers, magazines and journals can be included. A minimum of 15 minutes of daily reading will significantly enhance students' reading skills. Specific guidelines from teachers will be communicated early in the year.

D. Daily Math

A student's ability to rapidly access basic math facts and information can lead to greater math success throughout the years. We now require 5 minutes of math practice each night. This is in addition to any written math assignments a child may have been assigned. Teachers will communicate expectations for these five minutes early in the year as well.

E. Expectations of the Amount of Time Spent on Homework

The specific amount of homework assigned varies according to subject and grade level. The amount of time individual students spend in homework studies will also vary according to the individual student's study skills and personal work habits. These variables are important considerations when teachers, parents and students work to identify the appropriate amount of time a student should spend in homework study. When applying recommended times to individual students, please keep in mind the variables of grade, subject, student's work habits and motivation. Teachers' homework assignments may also vary slightly in amount of time expected of students.

Students and parents should note that there is a gradual increase in homework time expected during the students' middle and high school-years. Please remember that your child's study time may vary from these expected ranges.

Grade and Approximate Time:

Grade 1: 0 - 15 minutes
Grade 2: 0 - 30 minutes
Grade 3: 15 - 40 minutes

Grade 4: 30 - 60 minutes
Grade 5: 50 - 60 Minutes
Grade 6: 60 - 70 Minutes

F. Homework during Holidays and Vacations

Usually, no homework will be assigned. However, work on long-range assignments may necessarily need to be included over these time periods.

G. Homework during Weekends

Some grade level programs require homework over the weekends. The amount of time expected of students on this homework is approximately the same amount expected for one weekday school night. The purpose of weekend assignments is to maintain student focus on class work in preparation for Monday's classes.

H. Homework for Absentees

Homework requests cannot always be arranged in the event of a one-day or two-day absence. A student's family should contact the classroom teacher upon return to discuss make-up work. Teacher(s) will determine if additional make-up sessions are needed beyond the school day. All make-up work should be turned in to their teacher in a timely manner.

I. School Absences Because of Family Vacations or Extenuating Circumstances

Though it is not encouraged, there are times when families plan vacations or students have to take extended periods beyond two school days away from the classroom. Under these circumstances, families are expected to contact the classroom teacher two weeks in advance of the absence, if possible. It is required that the teacher and the family connect prior to the absence to complete a *Notice of Absence* form which has agreed upon conditions for work missed during the absence. This form is subject to administrative approval. The form is available in the main office or on our website. There will also be a meeting when the student returns to make arrangements for missed work.

Once again, please carefully consider how important it is to avoid our State testing dates when making vacation arrangements. These dates are required school days for students to take part in and can pose a problem for staff arranging make up testing during the State-assigned testing periods. Dates are listed above, are sent home in the beginning-of-the-year packet of information, and are posted on our website.

J. Extra Help Sessions

Each of your child's teachers maintains after-school and/or before school extra help or make-up sessions. Your child's teachers announce the specific day(s) of these sessions. Teachers will contact families with information about available weekly after-school sessions early in the year and to make parents aware if their child could benefit from additional assistance before or after school.

K. Chronic Homework Difficulties

Parents are urged to contact their child's teachers or guidance counselor with specific concerns/questions about homework. At times, students may struggle in meeting their homework obligations. When students routinely experience difficulties in completing homework assignments, teachers and parents need to confer about the nature of the student's difficulties. The successful development of students' study habits is an important goal for the school. We know that collaborative school-home efforts can be effective in helping students improve their study skills. Please contact the school with your questions/concerns when you believe your child is experiencing chronic homework problems. Students may also be signed up for the LYA sponsored Homework Help program. Homework Help takes place after school in the library. For more information, please contact the Lee Youth Association or your child's teacher.

L. Parent, Teacher, and Student Responsibilities

Student Responsibilities:

- Recording assignments in their Student Planner before leaving school or keeping track of the Homework Folder in the lower grades;
- Asking the teacher for clarification if the assignment is not understood;
- Taking home all necessary materials to complete the work;
- Scheduling time to complete the assignment(s);
- Completing homework on time and handing in neat, carefully completed work;
- Asking the teacher for help if the homework was not completed due to confusion; •
- Correcting homework at the discretion of the teacher;

- Accepting consequences if homework is not completed (after-school time or Response to Intervention time, or a missed social opportunity)

Teacher Responsibilities:

- Communicating the homework assignment to students verbally and in writing;
- Modeling directions for how the homework is to be completed;
- Ensuring that assignments are based on concepts previously taught and understood by the children (parents should not have to teach the concept);
- Providing modifications or adjustments for students with special learning needs; •
- Reviewing the assignments and returning them to students with a grade or comments; •
- Communicating homework concerns as they arise with parents;
- Referring students to Homework Club (sponsored after school by the LYA) if they fail to complete their homework

Parent Responsibilities:

- Speaking positively about the importance of homework and providing encouragement/praise for work that is well done;
- Providing a quiet, distraction-free (no electronics, toys, etc.) area to study;
- Ensuring that time has been set aside to do homework;
- Reviewing homework to make sure that it has been completed to the best of the child's ability while refraining from doing the homework;
- Informing the teacher immediately with a note in the Student Planner or by personal contact if the child does not understand the homework concept(s) or the child cannot complete the homework in the recommended time frame

V. COMPUTER NETWORK - Acceptable Use Policy (AUP)

The Lee Public Schools has established a CIPA (Children's Internet Protection Act) and COPPA (Children's Online Privacy Protection Act) compliant network and is pleased to offer Internet Access for all stakeholders. The following document is a legal and binding document and must be signed in order to use computers and/or the network. The network will allow all stakeholders access to a variety of network and Internet resources. In order to use the Internet, students and their parents or guardians must first read, understand and sign the following acceptable use policies. **This is a legal and binding document.**

A. Personal Safety

1. Users will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification information like social security numbers, etc.
2. The Lee Public Schools will not disclose personal information about students on websites - such as their full name, home or email address, telephone number, and social security number in compliance with COPPA rules.
3. Users will immediately report to the Lee Public School authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

B. Safety Guidelines for Students

1. Never give out your last name, address, or phone numbers.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.

3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
4. Your parent(s) or guardian(s) should instruct you if there is additional material that they think it would be inappropriate for you to access and notify the school of any additional site access limitations.

C. Illegal and/or Unacceptable Usage

1. User agrees not to access, transmit or retransmit any material (s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/or school district policy. The Lee Public Schools will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account
2. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
3. Users shall not access, transmit or retransmit: copyrighted material (including plagiarism), threatening, harassing, or obscene material, or material protected by trade secret, and/or any other material that is inappropriate to minors in compliance with COPPA:
 - a. any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
 - b. information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
 - c. information that harasses another person or causes distress to another
 - d. any material that violates United States or local and state laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
4. The network may not be used:
 - a. To download, copy, or store any software, shareware, or freeware without prior permission from the District Technology Coordinator;
 - b. For commercial purposes. Users may not buy or sell products or services through the system without prior permission from the District Technology Coordinator;
 - c. For advertising or political lobbying
5. Network users may not:
 - a. use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
 - b. log on to someone else's account or attempt to access another user's files, Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/ or administrator. This will assist in protecting user against a claim of intentional violation of this policy.
 - c. access e-mail or instant messaging and shall not post chain letters or engage in "spamming" (that is sending an annoying or unnecessary message to large numbers of people).

D. User Responsibility

The computer network at the Lee Public Schools has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, message boards, and other means. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.

Material created and/or stored on the system is not guaranteed to be private. The District Technology Coordinator or assigned personnel may review the system from time to time to ensure that the system is being used properly. Authorized staff will periodically inspect folders and logs of network usage will be kept at all

times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal, state or federal law. For this reason, students should expect that work that is created on the network may be viewed by a third party.

Use of the Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges as well as disciplinary action imposed by school officials.

1. Network users shall:

- Respect resource limits and must remain within an allotted disk space of (number of megabytes). Users are responsible for deleting old files that may take up excessive amounts of storage space.
- Keep their password private. Accounts and/or passwords may not be shared. Pre-K thru 3 students will not have individual accounts; rather they are assigned a .classes account by the classroom teacher. All students are expected to use the .classes account only when authorized by their classroom teacher.
- Adhere to the safety guidelines listed above.

E. System Resource Limits

1. User shall only use the Lee Public Schools for educational and career development activities and limited, high quality self-discovery activities as approved by the Lee Public Schools faculty for a limited amount of time per week.
2. User shall have the responsibility to use computer resources for academic purpose only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet.

F. Consequences for Failure to Follow Terms and Conditions of AUP

There will be consequences for any user who fails to follow the Lee Public Schools and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of the Lee Public Schools, law enforcement authorities may be involved and any violations of state and/ or federal law may result in criminal or civil prosecution.

VI. HEALTH SERVICES

The nurses in the Lee Public Schools follow the guidelines of the Comprehensive School Health Manual provided by the Massachusetts' Department of Public Health. The School Health Manual can be found at www.mass.gov/orgs/school-health-services Additionally, Dr. Robert Wespiser, our school health physician, is available to consult with the nurses as needed.

A. NURSE

Lee Elementary School has a full-time nurse in attendance during the school day. She attends only to illness or injury that occurs during school hours. Any student desiring medical services must have the permission of the adult in charge before going to the nurse's office. It is recommended that parents keep copies of their children's physicals and immunizations for their own files.

B. MEDICATION

Under Massachusetts General Law (M.G.L.) Chapter 112, section 80B, a licensed nurse must have a medication order from a physician, dentist, nurse practitioner or physician's assistant in order to administer any medication, whether it is a prescription drug or over-the-counter medication.

A form is available from the school nurse that will authorize the dispensing of medication in school. A physician, dentist, nurse practitioner, or physician's assistant must complete this form and it must be returned to the school nurse.

- If it is necessary for your child to take a prescription medication (such as an antibiotic) temporarily during school hours, please adhere to the following procedure: Place the medication in a labeled pharmacy container. (The local drug stores will give you a second one.) Send in a note stating the time the drug should be given. It needs to be dropped off at the school health office.
- No psychotropic medication (e.g. Ritalin, Adderall, Clonidine, and Dexedrine) may be carried to school by a student. An adult must bring the medication in a labeled prescription container to the nurse. At the end of the school year, an adult must pick up all unused medication. If not, it will be discarded.
- Students will be allowed to keep their asthma medication with them if they have written parental and physician approval. If an inhaler is used, the student needs to report its use to the school nurse. If your child needs to take his/her asthma inhaler on a field trip, please notify the nurse several days in advance so arrangements can be made.
- Cough drops are not provided by the School Nurse, but may be brought from home with express permission from the child's physician to be noted on the Standing Orders/Non-prescription Medication form provided at the beginning of the school year. Parents need to send a note in with the student if they want to allow their child to take cough drops. Students are encouraged to bring a bottle of water as well.
- Students who take medication at lunchtime during the school day, **will not** receive the noontime dose on half days unless prior arrangements are made with the school nurse.

C. ACCIDENTS

It is mandatory that any student who has been injured during school hours report this injury to the school nurse. This regulation pertains to all students who are and are not covered by school insurance.

D. INJURIES

Any child wearing a cast, sling, splint, brace, on crutches, etc. will not be allowed to participate in physical activities on the playground at recess. Additionally, any student with a parent note who misses physical education due to an injury or illness will not be allowed to participate at recess on the same day. Students can take part in quiet activities outside, but activities will be limited. Any student with the above-mentioned limitations must have a doctor or parent note in order to again participate in physical education and/or recess fully.

E. IN CASE OF EMERGENCY

If the school nurse determines that further treatment is necessary, the child's parent (or emergency contact) will be notified and advised. Although rare, emergencies do happen. In these instances, Lee Ambulance is called and the child is transported to Berkshire Medical Center. A copy of the child's emergency file card, including health information, will be given to the transporting EMT as well. If parents cannot be reached, the nurse or another school staff member will accompany the child.

F. CRITERIA FOR EXCLUDING AN ILL OR INFECTED CHILD FROM SCHOOL

- Chicken pox for five days after the onset of the rash or when all lesions have dried and crusted whichever is later.
- Diarrhea (more than the child's normal number of stools, with increased stool water or decreased form) that is not contained by diapers or controlled by toilet use or stools that contain blood and/or mucus.

- Fever of 100.5 or greater
- Head lice until after treatment is done. Although a nuisance, having head lice is no cause for alarm. If it is discovered that a child has head lice, the school nurse will contact the parent of the child and advise them of what can be done. There is no need to send a child home from school with lice, as the chance of spread is small. These recommendations come from the American Academy of Pediatrics, the Massachusetts Department of Public Health, and the Centers for Disease Control.
- Tuberculosis until the child's physician or local health department authority states the child is noninfectious.
- Vomiting twice or more in the previous 24 hours.
- Hepatitis A virus infection, for 1 week after onset of illness and jaundice (if any) has disappeared or until immune serum globulin has been administered to appropriate children and staff in the program within 2 weeks of exposure, as directed by the health department.
- Impetigo, Staph, and MRSA for 24 hours after treatment has begun. If the wound is draining, it should be covered with a bandage or gauze.
- Measles for 4 days after the rash appears.
- Mouth sores in a child who cannot control his or her saliva, unless the child's physician or local health department states the child is noninfectious.
- Intestinal Tract Diseases: Infectious Diarrheal Diseases (Giardia, Shigella, Salmonella, Campylobacter), children or staff who have uncontrolled diarrhea while attending child care must be removed from the program; children or staff who have uncontrolled diarrhea with fever or vomiting should be kept home until the fever and diarrhea are gone and there is documentation of three (3) negative stool samples.
- Mumps for 9 days after onset of gland swelling.
- Pertussis, until 5 days of appropriate antibiotic therapy has been completed.
- Pinworm infection, for 24 hours after treatment has begun.
- Purulent conjunctivitis (pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, and eye pain or redness of the eyelids or skin surrounding the eye), for 24 hours after treatment was begun.
- Rash with fever or behavior change, until a physician has determined that the illness is not a communicable disease.
- Ringworm infection until after treatment has begun.
- Rubella, for 7 days after the rash appears.
- Scabies until after treatment has been completed.
- Strep throat, for 24 hours after treatment has begun and the child has had a normal temperature for 24 hours.
- Vomiting is determined to be due to a non communicable condition and the child is not in danger of dehydration.

Children do not need to be excluded for other minor illnesses unless:

- They are too sick to participate comfortably in program activities.
- They need more care than the staffing level allows.
- They have unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness.

Source for exclusions:

Health & Safety in Childcare: A Guide for Childcare Providers in Massachusetts, 1995 Massachusetts' Dept. of Public Health

G. SCHOOL HEALTH SCREENINGS

Students in grades K-5 have vision and hearing screenings done in the school each year. A notice is sent home if the school nurse has concerns. Also, students in grades 5 and 6 have postural screenings each year. The physical education faculty does the initial screen. Any students of concern are rescreened by the nurse and notices are sent home if indicated.

H. STUDENTS WITH LIFE-THREATENING FOOD ALLERGIES

All students have the option to purchase food items in the cafeteria. Although the cafeteria staff is alerted to children with food allergies, please be aware that some cafeteria items may contain ingredients such as soy, milk, nuts and other food products that could cause anaphylactic allergic reactions. If you are unsure of ingredients in a cafeteria item, it may be in your child's best interest to avoid that food. Additionally, it is our practice to maintain a "nut-free" table in the cafeteria where students with allergies can sit to avoid contact with allergens. Each grade level also maintains a "nut-free" classroom. Students with known food allergies are placed in this classroom as a precaution. Families of children in this classroom are notified at the beginning of the school year and asked for their cooperation in keeping the classroom safe for children with allergies.

I. PARKING & DISMISSAL SAFETY ISSUES

Our students' well-being is always a primary concern. Remember the speed limit in any school zone is 15 mph. Also, please leave the crosswalks and reserved parking spaces open for our medically challenged students to have adequate access. You will notice, too, that the first four spots of visitor parking are reserved for Pre-K Parking **ONLY** from 2:30-3:30 p.m. Please plan accordingly when parking prior to 2:30 p.m. so that preschool parents can safely pick up their children. There is a crossing guard stationed at the first crosswalk that we ask all to show respect as he/she guides families.

VII. SPECIAL SERVICES

A. SCHOOL ADJUSTMENT SERVICE

If students need help in solving personal or academic problems, our school adjustment counselor (SAC) is available. Some services offered by our counselor at Lee Elementary School include: support groups, friendship groups, mediation, bullying prevention, and character education. For more information about programs and services, please contact the school.

If a student needs to see the counselor before, after, or during the regular school day, the following procedures should be followed:

1. A parent or guardian may call and leave a message for the counselor.
2. A student can request permission from his/her teacher. No student will be allowed to see the counselor during academic classes unless it is an emergency.

3. Parental permission is required for regularly scheduled SAC visits. The SAC will seek this permission when necessary.

B. STUDENT INTERVENTION TEAM (S.I.T.)

Students demonstrating special academic or social/behavioral needs will be referred to our Student Intervention Team. The purpose of the team is to develop strategies or interventions to assist the child in the classroom setting and best meet their individual needs, prior to any referral for special education services.

The team consists of several members including, but not limited to: the principal, school adjustment counselor, classroom teacher, specialists, school psychologist, dean of students and parents. Other staff members may be included when their area of expertise would benefit the student.

C. STUDENT COUNCIL

The Lee Elementary School Student Council is an organization to enable students to be actively involved in their own education. The purpose of this Council is to improve school climate and generate ideas for improved school learning. The Student Council consists of leadership officers from the sixth grade and one representative from each homeroom in grades 5 & 6. All students are encouraged to run for election.

D. BREAKFAST AND LUNCH PROGRAM

Lee Elementary School serves breakfast and lunch daily. Breakfast and lunch are FREE for all Lee Elementary School students. If a student does not take lunch, milk is available for \$.50. Free and reduced applications are mailed home during the summer and are available throughout the year on the District web site, if needed. Only one application is necessary per family. **Please note:** Kindergarten "snack" milk is not part of the Free and Reduced Lunch Program.

E. LEE PUBLIC SCHOOLS MEAL CHARGE POLICY

The purpose of this policy is to establish consistent meal charge account procedures throughout the district. Unpaid charges place a financial strain on the Food Service Department.

The goals of this policy are:

- To establish a consistent district policy regarding charges and collection of charges.
- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with district staff, district business policies, students and parents/guardians to the maximum extent possible.
- To encourage parent/guardian to assume the responsibility of meal payments.

SCOPE OF RESPONSIBILITY:

The Food Service Department: Responsible for maintaining charge records and notifying the school district of outstanding balances. The Food Service department is also responsible for notifying the student's parent/guardian of low or outstanding balances.

The School District: Responsible for supporting the Food Service Department in collection

activities. The Parent/Guardian: Immediate payment.

REGULATIONS:

1) All students

- a) All students will be allowed to charge up to a maximum dollar equivalent of three (3) meals which will be known as the "account cap".

- (1) These meals will include anything on the menu;
- (2) Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
- (3) When a student has a negative balance, no a la carte items will be sold to the child.

2) Checks Returned for Non-Sufficient Funds will result in a penalty fee equal to the amount that is charged by the bank to the Town for a NSF check. The penalty fee and the amount of the check will be deducted from the child/children's lunch account immediately upon notice from the bank. A Payment must be received within ten (10) days of the date of the letter.

3) At the first of June the food program must begin to close the books for the school year. As a result all meals must be prepaid.

- a) Parents/Guardians will be sent a written request for "Payment in Full."
- b) Any outstanding debt remaining at the end of the school year may be forwarded to the Superintendent's office and/or subject to further collection proceedings.

4) Both school cafeterias possess computerized point of sale or cash register systems that maintain a record of all monies deposited and spent for each student and said record will be made available to the parent upon request.

5) Prepayments are a convenience for families and can be made by check or cash and given to your child's cafeteria cashier. Prepayments can also be made at: www.schoolpaymentportal.com. (A processing fee of \$1.00 plus 2.3% of deposit amount applies) Using My School Bucks gives parents the ability to use their credit/debit card for lunches and a la carte purchases. Other advantages include, updated account balances, e-mail notification of low balance accounts and a history of purchases made by the student.

a) Blocks on Accounts: A parent may call or email the Food Service Director to place a block on their child's account to prohibit the purchase of a la carte items.

b) Refunds

- 1) Withdrawn Students: For any student who has withdrawn a refund of any money remaining in their account will be refunded.
- 2) Graduating Students: Any funds remaining on a graduating students account will be transferred to a siblings account if applicable. All other graduating students will be issued a refund.

***Lee Public Schools do not discriminate based on race, gender identity, sexual orientation, genetics, color, national origin, sex, age or disability.**

VIII. SCHOOL DISCIPLINE POLICY

The staff of Lee Elementary School has the goal of establishing an atmosphere throughout the school in which children feel safe and secure so as to have a maximum opportunity to learn. This discipline policy has been developed to accomplish this goal. The policy specifies rules covering behaviors expected of our students. It also states that student misconduct will result in negative consequences, while appropriate behavior is positively reinforced.

A. STUDENT RESPONSIBILITIES

Students will:

1. Be respectful to all staff members, playground supervisors, and students at all times. Inappropriate language or aggressive behavior to others will not be tolerated.
2. Follow the directions of all staff members and playground supervisors.
3. Take care of all school property and equipment at all times.
4. Arrive on time to begin school each day.

5. Leave school grounds and report home immediately after school each day.

B. PROHIBITED STUDENT CONDUCT

Disciplinary action may be taken against any student who is guilty of misconduct during the entire school day or on the bus for the following actions, including, but not limited to:

1. Disobeying directives from staff members or school officials and/or school rules and policies;
2. Using any form or type of aggressive behavior that causes harm to another individual. Examples of these behaviors include, but are not limited to: hands-on incidents, noise, coercion, threats, bullying, cyber-bullying, intimidation, or other similar behaviors;
3. Theft or destruction of school property or another person's property;
4. Leaving the school or school grounds without permission;
5. Cellular phones and communications devices must be kept off and out of sight during the school day unless: the supervising teacher grants permission, the use of the device is provided in a student's IEP, or it is needed in an emergency that threatens the safety of students and staff;
6. Public displays of affection, including, but not limited to holding hands, hugging, kissing, etc. are not allowed. (There are times when, for safety reasons, holding hands may be appropriate under the direction of school staff or for the purpose of a school-related activity.);
7. Using, possessing, distributing, purchasing, or selling tobacco products, alcoholic beverages, illegal drugs, controlled substances, or drug paraphernalia (see Local Policy and School Regulations- Drug and Alcohol Procedures on page 29);
8. Using, possessing, controlling a weapon in violation of the school district's weapon policy (see Illegal Weapons and Firearms policy on pages 39 -40);
9. Engaging in any activity that interferes with or disrupts the educational process.
10. All students will treat school property with care. Anyone responsible for deliberate damage to lockers or other school property will be required to repair or pay for the damages, and face disciplinary action which may include suspension, police notification and consideration for expulsion.

C. PLAYGROUND RULES

All school rules apply to all areas of the school including the playground. In addition, the following rules apply to the playground:

1. No student may leave the playground without permission.
2. All wooded areas are off limits.
3. The fenced-in playground is reserved for preschool and kindergarten students.
4. Students swinging should always swing facing the school building.

The following specific actions are prohibited:

- Games of tag, football, and dodge ball
- All "hands-on" activities such as, but not limited to- grabbing, pushing, tackling, etc. •
- Rolling down the hill
- Walking up the slides
- Going head-first down the slides
- Jumping off of the swings
- Throwing unauthorized objects such as, but not limited to- dirt, snow, rocks, wood chips, etc. •
- Hanging on the basketball rim
- Climbing over any fences
- Playing on the big rocks
- Use of outside toys not provided by school for student use is prohibited without specific staff permission. The school is not responsible for any personal property brought to school.

D. CAFETERIA RULES

All school rules apply to all areas of the school including the cafeteria. In addition, the following rules apply to the cafeteria:

1. Once you are seated at a table, you must remain there for the entire period.
2. Speak quietly to the friends at your table.
3. Glass containers of any kind may not be brought to school.
4. Food and beverages must remain in the cafeteria with the exception of those times when a student brings lunch to another location with adult permission.
5. Wait for permission to leave your table.
6. Clean up all trash at your table and push in your chairs before leaving.
7. Students will not be allowed to share/trade food and/or drinks.
8. Personal items such as sports equipment, toys, etc. are not to be used in the cafeteria. The school is not responsible for any personal property brought to school.

E. OTHER

1. For health reasons, aerosols and sprays of any kind (including, but not limited to- deodorant, hair spray, perfume, etc.) are not allowed in school. Nail polish is also prohibited.
2. Laser equipment of any sort is not permitted.
3. All non-school related fundraising activities must be pre authorized by the administration.
4. Backpacks, coats, and other personal items must be stored in assigned lockers or cubbies during the school day.

F. DISCIPLINARY CONSEQUENCES

Actions following student disciplinary infractions are determined based on the LES Consequences Chart and may include, but are not limited to:

- Peer to peer facilitated discussion and discouragement of behavior.
- "In the moment" minor consequences in the setting.
- Formal monitoring of future infractions.
- Reporting to Grade Level Behavior Liaison during Response to Intervention.
- Parent notification.
- Notification of Principal or designee.
- Reflection with staff.
- Missed social opportunity or opportunities.
- Restitution, if necessary.
- Removal from classroom.
- Seizure of prohibited items.
- Detention.
- In-school Suspension.
- Out of School Suspension.
- Notification of and consultation with law enforcement.

*It should be noted that initial infractions of a less serious nature are treated as an "educational exchanges" with staff and students. Parent contact with these infractions is not normally made unless behaviors are repetitive.

IX. BUS TRANSPORTATION RULES

Bus transportation is furnished to K-4 students who live a mile or more from school. Any students in grades 5-12 that live a distance of at least one and one-half (1.5) miles from school are also transported.

In addition to all school rules, these safety guidelines and bus rules also apply:

A. SAFETY GUIDELINES

1. Be on time for the bus. The bus company requests students arrive ten (10) minutes prior to the scheduled pick-up time and to expect occasional delays.
2. Stay off the road while waiting for the bus. Do not play on snow banks while waiting.
3. If there is a need to cross the road, use extreme care to be sure that no traffic is approaching in either direction. Do not cross the road to reach the bus until the bus driver tells you to do so.
4. Board the bus in a single line and in an orderly manner, without pushing.
5. Be seated promptly without disturbing others.
6. Remain seated at all times. Honor seating preferences of the bus drivers or the school principal. If students/families object to the placement of bus riders' seats, please contact the school principal.
7. Do not save seats for friends.
8. Large school projects, glass containers, sports equipment, and electronics are not to be transported on the bus. Large musical instruments (those that require an additional seat) will not be allowed on buses. Alternate arrangement for students with large instruments should be made through the main office.
9. For safety reasons, no student will be permitted to ride a school bus if that bus is not their regular way of transportation to and/or from school. This includes occasions where play dates, birthday parties, sleepovers, etc. have been arranged. In addition, no students from Lee Middle High School will be allowed to ride the elementary bus unless they have permission from both the LES and LMHS principals.
10. Kindergarten through Grade 6 students for which an adult is not visible will NOT be dropped off at their PM bus stop. The bus driver will return the younger students to the school office and parents will be contacted to pick up the child at the school. Parents of younger students who must be escorted from the bus by an older student must make arrangements through the main office. Parents of students in Grades 3 through 6 MAY consent to allowing their children to be dropped off without a supervising adult present by completing and signing a consent form available in the main office.

B. BUS RULES

1. Obey all directives given by the bus driver promptly.
2. Behave appropriately on the bus. Poor conduct distracts the driver and endangers the safety of all of its passengers.
3. Keep head, arms, hands, and feet inside the bus at all times.
4. Keep the aisles clear of lunch boxes, books, instruments, backpacks, etc.
5. Speak quietly to the people in your row. Making loud noises, using inappropriate language, and shouting are not allowed.
6. Do not throw any objects inside the bus or out of the bus.
7. Eating and drinking on the bus are not allowed.
8. Take all of your belongings with you when you exit the bus.
9. Weapons of any kind (look-alikes or otherwise) are not allowed on the bus.
10. Cellular phones and communications devices must be kept off and out of sight on the bus unless the supervisor grants permission, the use of the device is provided in a student's IEP, or it is needed in an emergency that threatens the safety of students and staff.

C. DISCIPLINARY ACTION FOR BUS INFRACTIONS

School bus drivers and/or parents will report any bus infractions to the school office. Those infractions will be investigated by the school principal or a designee. Assignment of consequences will be considered in conjunction with in-school student behavior according to the school's discipline policy shown above.

In addition to consequences outlined on the school behavior rubrics, consequences to negative behaviors that occur on the bus could include, but are not limited to:

1. First Infraction:
 - a. A warning is given to the student(s).
 - b. Student may be given assigned seating.
 - c. Parents or guardian may be contacted depending on severity of the infraction.
2. Second Infraction:
 - a. Parents or guardians will be called or notified in writing.
 - b. Student(s) may be denied bus transportation for one, two, or three school days at principal's discretion.
3. Third Infraction:
 - a. Parents or guardians will be called or notified in writing.
 - b. Student(s) will be denied bus transportation for up to five (5) five school days at the principal's discretion
4. Fourth Infraction:
 - a. Parents or guardians will be called or notified in writing.
 - b. Student(s) may be denied bus transportation for the remainder of the school year.

Please note that serious offenses may lead to immediate suspension of bus riding privileges or other consequences. The parent or guardian of any student responsible for damage resulting from any infraction will be required to pay for repairs.

X. Lee Elementary School Wellness Policy

A. GOALS:

- This policy has been developed with input from: the LES School Council, School Committee, Food Services Director, Physical Education teachers, Guidance Counselor, and School Nurse • Our goal is to develop guidelines rather than requirements for staff, parents, and students to promote healthy physical and emotional development.

B. NUTRITIONAL GUIDELINES:

- Teachers will encourage the children to bring water bottles to keep with them during the school day so that they have access to water to stay well-hydrated.
- The district will ensure that all students have a healthy breakfast and lunch available to them daily through our state-regulated school breakfast and lunch program and early morning care. • Refreshments served at parties, celebrations, and meetings during the school day will mainly be nutrient dense with low fat dairy, whole grains, and fresh fruits and vegetables encouraged. • Baked goods at student parties will be limited to one per student.
- Students will not be allowed to trade or share food and drinks.
- Soda is not allowed. We also encourage that juice be made up of 100% fruit juice whenever possible.
- The schedule will provide adequate time with a minimum of 20 minutes sit down time for students to eat lunch no earlier than 10:45 a.m. and no later than 1:00 p.m.
- Staff will refrain from using food as a reward/punishment. This does not exclude food for special celebrations and events.

C. NUTRITION EDUCATION:

- **Parent Education:** Encourage parents/guardians to support healthy food choices and habits for their

children. Share information with parents to educate them through the use of school newsletters, the school website, and parent workshops. (For example: informational articles, events in the community, recipes, etc.)

- **Classroom Education:** Follow the state standards on nutrition

- **Outside Health Promotion Activities:** Seek opportunities to form partnerships with other organizations in order to organize and promote events and activities outside of the school such as the PTO and community organizations, etc.

D. PHYSICAL EDUCATION:

- The school will provide opportunities for daily participation in physical activity — recess, PE classes, etc. Weather-permitting, students should have daily outdoor recess periods of at least 15 minutes.

- Follow the national and state standards to develop a physical education curriculum.

- Refrain from using loss of physical education and recess as a form of discipline.

- Design the curriculum to promote the acquisition of lifelong physical activities (i.e. walking programs, yoga, dance, tennis, etc.)

- Encourage parent participation.

- Provide opportunities for physical education in before/after school programs.

- Throughout the school year, the Physical Education teachers will address the following topics: proper nutrition, the importance of exercise, good hygiene, getting enough rest, and living in a smoke-free environment.

E. SOCIAL/EMOTIONAL ACTIVITIES:

- Character education will occur in the classrooms. Lessons will be taken from research-based programs.

- Students will be taught to recognize and manage their emotions and to be aware of and respond appropriately to the emotions of others. The school will implement activities, role-playing, and curriculum in the classroom to address: bullying, problem-solving, character education, peer mediation, etc.

- Anti-bullying will be addressed through a research-based program and the school-wide behavior rubric.

- Encourage students to get enough sleep each night. Some research has recommended that children under the age of five get 11 hours or more per day, children ages 5-10 years old get 10 or more hours per day, and children over the age of 10 get 9 or more hours per day.

- Teach children and families appropriate methods for relaxation.

- Educate families regarding services and organizations available in the county.

F. OVERALL WELL-BEING AND HEALTH:

- Students should be encouraged to practice proper hygiene daily. (For example: showering or bathing daily, washing their face and hands, brushing their teeth, wearing deodorant, wearing clean clothes, etc.)

- Students are encouraged to wear sunscreen to school daily.

- A fluoride program is offered to all students with parental permission.

- Mobile dentists visit the school annually to offer cleanings, x-rays, fluoride treatments, and sealants.

- Proper hand-washing will be encouraged before eating, after using the bathroom, after recess, etc.

XI. EDUCATIONAL LEGISLATION AND LOCAL POLICIES

A. CHAPTER 71 & CHAPTER 380: Educational Reform/Safe Schools Legislation

1. Massachusetts General Laws, Chapter 71, Section 37H and Chapter 380 of the Acts 1993 - Educational Reform and Safe Schools Legislation

In accordance with G.L. c.71, sec. 37H the principal may expel a student for possession of a controlled substance, or for assaulting a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises. The principal may suspend the student for an indefinite period pending the expulsion hearing. A student considered for expulsion may:

- a. receive notification in writing of the opportunity for a hearing
- b. have representation at this hearing
- c. present evidence and witnesses
- d. receive the principal's decision in writing
- e. appeal the expulsion, but not the suspension to the Superintendent within 10 days of the date of expulsion

If the principal has determined that the student should be suspended and not expelled, the principal must give reasons for choosing suspension rather than expulsion and must certify to the School Committee that in the principal's opinion, the continued presence of the student does not pose a threat to the safety, security and welfare of the other students and staff in the school. The principal reserves the right to invite a counselor, therapist, psychologist, or other assessment experts to be involved in this process.

When a student applies to another school district, the superintendent shall notify the other superintendent of the reasons for expulsion. This legislation states it is the student's obligation to provide a complete school record to the receiving school district, including a discipline record describing any incidents involving suspension or violation of criminal acts. No school district is required to accept a student if the student has been expelled under this legislation.

A student charged or convicted of a felony may be suspended for a period of time deemed appropriate by the principal. The principal must determine 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 written notification of the student's right to appeal. The principal may expel a student convicted of a felony.

A student who is being considered for expulsion shall not be given the opportunity to voluntarily withdraw from school. This action would require that the school accept re-enrollment the following year.

A weapon shall be defined as any object that could cause bodily harm to another. This definition shall include but not be limited to guns, knives, firearms, clubs, chains, knuckle rings, propelling objects, sharpened sticks, or any common object used in a dangerous manner. Copies of all weapons reports will be filed with the local Chief of Police, DSS and the School Committee.

B. MASSACHUSETTS GENERAL LAW, CHAPTER 71

Prohibits the Use of Tobacco in Public Schools and on School Grounds

LOCAL POLICY: Lee School Policy Regarding Prohibited Use of Tobacco Products

Use of any tobacco products within the school facilities or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times. Students determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code. Staff determined to be in violation of this policy shall be subject to disciplinary action.

This policy shall be promulgated to all staff and students in appropriate handbooks and publications. Signs will be posted in all school buildings informing the general public of the district policy and requirements of state law.

C. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Access to Student Records:

1. General Provisions

The student record contains all information concerning a student that is kept by the school district and which personally identifies the student; it consists of the temporary record and the transcript. For purposes of these procedures, custodial parent refers to a divorced or separated parent who has physical custody of the child, and the non-custodial parent is the parent who does not have physical custody of the child. Non-custodial parents may not be eligible to access their child's student record, or may have to follow certain procedures in order to access the student record. See Section 3 below. The rights outlined below may be exercised by the custodial parent(s)/guardian(s) for a student under the age of 14 years, or jointly by the student and custodial parent(s)/guardian(s) of a child over the age of 14 years. A student over the age of 14 is called "an eligible student". A student 18 years or older may, in writing, deny his custodial parent(s)/non-custodial parent(s) access to his/her student record, with the exception of transcripts, report cards and/or progress reports.

Each eligible student and custodial parent/guardian, except as limited herein for certain parents, has the right to see the student record for that student within ten (10) days of submitting a written request to see the records. Copies of any records may be obtained upon request and shall be provided within ten (10) days of the request. The District may charge for the cost of reproducing copies.

The student's record is available to authorized school personnel who work directly with the student, or administrative/clerical personnel who need to have access to records in order to carry out their responsibilities. The term "authorized school personnel" includes, but is not limited to, administrators, teachers, counselors, therapists, paraprofessionals, administrative office, staff and clerical personnel. Authorized school personnel included those employed by the District or under contract with the District as an independent contractor. Authorized school personnel do not need permission to see student records.

No information in the student's record is available to anyone outside the school system without written permission from the eligible student and/or parent and/or guardian, unless the requesting party is listed as an exception as provided by the Student Records regulations. Exceptions to the requirement of written permission include, but are not limited to, a probation officer, court order, subpoena, where health or safety requires the disclosure of student information/records or upon transfer to another school district. However, eligible students and/or their parents/guardians will generally be notified before these records are released. A written release must be signed to have any part of the school record sent outside the school. This includes, but is not limited to prospective employers, other technical schools, and colleges.

An eligible student and parent/guardian have the right to request to add relevant information to the student's record as well as the right to request removal of information believed to be untrue or incorrect.

2. Directory Information Notice

The Lee Public School District has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and

the Student Record Regulations at 603 CMR 23.00 et seq.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post high school plans of the student.

Directory information may be disclosed for any purpose in the discretion of the school system, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information; such refusal must be in writing and made annually. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq. You are hereby notified that pursuant to this notification, the school system will provide requested directory information to military recruiters unless the parent or eligible student specifically directs otherwise, as required by the No Child Left Behind Act.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal on or before the 15th day of each September. In the event that a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information designated.

3. Rights of Certain Divorced or Separated Parents

It is necessary for divorced parents to submit a copy of the custody agreement or order, and any subsequent changes made thereto, to the District so that District personnel may identify which of the parents has physical custody of the child. The non-custodial parent may access his/her child's record unless

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student, and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or
3. the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

The District shall place in the student's record any documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

Non-Custodial Parent Access: In the case of a non-custodial parent who is eligible to access the student record, i.e., does not fit any of the four (4) categories under 1-4 above, the non-custodial parent must submit a written request for the student record to the school principal. Upon receipt of the request, the principal and/or his/her designee shall immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth under 1-4 above.

When the student record is released to the non-custodial parent, the school will delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records will be marked to indicate that they shall not be used to enroll the student in another school.

4. Amending Your Child's Record

1. A parent has the right to add information, comments, data, or any other relevant written material to the student's record. The parent should submit the additional information in writing to the principal with a written request that the information be added to the student record.
2. A parent has the right to request in writing deletion or correction of any information contained in the student's record, except for information which was inserted into that record by the TEAM. Such information inserted by the TEAM shall not be subject to such a request until after the acceptance of the Individual Educational Plan (IEP), or, if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:
 - a. If a parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student's record, the parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.
 - b. The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.
 - c. If the principal's decision is not satisfactory to the parent, the parent may file an appeal to the Superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the principal's decision. The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.
 - d. If the Superintendent's decision is not satisfactory to the parent, the parent may appeal to the School Committee by filing a written appeal within five (5) business days of receipt of the Superintendent's decision. The School Committee shall conduct a hearing as required on the appeal as required by 603 CMR §23.09(4).

5. Notice on Transfer to Other Schools

Pursuant to 603 CMR 23.07(g), notice is hereby given to parents and eligible students that the District forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student.

6. Destruction of Records

- a. Notice is hereby given that the temporary record of a student will be destroyed no later than seven (7) years after that student transfers, graduates or withdraws from the school system. When the student transfers, graduates or withdraws from school, and if the eligible student or the parent/guardian want the temporary record, they must request, in writing, prior to the last day of school, that the documents be provided to them. No additional notice, other than this Notice in the handbook, will be provided to the student or his parent/guardian of such destruction.
- b. In addition, each year, the principal and/or teachers and/or other service providers may destroy the following documents that are considered part of the student's temporary record: disciplinary records (other than documentation of suspensions/expulsions/exclusions), any notes from the Parent/guardian or other documents concerning absences, early dismissals, late arrivals, as well as examples of student work. If the eligible student or the parent/guardian want those records, they must request, in writing, prior to the last day of school that the documents be provided to them, rather than be destroyed. No additional notice, other than this Notice in the handbook, will be provided to the student or his

parent/guardian of such destruction.

D. RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships; f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of –
 - a. Any other protected information survey, regardless of funding
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use –
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The Lee School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing sales, or other distribution purposes. The Lee School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Lee School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The Lee School District will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or survey at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement.

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

E. SPECIAL EDUCATION 603. CMR 28.00 - Special Needs Referral Policy

Special Education services are provided to Special Education services are provided to students ages 3 through 21 who, as the result of a diagnosed disability, are unable to progress effectively in regular education programs even with accommodations. A disability means one or more of the following: Autism, Developmental Delay (ages 3-9), Specific Learning Disability, or Intellectual, Sensory (vision, hearing), Neurological, Emotional, Communication, Physical or Health-related Impairments A specialized screening program for all preschool and kindergarten students is conducted annually to detect any potential handicapping conditions early in the student's educational career.

Students suspected of having a disability which impacts their ability to make effective progress in school may be referred for an evaluation by a parent or guardian, the student (18 years or older), a teacher, an administrator, support personnel, and other agencies involved with the student. If someone other than the parent or guardian refers the child for an evaluation, the parent or guardian will be notified of the referral and asked for consent to evaluate. Examples of evaluations include psycho-educational assessments, speech/language assessments, occupational or physical therapy assessments or any others that may help answer why the student is experiencing difficulties. Once the evaluations are completed, a meeting will be scheduled with the parent or guardian to review the assessment results. Other members of the team will include the student's teacher, the individuals who have conducted the assessments, the student (if age 14 or older) and any other person, advocate or specialist the parent chooses to invite.

If a student is determined eligible for special education services, the team will write an Individual Education Plan (IEP) outlining the services the student will receive. If a parent or guardian disagrees with the special education program proposed for their child, they can access the appeals procedure which is outlined in the Parents' Rights Brochure.

For more information regarding special education services, please contact:

Lee Public Schools Special Education Office at 243-9715
Lee Elementary School Administration at 243-0336

F. DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES

While students with disabilities are disciplined by the same criteria applied to all students in the Lee Public Schools, students who have been identified as having special needs based on a disability may have procedural protections in addition to those provided other students in accordance with the Individuals with Disabilities Education Act (IDEA). In general, students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a student is excluded from his/her program for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student. No later than the start of any such disciplinary action, the district will notify the parent of the decision and will provide written notice of procedural safeguards. In addition, in many instances, the student's IEP Team must convene to determine whether the student's behavior was caused by or had a direct and substantial relationship to his/her disability (a "manifestation determination"). When a suspension constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene within ten days of the decision to suspend to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant

information from the parents. If the Team determines the behavior was not caused by the disability, the school may discipline the student according to the school's code of student conduct except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was caused by the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops, and the parent/ guardian consents, to a new Individualized Education Program. The Team must also conduct a functional behavioral assessment and develop or revise a behavioral plan for the student. In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon, or seriously injures an individual at school or a school function, the school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or to others. When a parent/guardian disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent/guardian has a right to request an expedited due process hearing from the Bureau of Special Education Appeals. Similar procedures apply to students with accommodation plans under Section 504 of the Rehabilitation Act of 1973 and students who are in the process of evaluation under special education for whom eligibility has not yet been determined. If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible 21 for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

G. DUE PROCESS FOR SUSPENSIONS

NOTICE OF PROPOSED SUSPENSION

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H½ or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and parent/guardian with written and oral notice of the proposed out-of-school suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

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

The principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the principal must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Out-of-school short-term suspensions which do not cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

Principal Hearing. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Based on the available information, including mitigating circumstances, the principal will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal will provide notification in writing of his/her determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

If the student is in grades pre-k through 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

LONG-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A long-term suspension is 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. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
- ii. the right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;
- iii. 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; and
- iv. the right to cross-examine witnesses presented by the school district;

v. the right to request that the hearing be recorded by the principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on the evidence submitted at the hearing the principal shall make a determination as to whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs, such as mediation, conflict resolution, restorative justice, and positive interventions and supports) what remedy or consequence will be imposed. If the principal decides to impose a long-term suspension, the written determination shall:

- i. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- ii. Set out key facts and conclusions reached by the principal;
- iii. Identify the length and effective date of the suspension, as well as a date of return to school;
- iv. Include notice of the student's opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provide more detailed information.
- v. Inform the student of the right to appeal the principal's decision to the superintendent or his/her designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

If the student is in grades pre-k through grade 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or by other means of communication where appropriate.

APPEAL OF LONG-TERM SUSPENSION

A student who is placed on a long-term suspension shall have the right to appeal the principal's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.

The student and parent/guardian shall have the same rights afforded at the long-term suspension principal hearing. Within five (5) calendar days of the hearing the superintendent shall issue his/her written decision which meets the criteria required of the principal's determination. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal. The superintendent's decision shall be final.

EMERGENCY REMOVAL

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and 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 principal's judgment, there is no

alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency removal the principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal 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. The principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's determination in a long-term suspension.

IN-SCHOOL SUSPENSION UNDER 603 CMR 53:02(6) & 603 CMR 53.10

In-school suspension is defined as the removal of a student from regular classroom activities, but not the school premises, for not more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions over the course of the school year. A Principal may impose an in-school suspension as defined above according to the following procedures:

The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal shall 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 principal shall 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 shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The principal shall 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 principal shall 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 principal and the parent.

SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. 71 §§37H and 37H½

The due process notification and hearing requirements in the preceding sections do not apply to the following disciplinary offenses:

- **Possession of a dangerous weapon, possession of a controlled substance, or assault of staff**

A student may be subject to expulsion if found in possession of a dangerous weapon, possession of a controlled substance, or the student assaults a member of educational staff, and the principal

determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The Principal shall notify the student and parent(s)/guardian(s) in writing of the opportunity for a hearing, and the right to have representation at the hearing, along with the opportunity to present evidence and witnesses. After said hearing, a principal may, in his/her discretion, decide to levy a suspension rather than expulsion. A student expelled for such an infraction shall have the right to appeal the decision to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student was guilty of the alleged offense.

- **Felony complaint or issuance of felony delinquency complaint**

Upon the issuance of a criminal complaint charging a student with a felony, or the issuance of a felony delinquency complaint against a student, the Principal may suspend a student for a period of time determined appropriate by the Principal if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The Principal shall notify the student in writing of the charges, the reasons for the suspension (prior to such suspension taking effect), and the right to appeal. The Principal will also provide the student and parent(s)/guardian(s) the process for appealing the suspension to the Superintendent. The request for appeal must be made in writing within five (5) calendar days. The hearing shall be held within three (3) days of the request. The suspension shall remain in effect prior to any appeal hearing before the Superintendent. At the hearing, the student shall have the right to present oral and written testimony, and the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

- **Felony conviction or adjudication/admission in court of guilt for a felony or felony delinquency**

The Principal may expel a student convicted of a felony, or has an adjudication or admission of guilt regarding a felony, if the Principal 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 the proposed expulsion. The student shall also receive written notification of his right to appeal the decision to the Superintendent, as well as the appeal process. The expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall notify the Superintendent in writing of his/her request for an appeal the decision no later than five (5) calendar days following the date of the expulsion. The Superintendent hearing shall be held with the student and parent(s)/guardian(s) within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony, and shall have the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

H. NOTICE OF NON-DISCRIMINATION

The Lee School District, pursuant to Title II of the American's with Disabilities Acts (ADA), Section 504 of the Rehabilitation Act of 1973, M.G.L. c. 76, sect. 5, M.G.L. c. 151B, M.G.L. c. 151C, Title IX of the Civil

rights Act of 1972, and Titles VI and VII of the Civil rights Act of 1964, does not discriminate against:

1. Any adult on the basis of race, color, sex, religion, age, national origin, sexual orientation, gender identity, disability, marital status or veteran status in any employment status or access to programs available to such adults; and
2. Any student on the basis of race, color, sex, religion, national origin, sexual orientation, gender identity, disability, homelessness, or limited English proficiency be denied equal access or admission to school programs, courses, and/or extracurricular activities.

Any student, parent, or guardian who believes he or she has been discriminated against, denied a benefit or excluded from participation in any district program or activity on the basis of race, color, sex, religion, national origin, sexual orientation, gender identity, disability, homelessness, or limited English proficiency in violation of this policy may file a written grievance with superintendent of schools or designee. Copies of the laws and regulations may be obtained from the office of Civil Rights, Region I, 33 Arch Street, Boston, MA (617) 289-0111.

The Lee School District does not discriminate on the basis of disability. Program applicants, participants, members of the general public, employees, job applicants, and others are entitled to participate in and benefit from all agency programs, activities and services without regard for disability. Copies of this notice are available, upon request. Inquiries, requests, and complaints should be directed to the superintendent of schools or designee. Copies of the laws and regulations may be obtained from the office of Civil Rights, Region I, 33 Arch Street, Boston, MA (617) 289-0111.

Coordinators: Harassment, Title IX, Title VI, Section 504 - Gregg Brighenti, 243-2780 ext. 2002
Homeless Liaison, ESL, ADA – Jennifer Norton, 243-2780 ext. 1008

I. TITLE IX/CHAPTER 622: Admission to Course of Study

"Each and every course of study offered should be open and available to students regardless of their race, sex, national origin, color, sexual orientation, gender identity, disability or religion."

"The 622 Coordinator ... should regularly examine the system of access to each course of study, advantage and privilege provided within the school and should take any necessary affirmative action and adopt any necessary changes to insure that all obstacles to access for all students regardless of race, color, sex, religion, or national origin no matter how subtle or unintended are removed. Special care should be taken when information or evidence indicates the absence of the markedly disproportionate participation of students of either sex or of any racial, national or religious group present in the school, in any course of student, advantage or privilege offered by or through the school."

"The 622 Coordinator.. should inform students in a manner certain to reach all students, of the existence of the law (Chapter 622) and its implications. The Coordinator should inform them of all courses of study, extra curricular activities and services offered by the school that are available without regard to race, sex, color, national origin or religion."

Chapter 622: Grievance Procedures

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

Level One - A student, employee, or the Association having a grievance will first discuss it with their immediate supervisor or principal with the objective of resolving the matter informally.

Level Two - If the grievance is not resolved to the satisfaction of the aggrieved person or Association within four (4) school days after submission at Level One, the aggrieved person or Association may present the grievance in writing to the Superintendent.

Level Three - If the grievance is not resolved to the satisfaction of the aggrieved person or Association within ten (10) school days after submission at Level Two, the aggrieved person or Association may present the grievance in writing to the School Committee.

Level Four - If the grievance is not resolved to the satisfaction of the aggrieved person or Association within ten (10) school days after submission to Level Three, the aggrieved person or Association may submit the grievance to the State Board of Conciliation or Arbitration or to a mutually agreed upon arbitrator for disposition. The decision of the arbitrator shall be final and binding on both parties. The grievant, however, reserves the right to a court determination of the arbitrator's jurisdiction.

J. SEXUAL HARASSMENT

Sexual harassment in public schools is sex discrimination, and therefore is prohibited by federal and state laws. Sexual harassment is any unwanted sexual attention from any person the victim may interact with in order to fulfill job or school duties. In instances of sexual harassment the victim's responses may be restrained by fear of revenge. The range of behaviors include: verbal comments, subtle pressure for sexual activity, leering, pinching, patting, or other forms of unwanted touching, as well as rape and attempted rape. Verbal sexual harassment includes sexual innuendoes, comments, sexual jokes, or ridicule. In accordance with the Massachusetts Safe Schools Act, and the Department of Education regulations, any comments, accusations, or ridicule toward people for their sexual choices, orientations, or preferences are violations of these laws. The victim's enjoyment of and pride in work and/ or school is often negatively affected because the victim is forced to spend time and energy fending off humiliating sexual advances or ridicule.

A student is being harassed or victimized when he or she is exposed repeatedly to negative actions on the part of one or more students (i.e. intentional infliction of injury or discomfort by physical means, verbal abuse, gestures, and intentional exclusion, commonly referred to as "bullying." Any retaliation against a student who files a complaint will be dealt with appropriately. Title VII of the Civil Rights Act of 1964, and the provisions of Title IX protect all those in school from harassment. All complaints will be thoroughly investigated and stringent disciplinary action taken. The local Chief of Police will determine the resulting criminal action. Any student grievances regarding sexual harassment should be directed to the administration that will contact the Title IX and Chapter 622 Coordinator.

K. MANAGEMENT PLAN AVAILABILITY/ NOTIFICATION FORM

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act).

Asbestos management plans have been developed for the following list of educational facilities, grades K-12, which have asbestos containing materials present. These plans are available and accessible to the public at each individual facility as well as the LEA administrative office.

Educational Facility Name and Address:

Lee High School, 300 Greylock St., Lee, MA 01238

Lee Elementary School, 310 Greylock St., Lee, MA 01238

Superintendent's Office, 300A Greylock Street, Lee, MA 01238

L. MANDATED REPORTERS - M.G.L. CHAPTER 119.S51A

School personnel are mandated reporters in accordance with the Massachusetts General Law, Chapter 119, section 51A, and must report cases of sexual abuse, including rape and indecent assault and battery involving students under the age of eighteen. The law mandates that school personnel who have reasonable cause to believe that a child under the age of eighteen is suffering serious physical or emotional abuse/neglect inflicted upon him/her including sexual abuse must immediately report such incidents to the Department of Children and Families. A staff member, as a Mandated Reporter of a public or private school, must immediately notify the designated person in charge or responsible for receiving such information. Failure to comply with the statute may result in a fine of \$1000.00. Designated persons for Lee Elementary School are Jeannine Salvatore, school nurse, Kathryn Retzel, Principal, and Jennifer Norton, Special Education Director.

M. DRUG FREE SCHOOL ZONE – CHAPTER 94

Effective July 11, 1989, anyone convicted of dealing drugs within one thousand feet of an elementary, vocational or secondary school will face a two-year mandatory prison sentence. It will not matter whether the dealer knew he was near a school, whether it is a public or private school, or in session. The law will pertain to drug distributors, manufacturers or persons possessing a controlled substance with intent to distribute it. A fine of up to ten thousand dollars may also be imposed but not in lieu of the two-year term of imprisonment.

Any person who violates the provision of the law while in or on, within one thousand feet of the real property comprising a public or private elementary, vocational, or secondary school whether or not in session shall be punished by a term of imprisonment in the state prison for not less than two and one-half nor more than fifteen years or by imprisonment in a jail or house of correction for not less than two nor more than two and one-half years. No sentence imposed under the provision of this section shall be for less than a mandatory minimum term of imprisonment of two years. A fine of not less than one thousand nor more than ten thousand dollars may be imposed, but not in lieu of the mandatory minimum two-year term of imprisonment as established herein.

Lack of knowledge of school boundaries shall not be a defense to any person who violates the provisions of this section.

N. ALCOHOL AND DRUGS (LOCAL POLICY)

Students must register all medications with the school nurse. The following policies shall prevail for the possession, transfer, and/or use of any illegal drug or substance including alcohol.

1. If a student is found in possession of drugs or alcohol upon the school premises and the evidence is clear and convincing, the matter will be handled by the Principal. The police and the student's parent(s) will be notified, and a meeting of all these parties will be held if needed to discuss the incident prior to the student being suspended. The Principal will determine the period of suspension and the conditions of the suspension.
2. If there is clear and convincing evidence that a student has transferred drugs or alcohol to another student, either on or off the school premises, the matter will be handled by the Principal; the police will be notified, the parents will be notified and the student will be suspended. If there is clear and convincing evidence that this is a normal practice on the part of the student, expulsion proceedings may be instituted. Even if the student is certified by a competent physician or psychiatrist is able to return to school, re admission should be considered very carefully.
3. If there is clear and convincing evidence that a person who is not a student has used drugs or alcohol on school premises or has given drugs or alcohol to a student, either on or off the school premises, the Principal should notify the police immediately and cooperate with them.

O. SCHOOL REGULATIONS - DRUG & ALCOHOL PROCEDURES

The faculty and staff are asked to report to the Principal any student who they suspect of being under the influence of or in possession of a controlled substance or alcohol. The Principal or Designee will immediately summon appropriate personnel (i.e. nurse, guidance counselor, and psychologist). Together they will interview the student. If, in their judgment, there is reasonable suspicion of possession or influence of controlled substance or alcohol, the Principal will be summoned (if not present). They will then conduct a search of the student and student's possessions. (In accordance with the MA Department of Education guidelines.)

One of the following steps will be taken after this interview:

1. If no substance is found and it is determined that the student is not under the influence, the student will be sent back to class and the parents will be notified of the suspicion and the search.
2. If, in the judgment of the interviewer, the student is under the influence of alcohol or a controlled substance, the parents will be contacted and asked to pick up the student. The student will be suspended for up to ten (10) days or until such time as an investigation can be conducted and the principal or designee deems the student ready for enrollment. The Police Department will be summoned and asked to investigate matters dealing with controlled substances and alcohol.
3. If the student is found to be in possession of a controlled substance, or alcohol, both the police and parents will be summoned immediately. The substance will be turned over to the police and the student will be suspended for up to ten (10) days or until such time as an investigation can be conducted and the student is deemed ready for enrollment by the Principal or designee.

Students found to be under the influence of, or in possession of, a controlled substance or alcohol are referred to the school's principal. If, in the principal's judgment, the student is in need of outside counseling or rehabilitation, he/she and their parents are referred to appropriate agencies.

A medical examination may be suggested by the Administration for any student suspended for a controlled substance/alcohol violation for the first time. In accordance with the Educational Reform Act of 1993 and the Massachusetts General Laws, the principal shall determine whether the student will be expelled or readmitted after suspension. For any repeat offender, second offense, a medical examination will be required before readmittance to school. Refusal to have the testing done will result in student expulsion.

P. ILLEGAL WEAPONS AND FIREARMS

A student shall not handle or carry on school property any weapons. A weapon shall be defined as any object that could cause bodily harm to another. This definition shall include but not be limited to: guns, knives, firearms, clubs, chains, knuckle rings, propelling objects, sharpened sticks, or any common object used in a dangerous manner. A violation of this policy will result in police notification, student suspension, and possible expulsion.

Q. LOCKERS

Lockers are school property and may be searched to ensure compliance with safe school policies. Storage of contraband (i.e. weapons, narcotics, alcohol, stolen property, etc.) in school lockers is not permissible. Students are advised not to leave money or valuables in their lockers. Such articles can be turned into the main office for safekeeping. The school is not responsible for materials stored in student lockers.

R. SEARCH POLICY

The school administration retains control over lockers and desk space loaned to students. The administration has the right and duty to inspect and search students' lockers and desks. Such searches will be conducted if

the administration reasonably suspects, upon information received, that drugs, weapons, dangerous, illegal or prohibited matter, or goods stolen from the school or from members of the staff or student body, are likely to be found therein. The administration also has the right and duty to search a student's person if it has suspicion that drugs, weapons, dangerous, illegal or prohibited matter, or such stolen goods, are likely to be found on the student's person, in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or student body. The items of such search may nevertheless be turned over to the police for inspection or examination and may be the subject of criminal or juvenile court prosecution, or of school disciplinary proceedings.

S. MEMORANDUM OF UNDERSTANDING BETWEEN THE LEE POLICE DEPARTMENT AND LEE ELEMENTARY SCHOOL

The Lee Police Department and Lee Elementary School with the mutual goal of reducing the potential for violence in the schools and enhancing the safety of all students, faculty and staff, hereby enter into this memorandum of understanding.

Unlawful and Dangerous Behavior Defined

This M.O.U. addresses unlawful and dangerous behavior by a student which occurs on school property, at a school bus stop, within a school bus, or at a school sponsored activity, and which endangers the student or others. Behavior specifically prohibited includes but is not limited to being under the influence of or in possession of a controlled substance or alcohol; committing an assault or a disturbance; possessing weapons; or making threats to commit a crime of violence.

Reporting

Any student or member of the faculty or staff who suspects a student of unlawful or dangerous behavior as described herein is asked to immediately report the same to the Principal or Assistant Principal. In cases of threats of a crime of violence, the threat should be reported whether it was made verbally, by the use of gestures, in writing or electronically.

Initial Response to Reports

Upon receiving a report that student is or has been engaged in unlawful or dangerous behavior as described herein, the student shall be removed from class and the Principal or Assistant Principal will immediately summon appropriate crisis intervention personnel (i.e. nurse, guidance counselor, and psychologist) to interview the student.

Searches

If, in the judgment of the school administration, there is reasonable suspicion that the student is under the influence of or in possession of controlled substance or alcohol, or possesses a weapon or other object that is either unlawful to possess or presents a danger to the student or others, they will conduct a search of the student and student's possessions (in accordance with the MA Department of Education guidelines).

Special Response to Threats

For the purposes of this memorandum, a threat shall mean the expression of an intention to inflict evil, injury or damage to another and includes but is not limited to the threatened use of physical force or a deadly weapon against another, bomb threats, or any other threat intended to cause fear, anxiety or alarm in any student, faculty or staff member. The school administration with the assistance of appropriate crisis intervention personnel shall make the initial determination as to whether a threat to commit a crime of violence as defined in this M.O.U. has occurred.

Police Response

The police shall be immediately summoned to respond to the school in the following circumstances:

- In all cases where the school administration determines an eminent danger exists to any student, faculty or staff member;
- In all cases where a student is found in possession of a controlled substance, alcohol, a weapon or any other item that is either unlawful to possess or presents a danger to the student or others; • In all cases where an assault has occurred and the school administration has determined that the age of the students involved or the seriousness of the assault may justify a criminal investigation by the police;
- In all cases where a threat to commit a crime of violence has occurred and the school administration has determined that the age of the students involved or the seriousness of the threat may justify a criminal investigation by the police; and
- In all cases of where the school administration has determined that a student is causing or has caused a disturbance in the school in violation of Massachusetts General Law Chapter 272, Section 40 and the age of the students involved or seriousness of the disturbance justify a criminal investigation by the police.

Upon responding at the school administration's request to any of the above circumstances, the police will conduct an investigation to determine if sufficient evidence of a crime exists to file criminal charges, and if so, whether to summon or arrest the suspect to appear in court to answer the criminal charges.

T. LEE PUBLIC SCHOOLS BULLYING INTERVENTION PLAN AND POLICY

Introduction

The Lee Public School District is committed to providing a safe and respectful environment that supports individual academic success, personal growth, and social responsibility for all learners free from bullying and cyber-bullying. This commitment is essential to the district's vision to create and support a community of student scholars who have the competence, capacity and confidence to pursue post-secondary education and realize their personal aspirations without remediation. The commitment is further strengthened by M.G.L. c. 71, § 37O, Act Relative to Bullying in Schools, prohibiting all forms of bullying and retaliation in all Massachusetts public and private schools. In accordance with this legislation, the district has developed the following Bullying Prevention and Intervention Plan.

Lee Public Schools has developed the Bullying Plan with the ideals that the community, families, and school personnel have come to expect from their most cherished commodity. The plan serves as a community guide to the activities, curriculum, and training the district is or will commit to the intervention and prevention of bullying. The school district realizes it must partners with the community, parents, and students to continue our mission of a safe and respectful environment so our young people can grow, aspire, and achieve.

We recognize that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory, disability, or by association with a person who has or is perceived to have one or more of these characteristics. The Lee Public Schools will create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

Bullying Intervention and Prevention Plan

I. Leadership

A. Public Involvement in Developing the Plan

As required by M.G.L. c. 71, § 37O, sec. 5 (d) the Plan will be developed in consultation with various constituencies. This involvement will include: Lee Public Schools administration, staff, professional support personnel, school students, parents and guardians,

local law enforcement agencies, and community representatives. This process will be conducted biennially. Consultation will include, at a minimum, notice and a public survey period prior to adoption.

B. Assessing Needs and Resources

The district's administrative team, with input from families and staff, will assess the adequacy of current programs. This may include the following:

- Review of current policies and procedures
- Review of available data on bullying and behavioral incidents
- Assessment of available resources including curricula, training programs, and behavioral-health services
- Reading of current and relevant articles and research on best methodology to prevent and intervene to address bullying and cyber-bullying
- Research and review of 'field-tested' and research-based anti-bullying curricula and instructional guides
- Development of a resource bank of relevant materials for both parents and students
- Review of the MA comprehensive Health and Wellness Curriculum Frameworks to provide a working curriculum context for anti-bullying curriculum
- Assessments of initial and periodic needs by surveying students, staff, parents, and guardians on school climate and school safety

C. Planning and Oversight

The building principals or designee will be responsible for the following tasks under the Plan:

- Receiving reports on bullying
- Collecting and analyzing building and/or school-wide data on bullying to assess the present problem and to measure improved outcomes
- Creating a process for recording and tracking incident reports and for accessing information related to targets and aggressors
- Implementing the district plan for the ongoing professional development that is required by the law
- Identifying and recommending supports that will respond to the needs of targets and aggressors
- Implementing the curricula that each school will use
- Amending student and staff handbooks and codes of conduct
- Leading the parent or family engagement efforts and drafting parent information materials

The Director of Technology will be responsible for updating the Internet Safety Use Policy. The superintendent will be responsible for reviewing and updating the Plan biennially or more frequently.

II. Policy

- A. It is the policy of the Lee Public Schools to provide a learning and working atmosphere for students, employees, and visitors free from bullying, hazing, harassment, and intimidation. These terms are collectively referenced as "harassment." Such action may occur on the basis of race, color, religion, national origin, age, gender, gender identity, sexual orientation, genetics, disability, or for any other reason.
- B. It is the responsibility of every employee, student, and parent to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.

- C. It is a violation of this policy for any administrator, teacher, or other employee, or for any student to engage in or condone harassment in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment. All employees are mandated to report all cases of harassment as required by this policy and state law.
- D. This policy is not designed or intended to limit the school's authority to take disciplinary action or take remedial action when such harassment occurs out of school but has a nexus to school, or is disruptive to or materially and substantially interferes with an employee's work, personal life, a student's school work, or participation in school-related opportunities or activities. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.
- E. Reports of cyber-bullying by electronic or other means occurring in or out of school will be reviewed, and when a nexus to work or school exists, it will result in discipline. Parents of students alleged to have engaged in cyber-harassment will be invited to attend a meeting at which the activity, words, or images subject to the complaint will be reviewed.
- F. Any employee or student who believes that he or she has been subjected to harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.
- G. The Building principal/designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment.

III. Training and Professional Development

The Lee Public Schools will meet the requirements under M.G.L. c.71, S 370 to provide ongoing professional development for all staff including but not limited to educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and Paraprofessionals.

Annual Staff Training on the Plan

Annual training for all LPS staff on the Plan will include staff duties under the Plan, an overview of the steps that the building principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school.

B. Ongoing professional development

The Plan should state the content and frequency of staff training and ongoing professional development as determined by the school's or district's needs and list other topics to be included in these staff programs. The locally identified additional areas of training should be based on needs and concerns identified by school and district staff. Plans should also identify which trainings will be provided district wide and which will be school based. The law lists the following six topics that must be included in professional development:

- Developmentally (or age-) appropriate strategies to prevent bullying:
 - o The Lee Public Schools will annually provide professional development via the Berkshire County District Attorney's Office, the MARC and other providers including local resources in means of preventing and stopping bullying. This professional development will include, but not be limited to, sending staff to train-the-trainer events and making use of in-district experts in this area. This professional development will be delivered to all district and school based staff.

- o The Lee Public Schools will provide professional development and information on the complex interaction and power differential among aggressors, targets, and witnesses.
- Developmentally (or age-) appropriate strategies for immediate, effective interventions to stop bullying incidents:
 - o The Lee Public Schools will annually provide professional development via the Berkshire County District Attorney's Office, the MARC, and other providers including local resources in interventions for stopping bullying. This professional development will include, but not be limited to, sending staff to train-the-trainer events and making use of in-district experts in this area. This professional development will be delivered to all district and school based staff.
- 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:
 - o The Lee Public Schools will annually provide professional development via the Berkshire County District Attorney's Office, the MARC, and other providers including local resources to provide staff with information on students who are most at-risk for bullying. Activities will include in-class presentations from students and staff on the need to monitor and report on bullying involving special populations such as special education students and the risk associated with GLBT students including the use of the SPLC produced film "Bullied" with all district staff. This professional development will include, but not be limited to, sending staff to train-the-trainer events and making use of in-district experts in this area, and will include training on the special care that must be taken when addressing bullying prevention issues through a student's IEP, 504, or other school based plan. This professional development will be delivered to all district and school based staff.
- Information on the incidence and nature of cyber-bullying:
 - o The Lee Public Schools will annually provide professional development via the Berkshire County District Attorney's Office, the MARC (including printed materials), and other providers (including local resources) to provide staff with information on cyberbullying. The district will likewise continue to make use of the Massachusetts State Police resources and training for online safety and cyberbullying prevention/avoidance. The district will continue to use its own technology and media center staff to reinforce areas of cyberbullying and internet safety for students, staff, and parents.
- Internet safety issues as they relate to cyber-bullying:
 - o The Lee Public Schools will annually provide professional development via the Berkshire County District Attorney's Office, the MARC (including printed materials), and other providers (including local resources) to provide staff with information on cyberbullying. The district will likewise continue to make use of the Massachusetts State Police resources and training for online safety and cyberbullying prevention/avoidance. The district will continue to use its own technology and media center staff to reinforce areas of cyberbullying and internet safety.

C. Written notice to staff

The Lee Public Schools will provide all staff with an annual written notice of the Plan by publishing information about it including sections related to staff duties in the school employee handbook and the code of conduct.

IV. Access to Resources and Services

A. Identifying Resources

Resources for targets, aggressors, and their families may include, but are not limited to, adopting new curricula, reorganizing staff, establishing safety planning teams, and identifying other agencies that can provide services.

The Lee Public Schools Administrative team will be responsible for finalizing anti-bullying resources that may include, but are not limited to, the LPS Bullying Policy; curriculum and instructional guides and materials; LPS Bullying Prevention and Intervention Plan; adopted related curricula; relevant articles for professional, student, and parent use; data on the prevalence and characteristics of bullying and behavioral issues; parent and student brochures; curriculum and books that help foster a sense of positive and pro-active school community and culture; relevant and useful web-sites; and linkages with community based organizations.

B. Counseling and other Services

A list of staff and service providers assisting schools in developing safety plans for students who have been targets of bullying or retaliation, providing social skills programs to prevent bullying, and offering education and/or intervention services for students exhibiting bullying behaviors is available to all students and their families. School Psychologists and School Adjustment Counselors are trained in more intensive interventions. School-based mental health staff are also trained to assist the building principal in developing safety plans for students who have been targets of bullying or retaliation, providing social skills programs to prevent bullying, and offering education and/or intervention services for students exhibiting bullying behaviors. These resources include behavioral intervention plans, social skills groups, and individually focused curricula. When appropriate, interventions include collaboration with other community agencies and service providers in support of students with more targeted needs

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C. Students with Disabilities

As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when an IEP Team determines a student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying,

harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

On August 20, 2013 the Office of Special Education and Rehabilitative Services (OSERS) and the Office of Special Education Programs (OSEP) issued guidance making it clear that peer bullying can lead to a denial of a free, appropriate public education (FAPE) for a special education eligible student, whether or not the bullying is disability related.

The fact that whether the bullying is disability related it is not relevant to the FAPE denial analysis marks a change from the previous 2000 guidance jointly issued by OCR and OSEP which advised that, "harassment of a student based on disability may decrease the student's ability to benefit from his or her education and amount to a denial of FAPE." (Dear Colleague Letter, 113 LRP 33753).

With this new guidance, OSERS and OSEP have clarified as follows:

"Whether or not the bullying is related to the student's disability, any bullying of a student with a disability that results in the student not receiving meaningful educational benefit constitutes a denial of FAPE under the IDEA that must be remedied."

What is the practical impact of this change for schools?

This new guidance cautions that a change in placement or services for an eligible student who is either the target or aggressor of bullying, made in response to findings of

bullying, can result in FAPE denial if those changes run afoul of the IDEA and/or state special education laws and regulations. For example, a decision to place a target of bullying in a more protective school setting may result in a violation of the student's right to a least restrictive environment (LRE). The guidance further clarifies that, "schools may not attempt to resolve the bullying situation by unilaterally changing the frequency, duration, intensity, placement, or location of the student's special education and related services. These decisions must be made by the IEP Team and consistent with the IDEA provisions that address parental participation."

D. Referral to outside services

The Lee Public Schools have established a referral protocol for families to access appropriate and timely services. Referrals will comply with relevant laws and policies. Current local referral protocols will be evaluated to assess their relevance to the Plan, and revise it as needed.

V. Academic and Non-academic Activities

A. Specific Bullying Prevention Approaches

Bullying prevention curricula will be informed by current research that, among other things, emphasizes the following approaches:

- Using scripts and role plays to develop skills
- Empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation including seeking adult assistance
- Helping students understand the dynamics of bullying and cyber-bullying including the underlying power imbalance
- Emphasizing cyber-safety including safe and appropriate use of electronic communication technologies
- Enhancing students' skills for engaging in healthy relationships and respectful communications
- Engaging students in a safe, supportive school environment that is respectful of diversity and difference
- Initiatives will also teach students about the student-related sections of the Bullying Prevention and Intervention Plan.

B. General teaching approaches that support bullying prevention efforts

The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of the LPS bullying intervention and prevention initiatives:

- Setting clear expectations for students and establishing school and classroom routines
- Creating safe school and classroom environments for all students, including for students with disabilities, and lesbian, gay, bisexual, and transgender students, and homeless students
- Using appropriate and positive responses and reinforcement even when students require discipline
- Using positive behavioral supports
- Encouraging adults to develop positive relationships with students
- Modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors
- Using positive approaches to behavioral health including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development
- Using the Internet safely
- Supporting students' interest and participation in non-academic and extracurricular activities particularly in their areas of strength

VI. Policies and Procedures for Reporting and Responding to Bullying and Retaliation To support efforts to respond promptly and effectively to bullying and retaliation, the Lee Public Schools has implemented the following policies and procedures for reporting and responding to bullying and retaliation.

The following is based on the requirements of M.G.L. c. 71, § 37O.

A. Reporting Bullying or Retaliation.

Oral or written reports of bullying or retaliation may be made by staff, students, parents or guardians, or others. Oral reports made by or to a staff member shall be recorded in writing. A school staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members may be made anonymously. The school will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form in the Student Handbook.

Use of an Incident Reporting Form is not required as a condition of making a report. The school will: 1) include a copy of the Incident Reporting Form in the beginning of the year in the Student Handbook for students and parents 2) make it available in the school's main office, the guidance office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website.

At the beginning of each school year, the school or district will provide the school community including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources including the name and contact information of the principal or designee will be incorporated in student and staff handbooks, on the school or district website and in information about the Plan that is made available to parents/ guardians. 51

1. Reporting by Staff

A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

2. Reporting by Students, Parents or Guardians, and Others

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member or with the principal or designee.

B. Responding to a Report of Bullying or Retaliation

1. Safety

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged

target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation as necessary. The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

2. Obligations to Notify Others

a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target, and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

b. Notice to another school or district. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations and 603 CMR 49.00.

c. Notice to law enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law-enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency

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C. Investigation

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor as appropriate. To the extent practicable and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will

consult with legal counsel about the investigation.

D. Determinations

The plan shall apply to students and members of a school staff including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.

The principal or designee will make a determination based upon all of the facts and circumstances. If after investigation bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required if any and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social-skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

E. Responses to Bullying

1. Teaching Appropriate Behavior through Skills-Building.

Upon the principal or designee determining that bullying or retaliation has occurred, the district will use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O(d)(v).

Skill-building approaches that the principal or designee may consider include:

- Offering individualized skill-building sessions based on the school's/district's anti-bullying curricula
 - Providing relevant educational activities for individual students or groups of students in consultation with guidance counselors and other appropriate school personnel
 - Implementing a range of academic and non-academic positive behavioral supports to help students understand pro-social ways to achieve their goals
 - Meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curriculum and social skills building activities at home
 - Adopting behavioral plans to include a focus on developing specific social skills
 - Making a referral for evaluation

2. Taking Disciplinary Action

If the building principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the building principal or designee including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the code of conduct for the

school. Discipline procedures for students with disabilities are governed by the Federal Individuals with Disabilities Education Improvement Act, which will be considered in conjunction with state laws regarding student discipline. If the building principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

3. Promoting Safety for the Target and Others

The building principal or designee will consider what adjustments if any are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the building principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the building principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the building principal or designee will work with appropriate school staff to implement them immediately.

VII. Collaboration with Families

A. Parent Education and Resources

The district will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curriculum and social competency curriculum used by the district or school.

B. Notification Requirements

Each year the district will inform parents or guardians of enrolled students about the anti bullying curriculum that is being used. This notice will include information about the dynamics of bullying including cyberbullying and online safety. The district will send parents written notice each year about the student-related sections of the Plan and the school's or district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats and will be available in the language(s) most prevalent among parents or guardians. The district will post the Plan and related information on its website.

VIII. Prohibition of Bullying and Retaliation

Acts of bullying which include cyber-bullying are prohibited:

- On school grounds and property immediately adjacent to school grounds; at a school sponsored or school-related activity, function, or program whether 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; or through the use of technology or an electronic device owned, leased, or used by the school district
- At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by the Lee Public Schools, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt 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 also prohibited. As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the Lee Public Schools to staff any non-school related activities, functions, or programs.

IX. Definitions

Several of the following definitions are copied directly from M.G.L. c. 71, § 37O

Aggressor is a student or a member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying or retaliation.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or staff members of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof directed at a target that:

- o Causes physical or emotional harm to the target or damage to the target's property
- o Places the target in reasonable fear of harm to himself or herself or of damage to his or her property
- o Creates a hostile environment at school for the target
- o Infringes on the rights of the target at school
- o Materially and substantially disrupts the education process or the orderly operation of a school

Cyberbullying, is bullying through the use of technology or 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. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

Hazing means any conduct or method of initiation, even if consented to 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, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of 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 person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep, rest, or extended isolation.

Hostile environment, as defined in M.G.L. c. 71, § 37O, 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 a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student or a member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target is a student or a member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional against whom bullying, cyberbullying, or retaliation has been perpetrated.

X. Relationship to Other Law

Consistent with state and Federal laws and the policies of the Lee Public Schools, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, or gender identity. Nothing in the Plan prevents the Lee Public Schools from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or Federal law, or Lee Public Schools policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the schools to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H1/2, other applicable laws in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

TELEPHONE NUMBERS TO KNOW

LEE PUBLIC SCHOOLS

SUPERINTENDENT OF SCHOOLS

*MR. MICHAEL RICHARD
243-0276/0277*

SPECIAL EDUCATION DIRECTOR TITLE I COORDINATOR

*MRS. JENNIFER NORTON
243-9715*

DISTRICT SCHOOL PSYCHOLOGIST

*MRS. RACHEL WILDRICK
243-0336/0337, x1004*

LEE ELEMENTARY SCHOOL COORDINATOR OF SECTION 504 OF THE REHABILITATION ACT OF 1973

*PRINCIPAL - MR. TIM MERTINOOKE
243-0336/0337, x1003*

*SCHOOL NURSE - MRS. JEANNINE SALVATORE
243-8164*

LEE MIDDLE/HIGH SCHOOL DISTRICT TITLE IX COORDINATOR

*PRINCIPAL - MR. GREGG BRIGHENTI
243-2781/2787, x2002*

PHOTOGRAPH / VIDEO RELEASE FORM*

Lee Elementary School may wish to use photograph(s) or video taken of you or your child. These images will be used to demonstrate Lee's commitment to quality education.

Student's Name(s): _____

I am the parent/legal guardian of the child named above. I have read the statement of purpose for using my child's image.

_____ I **DO NOT** give permission for LES to use my child's image on videotape or photograph in the following ways. Check all that apply.

- ☐ in the school system
- ☐ in district meetings
- ☐ in town-wide meetings
- ☐ outside the town in educational presentations
- ☐ on the Internet/website

Parent/Guardian Signature

Date

***This forms does not need to be returned if there are no restrictions in photographing or videoing your child(ren).**



Note: This form is asking about bullying – repeated incidents between a victim and an instigator – NOT about one-time ‘mean’ incidents that often occur between children. Bullying is a REPEATED behavior. Many unkind or disrespectful one time problems happen. These are important but they are not bullying.

Lee Public Schools BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

1. Name of Reporter/Person Filing the Report: _____

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: Target of the behavior Reporter (not the target) 3. Check whether you are a: Student Staff member (specify role) _____ Parent Administrator Other (specify) _____

Your contact information/telephone number: _____

4. If a student, state your school: _____ Grade: _____

5. If staff member, state your school or work site: _____

6. Information about the Incident:

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

7. Witnesses (List people who saw the incident or have information about it):

Name: _____ ☐ Student ☐ Staff ☐ Other

_____ Name: _____ ☐ Student ☐ Staff ☐

Other _____ Name: _____ ☐ Student ☐ Staff

☐ Other _____

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used).

(Please use additional paper and attach to this document as needed.)

FOR ADMINISTRATIVE USE ONLY

9. Signature of Person Filing this Report: _____ Date: _____

(Note: Reports may be filed anonymously.)

10: Form Given to: _____ Position: _____ Date: _____

Signature: _____ Date Received: _____

II. INVESTIGATION

1. Investigator(s): _____ Position(s): _____ 2. _____

Interviews:

☐ Interviewed aggressor Name: _____ Date: _____ ☐ Interviewed target Name: _____ Date: _____ ☐ Interviewed witnesses Name: _____ Date: _____

_____ Date: _____ Name: _____ Date: _____

3. Any prior documented incidents by the aggressor? ☐ Yes ☐ No

If yes, have incidents involved target or target group previously? ☐ Yes ☐ No

Any previous incidents with findings of BULLYING, RETALIATION ☐ Yes ☐ No

Summary of Investigation:

(Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:

☐ YES ☐ NO

☐ Bullying ☐ Incident documented as _____ ☐ Retaliation ☐ Discipline referral only _____

2. Contacts:

☐ Target's parent/guardian Date: _____

☐ Aggressor's parent/guardian Date: _____

☐ District Equity Coordinator (DEC) Date: _____

☐ Law Enforcement Date: _____

3. Action Taken:

☐ Loss of Privileges ☐ Detention ☐ STEP referral ☐ Suspension

☐ Community Service ☐ Education ☐ Other _____

4. Describe Safety Planning:

Follow-up with Target: scheduled for _____ Initial and date when completed: _____

Follow-up with Aggressor: scheduled for _____ Initial and date when completed: _____

Report forwarded to Principal: Date _____ Report forwarded to Superintendent: Date: _____ (If principal was not the investigator)

Signature and Title: _____ Date: _____

Signature Page

This certifies that I have electronically reviewed or received a copy of the **2021-2022 Lee Elementary School Student Handbook**, which includes information regarding discipline. **The student and their parent or guardian must sign BOTH SIDES of this page.** Lee Elementary School assumes that you have read, understand and spoke to your child about the contents of this handbook and the expectations contained in the handbook. My child and I have reviewed the Lee Elementary School Handbook.

Student Name: _____

Student's
Signature: _____

Parent's Signature: _____

Parent(s) Email
Address*: _____

*This will give the school an alternate way to communicate important information with you. This sheet along with the reverse side (computer policy sheet) must be signed and returned to your child's homeroom teacher.

LEE ELEMENTARY SCHOOL ACCEPTABLE USE POLICY

Parent/Guardian Permission

1. I have read the Lee Public Schools' Internet Appropriate Use Agreement. 2. I understand and will abide by the terms and conditions as stated, I give my child permission to access the network as outlined above. I also understand that my child's work (writing, drawings, etc.) may occasionally be published on the Internet and be accessible on the World Wide Web server.
3. I recognize that this form must be updated and signed each year. The signed form will be kept on file.
4. I understand that some Internet violations are unethical and may constitute a criminal offense resulting in legal action. I understand that the Lee Public Schools' personnel will supervise access to the Internet and the provisions of the agreement will be reviewed with students. I further understand that the Lee Public Schools is not responsible for the actions of individual users or the information they may access.

Parent/Guardian

Signature: _____ Date: _____

Student/User

Signature: _____ Date: _____