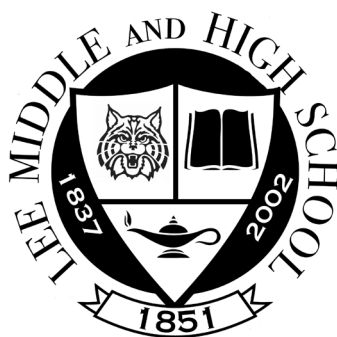


Lee Middle and High School Handbook for Students and Families



2021-2022

Approved by Lee School Committee: August 12, 2021



MISSION OF THE LEE PUBLIC SCHOOLS

The mission of the Lee Public Schools is to ensure students have the opportunities to develop the social, civil, and critical thinking skills to thrive in an ever-changing world.

LEE MIDDLE AND HIGH SCHOOL - CORE VALUES & BELIEFS

Lee Middle and High School is a community of learners dedicated to supporting academic success, individual growth, and social responsibility.

We believe that in an atmosphere of respect, compassion, and support, students will reach deeply within themselves to engage in and be responsible for their learning.

We commit ourselves to the idea that every student can realize his or her potential when presented with rigorous academic and personal standards, while acknowledging that these are accomplished in various ways, and are responsive to the changing needs of the community.

We value regular celebration of our successes, while embracing that mistakes are made by all and are part of the learning process.

We promote collaboration, honor diversity, and encourage contributions to family, community, nation, and world in order to live with a sense of purpose and readily face the challenges of the future.

PRINCIPAL'S MESSAGE

Dear Students and Parents,

Welcome to the 2021-2022 school year!

As we enter the third school year impacted by the COVID-19 pandemic, we will in many ways be returning to a “more normal” school situation. Most of the pandemic restrictions that were put in place for the last school year have been lifted; we will ALL be back in-person every day; the cafeteria will look very traditional; and there are no off-limits areas any longer. While we will still be wearing masks – at least to start the year – and COVID testing will remain in place, much of what we consider a “regular” school climate will be back.

We’ve got some work to do. We all need to continue to pull together and make sure that we keep everyone safe and healthy. After all, Wildcats are not solitary creatures.

We are all in this together, Wildcats!

Let’s get it done. Let’s have a great year...

Sincerely,

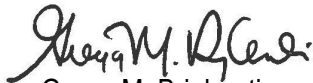

Gregg M. Brighenti
Principal



Table of Contents

MISSION, CORE VALUES & BELIEFS.....	2
PRINCIPAL'S MESSAGE	3
TABLE OF CONTENTS	4
IMPORTANT NOTES DUE TO COVID-19	6

PART I – ORGANIZATION

COMPLIANCE NOTICE	7
DAILY SCHEDULE	7
NOTICE OF NONDISCRIMINATION	7
PTO / PARENT GROUPS	8
PROCEDURE for CONCERNS.....	8
SCHOOL COUNCIL	9
SCHOOL PROFILE	9
SPECIAL ED PARENT ADVISORY COUNCIL.....	9

PART II – ACADEMICS

ACADEMIC HONESTY	10
ACADEMIC PERFORMANCE.....	10
ADD/DROP and COURSE WITHDRAWALS	11
ADVANCED PLACEMENT COURSES	12
ADMISSION TO VOCATIONAL-TECHNICAL ED.....	12
ADMISSION TO COURSE OF STUDY – TITLE IX	12
ALTERNATIVE CREDIT OPTIONS	13
COURSE CREDIT	14
DISTRICT CURRICULUM ACCOMMODATION PLAN	14
EARLY GRADUATION	14
ENGLISH LANGUAGE LEARNING	14
FIELD TRIPS	15
GRADE LEVEL DESIGNATION	15
GRADE POINT AVERAGES and CLASS RANK	15
GRADE SCHEDULES	16
GRADES and GRADE REPORTING	16
GRADUATION REQUIREMENTS	17
HOME SCHOOLING	17
HOMEBOUND STUDENTS	18
HOMELESS STUDENTS	18
HOMEWORK POLICY	18
HONOR ROLL	19
NATIONAL HONOR SOCIETY	19
SECTION 504 PLANS	20
SPECIAL EDUCATION	20
STUDENT RECORDS and TRANSCRIPTS	21
TRANSFER GRADES	21

PART III – CODE OF CONDUCT / STUDENT RIGHTS AND RESPONSIBILITIES

AFTER SCHOOL REGULATIONS	22
ALCOHOL and DRUGS	22
ATTENDANCE	24
ATHLETICS	26
AUTOMOBILE and PARKING REGULATIONS	26
BEHAVIORAL EXPECTATIONS	26
BULLYING POLICY	27

CARE OF PROPERTY AND EQUIPMENT	40
CELL PHONES and ELECTRONIC DEVICES	40
CIVILITY POLICY	41
CLASSROOM BEHAVIOR	42
COMPUTER NETWORK – ACCEPTABLE USE	43
CORRIDOR CONDUCT	45
DETENTION	45
DISCIPLINE of STUDENTS with DISABILITIES	46
DUE PROCESS for SUSPENSIONS	47
EXTRA-CURRICULAR CODE	53
GAMBLING	56
HATE CRIMES and BIAS INCIDENTS	56
HAZING	60
MIDDLE SCHOOL RULES	63
PERSONAL PROPERTY and VALUABLES	63
PUBLIC DISPLAYS OF AFFECTION	63
SAFETY	63
SEARCH POLICY	64
SENIOR PRIVILEGES	64
SEXUAL HARASSMENT	65
SPECTATOR CONDUCT CODE	68
STUDENT DRESS	68
SUSPENSION FROM SCHOOL	68
TOBACCO USE	69
TRANSPORTATION & BUSES	69

PART IV – INFORMATION & PROCEDURES

ASBESTOS MANAGEMANT PLAN	69
CAFETERIA SERVICES – Meal Charge Policy.....	70
COMMUNICATION SYSTEMS	70
DANCES (INCLUDING PROM)	71
EMERGENCY DRILLS	72
EMERGENCY SCHOOL CLOSING	72
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT....	72
FUND RAISING	75
HEAD INJURY AND CONCUSSION POLICY	76
HEALTH / MEDICAL POLICIES	82
HIGHLY QUALIFIED STATUS DISCLOSURE	83
LIBRARY	83
LOST and FOUND	83
MANDATED REPORTERS	83
M.O.U. with LEE POLICE DEPARTMENT	84
PREGNANT STUDENTS	88
PROTECTION OF PUPIL RIGHTS AMENDMENT	89
RISK / THREAT ASSESSMENT	90
SCHOOL CLOSING / DELAY INFORMATION	90
SCHOOL INSURANCE	91
SECURITY CAMERAS	91
SELECTIVE SERVICE	91
STUDENT ACTIVITIES	91
STUDENT COUNCIL	91
VISITOR ACCESS	92
VOTER REGISTRATION	92
WITHDRAWAL or TRANSFER FROM SCHOOL	92

IMPORTANT 2021-2022 NOTES DUE TO COVID-19

Most pandemic restrictions from the previous school year have been lifted. However, a few remain in place, as noted below. **As conditions change during the school year, these precautions may change due to policy changes or health guidance; if that occurs, the school community will be notified.**

1. Mask Wearing

Per Lee School Committee policy EBCFA, a face mask that covers the nose and mouth must be worn by all individuals inside our school buildings. Face masks will not be required during official mask breaks; while actively eating or drinking; during physical education classes when at least six feet of distancing can be maintained; and while outside. For the purposes of this policy, neck gaiters and bandanas do not constitute a face mask. Students are asked to bring their own mask to school; however, we will have disposable masks available in the main office.

Under federal rules, face masks are always required on public transportation, including school buses.

2. 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.

3. Water fountains

Use of the water fountains should be limited to ONLY bottle-filling stations. The water fountains are not to be used directly into the mouth. We strongly encourage all students to bring a refillable water bottle to school each day.

PART I – Organization

COMPLIANCE NOTICE

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. This publication summarizes many laws, policies, regulations and practices that are important to the Lee-Tyringham School District students and their parents and guardians. It is not intended to be a complete directory of all laws and policies relating to students and parents. Federal and state laws, Lee School District policies, regulations and practices at the system-wide and school building levels are subject to change.

DAILY SCHEDULE

Lee Middle and High School operates on a seven-period schedule. There is a 4-minute passing time between periods. The schedule meets the “time on learning” requirements of the Massachusetts Educational Reform Act.

	Regular School Day	Half Day
Period 1	7:58 – 8:47	7:58 – 8:26
2	8:51 – 9:38	8:30 – 8:56
3	9:42 – 10:35 (incl. 6 min. mask break)	9:00 – 9:26
4	10:39 – 11:26	9:30 – 9:56
5	11:26 – 12:47 (incl. 30 min. lunch)	10:00 – 10:26
6	12:51 – 1:38	10:30 – 10:56
7	1:42 – 2:29	11:00 – 11:26

The schedule shown above is the normal bell schedule for the types of days listed; the administration reserves the right to alter the bell schedule as needed for special events. Prior notice will be given.

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

PTO AND OTHER PARENT GROUPS

The district encourages parental involvement in the educational process. Support groups such as PTOs and booster clubs working together with the administration can enrich the offerings available to students and create a cooperative relationship between the home and school.

PROCEDURE FOR CONCERNS / APPEALS

Concerns about the performance of staff members are most appropriately lodged first with the individual directly involved, then with the principal, and appealed to the superintendent if necessary. When a concern about an administrator or central office staff member is necessary, such concern should be brought to the attention of the superintendent who will investigate and take appropriate action. Concerns about coaching staff members or special education personnel should first be brought to the attention of the individual directly involved, then the administrator responsible for the staff person, and finally the superintendent.

Concerns regarding curricula, materials, or building operations should be first directed to the school principal. Concerns about district-wide policies should be brought to the attention of the school committee. While some concerns may be made verbally, those of a serious nature should be made in writing, be specific in nature, and state desired actions.

SCHOOL COUNCIL

The school council consists of the principal, who shall co-chair the council, parents of students attending the school, teachers and community members. The school council meets regularly with the principal of the school and assists in the identification of the educational needs of the students attending the school. Parents and students interested in serving on the council should contact the principal. Council meetings are scheduled quarterly through the school year.

SCHOOL PROFILE

Lee Middle and High School consists of a two-year middle school (grades 7 and 8) and a four-year high school (grades 9 through 12), serving the educational needs of primarily Lee and Tyringham. Students from other neighboring towns attend through the Massachusetts school choice program. LMHS is comprised of 340 students who are taught by a professional staff of 40.

Contact: Lee Middle and High School
300 Greylock Street
Lee, MA 01238
(413) 243-2780 (connecting all departments)
FAX (413) 243-4105

Founded: 1837 as Lee Academy; 1851 as Lee High School; 2002 as LMHS

School mascot: Wildcat School colors: Orange and black

School committees:	<u>Lee</u> Andrea Larmon, <i>Chair</i> Randy Kinnas, <i>Vice Chair</i> Aaron Aubin Nicole Kosiorek Kirk Nichols Betsy Strickler Andrew Wadsworth	<u>Tyringham</u> Amy Puntin, <i>Chair</i> David Clark Eden Curtin
--------------------	---	--

Superintendent: Michael J. Richard
Director of Special Ed: Jennifer Norton

Principal: Gregg Brighenti
Dean of Students: Nicole Maddalena

SPECIAL EDUCATION PARENT ADVISORY COUNCIL

The Lee SEPAC is an organization that provides support and networking for parents with children who have special needs, disabilities or learning disorders. Parent volunteers act as Special Needs Liaisons to each school to facilitate the exchange of ideas and information and act as a resource for the parents with questions.

PART II – Academics

See the LMHS Program of Studies for additional academic rules and regulations.

ACADEMIC HONESTY

Students are expected to exhibit honor in completing their own work. LMHS considers honesty to be essential for each student's intellectual development. Therefore, student work must follow fundamental expectations and proper academic guidelines with regard to doing one's own work and/or giving credit to others when using their work in whole, part, or through paraphrase. Students who have questions or uncertainty about their course work and academic honesty are highly encouraged to discuss the matter with their teacher or other school official. A violation of academic honesty is any action or attempted action that may result in creating an unfair academic advantage.

Plagiarism is presenting someone else's work as your own. All words, ideas, opinions, graphics, or other material that is not original to the student must be properly cited using in-text citations. This applies to using other's work in whole, part, or through paraphrase. Quotation marks must be used for direct quotations even for just a few words. When in doubt about the proper use of citations, please talk with the teacher. The proper process for citing work is taught and reviewed throughout a student's career and it is the student's responsibility to adhere to these common academic guidelines. Students found to have plagiarized, whether knowingly or not, are subject to disciplinary consequences and parent notification.

Cheating is similar to plagiarism in that cheating involves taking credit for knowledge the student has not attained or credit for work that someone else has done. This might include tests, projects, and other assignments. The most common form of cheating is copying or attempting to copy from others (with or without their knowledge). In our electronic age, this obviously includes information or work received electronically. Students who make their work available to others for copying or plagiarism are also guilty of cheating. Students are expected to do their own work and keep their work to themselves unless the assignment includes specific directions to share work, such as group work situations. If in doubt, students should ask their teacher.

A student who is caught cheating or plagiarizing shall meet with the teacher to discuss the action; parents will be informed. For a first offense, the classroom teacher has discretion to issue make-up work, assign zero credit, or both. For a second offense, the student will lose credit. For a third offense, the student will be withdrawn from the course, with a WF grade reflected on the transcript. All cases of academic dishonesty must be reported to the administration for additional disciplinary action, which may include detention, suspension, and/or mandatory evaluation and counseling. If the student is a member of the National Honor Society, the NHS advisor will be notified so that appropriate action can be taken by the Faculty Council of the local chapter.

ACADEMIC PERFORMANCE

Student academic success is determined by several factors; most important of these are student attendance, student class performance, and homework. Continuity of learning requires daily

attendance in school. If a student is absent from school, it is the student's responsibility to arrange after school make up sessions with the teacher. Make up work is expected to be done immediately upon returning to school and completed in a timely fashion. The teacher has the right to set make-up work deadlines; a student may be given up to five days to complete make-up work or suffer a failing grade for the work.

Class participation allows opportunities for immediate feedback. Tests, quizzes, and written assignments require student attention and effort, as well as attendance. Students are expected to behave appropriately in class and are expected to work in class according to teacher directions and guidelines.

Students are expected to do homework for classes. Homework must be completed on time. Consequences for not doing homework include teacher after-sessions and/or zeros being averaged into the student's grade. Homework includes written assignments, outside projects, reading and studying for tests and quizzes. Students are expected to complete homework outside of school hours or during directed study periods.

Academic Assistance

Students often need extra help or make-up sessions. Teachers are available after school to provide such services. Students should make arrangements with the individual teacher. Failure to make up missed work will result in no credit for the work. National Honor Society students may be available to provide tutoring by special arrangements through the Guidance office.

ADD/DROP and COURSE WITHDRAWALS

As noted in the Program of Studies, a great deal of time, energy and planning are devoted to developing both the master schedule and individual student schedules. Before the end of the school year and during the summer, schedule changes that must be made for valid reasons are usually honored. The expectation is that students, parents, teachers and counselors have carefully reviewed schedules and made reasonable decisions concerning each student's course of study. The final schedule a student receives before the end of school, or has changed for valid reasons before the end of the school year, represents his or her commitment to adhere to that course of study in the following school year.

Schedule Changes After June

1. A student may add or drop a course during the first ten full school days of a term for the following reasons:
 - An error (e.g. an incorrect number entered on a form) has been made either by the student or in the scheduling process.
 - A class failure the previous term necessitates a change in schedule.
 - The student, teacher, counselor, parent/guardian, and principal agree that a student is improperly placed in a class.

No transcript designation of the dropped course will appear. Proper paperwork must be completed through the student's guidance counselor.

2. Petition: A student may petition the principal to change a course for extensive medical or extensive personal reasons. A dropped course will be designated on the transcript as W,

indicating that the student was passing at drop time, or WF, indicating that the student was failing at drop time. A WF will count as a 50 in a student's GPA. Proper paperwork must be completed through the student's guidance counselor.

ADVANCED PLACEMENT COURSES

Advanced Placement courses are the most rigorous academic experiences secondary schools offer; indeed, AP courses are designed to replicate the scope and intensity of a college course and, as such, require a considerable commitment on the part of students who elect them. Each AP course culminates in a standardized examination developed and scored by the Educational Testing Service, the same organization that offers the Scholastic Achievement Test (SAT). Because these exams form a natural culmination and focus for students' academic experience in these courses and because they offer a reliable vehicle for instructors to gauge the effectiveness of the curricula, LMHS strongly encourages all students enrolled in AP courses to take the appropriate AP exam(s) in the spring. Consequently, any student not taking the Advanced Placement exam in a course in which he or she is enrolled will not receive AP designation for the course on his/her transcript. The AP testing fee must be paid according to the College Board's schedule.

ADMISSION TO CHAPTER 74-APPROVED VOCATIONAL TECHNICAL EDUCATION

Admission is available to a Chapter 74-approved program in the student(s) area of interest. The deadline for Chapter 74 Vocational Technical Education Nonresident Student Tuition Application to the superintendent is April 1st. In order to meet this deadline documentation should be submitted by March 15th to the student's guidance counselor. However, students/parents/guardians do have until April 1 to submit the application to the student's superintendent of schools of his/her school of residence.

ADMISSION TO COURSE OF STUDY – TITLE IX CHAPTER 622

"Each and every course of study offered should be open and available to students regardless of their race, sex, national origin, color 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 his/her 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.

ALTERNATIVE CREDIT OPTIONS

Students may receive **Summer School** credit for classes they have taken and failed. To be eligible for summer school, the student must have earned a minimum grade of 45 while taking the class during the school year. Summer school classes may be available at LMHS; students may also take summer school classes at other approved high schools.

Before registering for an **online course**, student must meet with their guidance counselor to determine if the course will meet LMHS requirements. LMHS offers courses through Virtual High School; other online providers may be available as well. In general, courses may not be taken online if they are offered (and running) at LMHS.

In certain circumstances, students may receive credit through **extended learning opportunities**. These ELOs provide students with an educational alternative that takes place beyond the usual classroom environment. Examples of ELOs are our internship program; apprenticeships; independent study; and our Senior Varsity Sports class. ELOs are approved by guidance and the principal on an individual basis.

Students may take **college courses** and receive dual credit at both the college and LMHS. See your guidance counselor for details.

Credit recovery may be available in some circumstances. This program allows students who failed some quarters of a class to repeat only those quarters which are necessary to recover the credit that was lost. This is handled on an individual basis between the student, guidance

counselor, and principal. Recovery may be made through online sources, repeating part of the course, or other appropriate means.

COURSE CREDIT

For high school students, a course that meets daily for a full school year earns one credit upon successful completion; credit is awarded each semester at half-value. A course that meets daily for one semester earns one-half credit. A course that meets every-other-day for a full year earns one half credit. A science course with a lab period, which meets daily, plus a second period every-other day, will earn a total of one and one-half credits. The guidance department and administration may determine partial credit according to circumstances, based upon these guidelines.

DISTRICT CURRICULUM ACCOMMODATION PLAN (DCAP)

The purpose of the Curriculum Accommodation Plan is to ensure that all efforts have been made to meet the students' needs in regular education. The plan is a systematic plan that is intended to increase the general education capacity to meet the individual needs of diverse student learners. The DCAP is considered an educational activity for the general education program, and not solely or specifically special education.

EARLY GRADUATION

- A. The student requesting early graduation must submit a written statement to the principal prior to August 1 of the academic year in which the student wishes to graduate. This statement must include:
 - 1. The student's specific reasons for early graduation.
 - 2. A full description of the student's future goals.
- B. The student must pass the MCAS tests to qualify for consideration for early graduation.
- C. The student must have completed a minimum of one year's residence at LMHS.
- D. The student must have paid all class dues to participate in graduation activities.
- E. The student must meet the minimum number of credits required for graduation. The requirements in each department must have been completed prior to graduation.
- F. After all the above requirements have been met, the student must receive the principal's approval for early graduation from Lee Middle and High School.

ENGLISH LANGUAGE LEARNING

In accordance with Department of Elementary and Secondary Guidelines, students who may be English learners are identified and assessed with regard to their level of English proficiency upon their enrollment in the school district. Parents should be sure to indicate the possible need for such services upon registration. The school district provides a variety of services, both direct and consultative, to students who are English Language Learners. Translation and important documents or interpretation during important meetings is available when parents or guardians of students have limited English Language Learners.

FIELD TRIPS

At some time during the school year, teachers may schedule classes or field trips away from the school. On all field trips, a parental consent form must be received prior to the trip including the Senior Class Trip. The school will furnish transportation to and from the trip. Under no condition will student travel to a school-sponsored trip be via the student's convenience.

All school rules apply while students are on a field trip. Appropriate consequences will be issued for any violations of school rules.

GRADE LEVEL DESIGNATION for grades 9-12

To be promoted from one high school grade to the next, students must earn credits. The following chart represents the minimum number of credits that must be earned for promotion.

	<i>Minimum credits</i>
credits to be grade 10	5.5
credits to be grade 11	11
credits to be grade 12	16

GRADE LEVEL DESIGNATION for grades 7 & 8

Any student who fails two or more core subjects in the seventh or eighth grade years (English, Math, Social Studies, and Science) may be required to repeat the grade, or take corrective action to show competency in the failed courses. A meeting with the principal to develop a specific plan will be scheduled as soon as practicable after report cards are issued.

Additionally, any student who fails English or Math will be required to attend and successfully complete summer school. Alternatively, the student may participate in at least 30 hours per subject of school-approved summer tutoring provided by the student's family, and pass a school-provided assessment.

In all cases, the principal will make the determination on a case-by-case basis as to whether retention is in the best interests of the student.

GRADE POINT AVERAGES and CLASS RANK

Grades from each class will be multiplied by the number of credits assigned to the course, added together, and divided by the total number of credits taken by the student. Pass/Fail courses will not count in computing grade point average (GPA). Honors, AP, and college level classes will have the following point values added to them during the calculation:

- Honors level course: 5 points
- Advanced Placement level course: 10 points
- College level course: 10 points

The raw grade, without any weight being added, will be what appears on the report card and transcript. A cumulative weighted GPA will be reported on the report card and transcript beginning freshman year.

Lee Middle and High School does not calculate and report class rank for college admission purposes. Class rank will only be used to determine the valedictorian and salutatorian. The student with the highest weighted GPA at the end of four years of high school will be named valedictorian; the student with the second highest weighted GPA at the end of four years of high school will be named salutatorian. To be considered for either valedictorian or salutatorian, a student must have attended a minimum of two full years at Lee Middle and High School, including the entire senior year.

GRADE SCHEDULES

First Marking Period

Grades close for progress reports: Friday, October 1, 2021

Grades close for end of quarter: Friday, October 29, 2021

Second Marking Period

Grades close for progress reports: Friday, December 3, 2021

Grades close for end of quarter: Friday, January 14, 2022

Third Marking Period

Grades close for progress reports: Friday, February 11, 2022

Grades close for end of quarter: Friday, March 25, 2022

Fourth Marking Period

Grades close for progress reports: Friday, April 29, 2022

Grades close for end of quarter (seniors): Friday, May 27, 2022

Graduation: Saturday, June 4, 2022

Grades close for end of quarter (all other grades): Wednesday, June 8, 2022

GRADES AND GRADE REPORTING

Student progress and performance are reported through report cards, progress reports, and individual comments. **Report cards** are printed at the end of each quarter, and for quarters 1 through 3 are distributed to students in school; quarter 4 is mailed home. Report cards are also available through the Student and Parent Portals online. **Progress Reports** are available online through the Student and Parent Portals at any time throughout the school year. Paper copies of progress reports may be obtained from the guidance office. At formal progress report time (halfway through each quarter), **Academic Warning Letters** are sent to parents when a student has below a 70 average in one or more classes. These letters are emailed to parents; if we do not have an email address on file, they are sent home by postal mail.

Marking System

The following letter grades and their numerical designations are in current use at LMHS:

59 and below ...	failing
60 – 69 ...	D
70 – 79 ...	C
80 – 89 ...	B
90 – 100 ...	A

Students will receive the numerical grade earned. The lowest passing grade is 60. No grade over 100 will be given in any class for any marking period, midterm, or final assessment. Grades are to be determined solely by academic work. No teacher will use grades as a disciplinary measure.

Grades in all classes will be the “current running average” for the semester; grades will not start over at the beginning of each quarter, but will each semester. Grades reported on progress reports and report cards will be a “snapshot” grade of the current running average as of the grade closing date.

Incompletes

When there are extenuating circumstances (i.e., chronic/acute illness) a student, after consulting with the classroom teacher and after receiving administrative approval, may request or be assigned an incomplete. The student is expected to complete the work for a grade in a timely manner, as agreed upon with the teacher; this timeline is normally within two weeks. Incompletes are NOT given at progress report time.

Earning Credit (Grades 9-12)

High school students earn credit by earning a minimum final average of 60 in a course in January and June.

GRADUATION REQUIREMENTS

In order to graduate and receive a LMHS diploma a student must be enrolled for at least one semester; the principal may make exceptions. Students must earn a minimum of 23 credits to graduate. There are also specific departmental requirements; see the Program of Studies for detailed information.

All academic requirements must be met by the last day of senior final assessments. Any student who has not met these requirements will not be allowed to participate in the graduation ceremony or receive a diploma. Students who have not fulfilled commitments (detentions, library fines, textbook fees, class dues, return of all equipment, etc.) may not participate in graduation exercises.

HOME SCHOOLING

The Lee policy requires that parents explain their request to homeschool their student(s) in writing, and specifically address the following questions:

1. What is the proposed curriculum and projected gross number of hours of instruction per subject for the year?
2. What is the competency of the individual who will be instructing your child?
3. What instructional materials will be used along with lesson plans and teaching manuals?
4. What procedures will be used to assess student progress and maintain a student record?

Parents must obtain approval prior to beginning the home-education program. Contact the Superintendent's Office for more information.

HOMEBOUND STUDENTS

Upon receipt of a physician's written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in the hospital, the principal will arrange for provision of educational services.

HOMELESS STUDENTS

Any homeless student who enters the Lee School District will be immediately enrolled in the appropriate school even if he/she is unable to produce records normally required for enrollment, such as previous academic records, medical records, or proof of residency. Please contact the building principal with concerns or questions.

The McKinney-Vento Homeless Act ensures that homeless children and youth are eligible to enroll in, and have a full and equal opportunity to succeed in, district schools. The homeless education liaison ensures that homeless students are identified by school personnel and coordinates activities with other entities and agencies. The homeless liaison is Ms. Jennifer Norton, Director of Special Education.

HOMEWORK POLICY

Homework refers to those assignments that are to be completed outside of class time. Homework is based upon the premise that the school day is not long enough for a student to practice and/or use all of the skills, concepts, and understandings taught in class. Learning is not confined to the school, but takes place in the homes and in the community as well. The student's responsibilities are as follows:

1. To do homework to the best of the student's ability
2. To pass the homework in on time
3. To let the teacher know when and where the student is having problems
4. To report to the teacher when told to do so
5. To make up missed assignments
6. To strive to correct inaccuracies in homework assignments

Homework will be given in each subject on a daily basis when feasible. Failure to fulfill homework requirements may adversely affect a student's grade. Students are expected to complete all homework and class assignments according to teacher guidelines and expectations. Students are expected to submit their own work with honest effort.

Note: All teachers' aftersessions are arranged individually. Athletic practices, work, driver education class, and extracurricular activities will not have priority over teacher aftersessions.

HONOR ROLL

At the end of each quarter, an honor roll is calculated and published. The weighted GPA is used to determine honor roll status, based upon the following criteria:

- High Honors – weighted GPA greater than or equal to 90 with no weighted grade below 85
- Honors – weighted GPA greater than or equal to 85 with no weighted grade below 80
- Honorable Mention – weighted GPA greater than or equal to 80 with no weighted grade below 75

To be considered for honor roll students must have a minimum of five courses in which numerical grades are recorded.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since their beginnings in 1921.

Requirements for membership:

- In order to be considered for active membership as a junior or a senior, a student must have a cumulative scholastic average of 90 or higher.
- Any student who meets the requirements for scholastic consideration shall be eligible for candidacy for membership in the National Honor Society.
- Students who qualify scholastically will be notified by the Chapter Advisor, who will explain the procedures necessary to complete candidacy requirements.
- In addition to having the required scholastic average, a student must:
 - Have shown and be showing leadership qualities in the school and community
 - Have been involved and continue to be involved in school and community activities.
 - Be honest, dependable, and of unwavering good character.
- Any and all candidates will be selected by members of a faculty council, who in turn will be chosen by the Chapter Advisor.

Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the Chapter Advisor. In the event that a member's scholastic average falls below 90, the member will be placed on probation for one marking period. Both the member and the member's parents or guardian will be notified in writing by the advisor. If the member is unable to obtain the 90 average after the marking period of probation, he or she will be dismissed from the Society.

In the case of flagrant violation of school rules or civil law, a member does not necessarily have to be warned; and membership may be terminated by the faculty council. In all cases of impending dismissal, a member shall have the right to a hearing before the faculty council.

SECTION 504 PLANS

Section 504 of the Rehabilitation Act of 1973 states, "No otherwise qualified individual with a disability shall be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Students are eligible for accommodations and/or related services when the student meets the definition of qualified handicapped person: (1) has or has had a physical or mental impairment that substantially limits a major life activity, or (2) is regarded as handicapped by others. Major life activities include walking, learning, hearing, speaking, breathing, working, caring for oneself, and performing manual tasks. The handicapping condition need only substantially limit one major life activity in order for the student to be eligible.

Parents or guardians, teachers, administrators, and/or students 18 years of age or older may refer a student for an evaluation to determine eligibility. Students found eligible will receive an accommodation plan, which will outline the accommodation teachers and personnel will need to put in place to allow the student to access the curriculum. Students may, as stated in their plan, be assigned a support study period, which will allow extra time for class work and test taking. This class period will be without academic credit.

For further information regarding Section 504, please contact the building principal.

SPECIAL EDUCATION

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, or 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 Middle and High School Administration at 243-2780

STUDENT RECORDS and TRANSCRIPTS

In compliance with Massachusetts General Law, Chapter 71, Section 34A, a transcript is a written record of student while in high school (grades 9-12). As it is used by the LMHS Guidance Department, the legal obligation and practical intent of a transcript is to serve as an accurate reflection of a student's progress throughout high school.

LMHS Guidance Department has based this policy on the MA Department of Secondary and Elementary Education (DESE) regulations and MA General Law as well as the following definitions as per Regulatory Authority: 603 CMR 23.00: M.G.L. c. 71, 34D, 34E.

The transcript shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. These data shall be limited to the name, address, and phone number of the student; his/her birth date; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed.

The student record shall consist of the transcript and the temporary record including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified and that is kept by the public schools of the Commonwealth. The term as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

TRANSFER GRADES

Students who transfer into LMHS from other high schools will need to provide an official transcript of all completed course work. A review of that transcript will be conducted, and credit and GPA weight will be awarded. Under no circumstances will high school credit be granted for work completed prior to the start of ninth grade.

Honors, AP and college level transfer courses will be weighted using the same system as courses taken at LMHS provided that the raw score is reported by the sending school and weight has not already been added. The following conversion scale will be used for transfer grades from schools that use letter grades:

Letter Grade	Numerical Grade	4.0 Scale
A+	100	4.3
A	94	4.0
A-	90	3.7
B+	86	3.3
B	83	3.0
B-	80	2.7
C+	76	2.3
C	73	2.0
C-	70	1.7
D+	66	1.3
D	63	1.0
D-	60	0.7
F	50	0.0

Part III – Code of Conduct / Student Rights and Responsibilities

Members of the Lee Middle and High School Community of Learners will be:

Respectful – *Be respectful of the right to teach and the right to learn at all times.*

Engaged – *Be actively engaged in the learning: ask questions, collaborate, seek solutions.*

Accountable – *Be responsible and accountable for your choices.*

Community-Minded – *Be appropriate; demonstrate behavior that is considerate of the community, the*

Honest – *Be truthful; communicate honestly. campus, and yourself.*

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, or activity, or after session assistance with a faculty member. Students needing to wait for a ride may go to the Library, which is open until 3:30 daily; students may not wander or “hang out” unsupervised in the halls after school hours.

ALCOHOL AND DRUGS

Drug Free School Zone - Chapter 94

Effective July 11, 1989, anyone convicted of dealing drugs within 1,000 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, manufactures, 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 an area, within 1,000 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.

Alcohol/ Drug (Local Policy)

The policy shall be in effect during the school day and at all extracurricular and school-sponsored activities. School is considered to be any location where a school-sponsored activity is taking place.

Students must register all medications with the school nurse. Any incident where it is suspected that a student is in possession of drugs or alcohol, or that the student has transferred such, will be referred to the principal for investigation. If the principal has evidence of student involvement, the parents/guardians of the student will be notified. The matter may also be referred to the police for investigation.

School Regulations – Drug & Alcohol Procedures

The faculty and staff are asked to report to the principal or dean of students any student whom 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 a controlled substance or alcohol, the principal will be summoned (if not present). They will then conduct a search (in accordance with the MA Department of Education guidelines) of the student and student's possessions. One of the following steps will be taken after this interview:

Students found to be under the influence of, or in the 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 or alcohol violation. 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.

ATTENDANCE

Because encountering new ideas; showing respect for other's views; meeting oral, written and performance standards; and learning personal responsibility are all core objectives of Lee Middle and High School's curriculum, it is our belief that attendance is essential to each individual student's educational success. Therefore, students have the responsibility to be in school participating fully in their classes on a daily basis. Students and parents must understand that any pattern of repeated absences will seriously jeopardize a student's ability to successfully complete a course of study.

Regular Attendance

In accordance with the Massachusetts General Laws, Chapter 76, students are required to attend school until sixteen years of age. Parents and /or legal guardians are responsible for the attendance of a student who is under the age of sixteen. Students under 16 who do not attend school may be considered delinquent or truant and may be referred to the truant officer for court referral. Students over 16 must attend school if they enroll to receive a high school diploma. Failure to attend school after the age of 16 may result in the school dropping the student from enrollment. Lee Middle and High School reinforces the importance of school attendance and the responsibility of the parent with the following attendance policy.

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

- Parents may leave a message on the school voice mail prior to 8:00 a.m. on the day the student will be absent. Homework requests can be made at this time. We cannot guarantee that homework requests made after 11:00 a.m. will be completed. It is important that this work be picked up.
- Office personnel will call parents, if notification from home is not received.
- 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).
- A student will not be permitted to attend any activities if he/she has not been in school the day of the event, or if he/she misses more than half of the school day unless administrative permission has been received.
- Students who anticipate an absence for an academic purpose such as visiting a college or shadowing at another school must complete a Notice of Absence form for administrative approval prior to date of this planned absence.
- Students who anticipate extended absences for a non-academic purpose such as a family vacation also must complete a Notice of Absence form for administrative review prior to the date(s) of this planned absence.

In the event the parent/guardian has not informed the school of the absence, the principal will notify the student's parent/guardian within three (3) days of the student's absence.

Truancy / Skipping School

Absence from school for an unacceptable reason, regardless of parental permission, will be considered as truancy or skipping school. Students will be deprived make up privileges for work missed, and all school time will be made up after school through detention. Failure to make up the school time will result in further disciplinary action. Students who are skipping school or class will not be allowed to participate in any school extra-curricular activities until the time is made up.

Students participating in athletics will be subject to disciplinary action according to the Lee Athletic Code and the MIAA regulations.

Excessive Absenteeism

The principal and/or Dean shall meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies. Additionally, each quarter, if a student drops below 80% attendance the school will take the following steps:

- A warning letter will be sent home, indicating that the student's low attendance rate is concerning, and is likely having an impact on academic performance.
- If, after a short period of time, the student's attendance has not improved, a second contact with parents will be made. A mandatory meeting must be held with the guidance counselor, principal, dean of students, parent, and student to attempt to resolve the issue.
- If the student's attendance still does not improve, the school will contact the Division of Children and Families and/or other appropriate state agencies to report the situation.

Tardiness

After the third tardy to school per quarter, a student will be required to make up the time missed after school in detention. On the day of the fourth or subsequent tardy each quarter, the student may not participate in any co-curricular activities, whether a practice/rehearsal or game/performance. Coaches and advisors may require that missing a practice session due to this rule will result in missing a game/performance.

Permission to Leave

Students are dismissed from school in the following three ways:

- A. A written note from the parent is presented to the main office staff prior to 8:00 A.M. with an acceptable reason for the dismissal stated. The student will be excused from class at the appropriate time. The student's parent or authorized person must accompany the excused student from the school. If the student returns to school that same day, the student must sign in at the office.
 1. Acceptable reasons for leaving school include: illness, death or emergency at home, or doctor's appointment. All other excuses are not acceptable except by judgment of the administration. Students will not be dismissed from school via a phone call to the office. In the case of an emergency, a parent must report to the office, write a dismissal note, and accompany the student from school.
 2. Students who are eighteen years old are responsible for their own dismissals after the appropriate form has been completed ensuring parental awareness has been presented and approved by the office. Acceptable reasons for dismissal must still be presented.
- B. A student is excused by the school nurse because of illness only when parents have been notified. Unexcused dismissals will result in the student's loss of makeup privileges and

teachers assistance. Students leaving school without following the correct procedure will face disciplinary consequences.

- C. All school field trips require written and signed permission from a student's parent/guardian including the senior class picnic if an attendee is younger than 18 years old.

ATHLETICS

Lee Middle and High School is a District 1 (Western Mass.) member of the Massachusetts Interscholastic Athletic Association (MIAA). A student who participates on any athletic team must meet the eligibility requirements of both the MIAA and the Extracurricular Code of Lee Middle and High School. The following athletic programs are offered to students: baseball, basketball (girls and boys), cross country, lacrosse (boys & girls), football, golf, soccer (girls and boys), softball, tennis, and volleyball. Current co-op programs include: boys soccer at Taconic, alpine skiing and track at Lenox, wrestling and swimming at Monument Mountain Regional High School, and hockey at Mount Everett Regional High School.

AUTOMOBILE AND PARKING REGULATIONS

To park in the student parking lot, your vehicle must be registered with the Principal's Office. Upon registration, you will be provided a parking sticker which must be affixed to the car window in the appropriate place. If you replace your vehicle with a new one, you must obtain a new sticker from the office.

Students may park only in the student lot, and only in marked parking spaces. Students are expected to drive responsibly on and around school property. Abusing the privilege to park on school grounds may result in suspension of that privilege.

Vehicles parked on school property are the responsibility of the driver/owner. The school is not responsible for any damages incurred to or theft from vehicles parked in our lots. Vehicles parked on school property are subject to search by school administration if there is reasonable suspicion that contraband items may be found.

BEHAVIORAL EXPECTATIONS

Philosophy

Lee Middle and High School offers its students a quality education in a safe, healthy and supportive environment within which we ask our students to make responsible, moral and humane choices. To accomplish this, we insist that our students ***uniformly respect the dignity, rights, beliefs and property of all members of the LMHS community.***

In administering its behavioral expectations, the LMHS faculty and administration strive to balance fairness and compassion for the individual student with the need to maintain consistent and equitable treatment for all its students.

Chronic Violations

LMHS tracks student violations. If a student shows repeated violations of school rules, the student and parent must have a mandatory meeting with the principal and dean of students. The purpose of this meeting is to discuss the student's behavior; explain further consequences if the misbehavior continues; and develop any plans necessary for the student to be successful in school.

Consequences

While the school's primary goal is to educate and not to discipline, corrective action may be necessary both for the benefit of the individual and the school as a whole. These consequences may include, but are not limited to, teacher detentions; administrative detentions (minor and major), in-school suspension, out-of-school suspension, and expulsion.

BULLYING 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 be 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.

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.

- E. 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.
- F. 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.

A. 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:
 - 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.
 - 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:
 - 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:
 - 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:
 - 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:
 - 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.

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.

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 or guardians.

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.

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:

- Causes physical or emotional harm to the target or damage to the target's property
- Places the target in reasonable fear of harm to himself or herself or of damage to his or her property
- Creates a hostile environment at school for the target
- Infringes on the rights of the target at school
- 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.

CARE OF PROPERTY AND EQUIPMENT

A student is financially responsible for the damage, loss or destruction of any and all materials, including textbooks, that are received. If not paid, these financial obligations carry over from year to year, and must be paid before participation in graduation ceremonies. Students are also responsible for replacement/repair costs due to intentional vandalism and may also face disciplinary consequences.

CELL PHONES AND ELECTRONIC DEVICES

In accordance with our R.E.A.C.H. Behavioral Expectations, LMHS follows the following protocols regarding student cell phone use in classrooms:

1. Cell phones and any wireless communication devices brought into any classroom are to be deposited into the cell phone "parking lot," with the number assigned to the student. *Note: Cell phones are not to be brought into middle school classrooms at any time.*
2. Any cell phones or wireless communication devices which are not so deposited and are seen or heard will be confiscated by the teacher according to the following:
 - i. First offense in that classroom – returned at end of the period.
 - ii. Second offense in that classroom – turned into the Dean of Students; returned at end of the school day.

- iii. Third or subsequent offense in any classroom – turned into the Dean of Students; held until a parent picks it up.
3. Teachers may allow the use of cell phones and devices for class-related purposes.
4. The use of ear buds in classrooms is prohibited, unless specific permission has been granted by the teacher.
5. Use of electronic devices to take and/or transmit pictures, videos, or audio recordings of others without each person's consent is prohibited. Students violating this rule will be subject to disciplinary action. (Legal recordings of performances and activities open to the public are allowed.)
6. Cell phone search: Search of cell phones for pictures, text messages and video that is pertinent to a specific investigation is permissible if search is reasonable in its inception and justified in its scope. Acceptable searches may include but are not limited to:
 - a. Video and pictures of assaults and fighting
 - b. Graffiti
 - c. Evidence of harassment and intimidation
 - d. Arrangements of drug deals and exchanges
 - e. Identification of ownership upon recovering of stolen or lost devices

CIVILITY POLICY

It is the intent of the Lee Public Schools to promote respect, civility, and orderly conduct among district employees, parents, and the public. It is not the district's intent to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents, and other members of the community. The district encourages positive communication and discourages volatile, hostile, or aggressive communications or actions.

1. Expected Level of Behavior:

- District personnel will treat parents and other members of the public with courtesy and respect.
- Parents and other visitors will treat teachers, administrators, and other district employees with courtesy and respect.

2. Unacceptable and Disruptive Behavior:

- Using loud or offensive language, swearing, cursing, or displays of temper;
- Threatening to do physical harm to a teacher, school administrator, school employee, or student;
- Abusive, threatening, or obscene letters, e-mail, or voice-mail messages;
- Any other behavior that disrupts the orderly operation of a school, classroom, and or administrative functions.

3. Parent Recourse:

Any parent who believes he or she has been subjected to unacceptable or disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor, appropriate administrator, and/or the superintendent of schools.

4. Authority of School Personnel:

Any individual who acts in the following manner may be directed to leave school premises or school committee premises by a school principal or assistant principal, or their designee, any school administrator, including the superintendent of schools, and school security personnel. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement personnel take such action as is deemed necessary:

- Disrupts or threatens to disrupt school or school districts operations;
- Threatens or attempts to do or does physical harm to district personnel, students or others lawfully on school or school committee premises;
- Threatens the health or safety of students, district personnel or others lawfully on school or school committee premises;
- Uses loud or offensive language; or
- Comes onto school premises without authorization.

Should an individual persist in violating the terms of this policy, the district may limit or restrict the methods of communication, which may be used by said individual. Such restrictions shall not apply in the event of actual emergencies or regulatory functions such as TEAM meetings or disciplinary hearings.

In the event that there is a serious threat of harm to student(s) or school personnel, the district may issue an Order of No Trespass prohibiting the individual making said threat from entering on district property.

Authority to Deal with Persons who are Verbally Abusive:

- If any member of the public uses obscenities or speaks in a loud, demanding, insulting, and/or demeaning manner, the employee to whom the remarks are addressed shall calmly and politely warn the speaker to communicate civilly.
- If the verbal abuse continues, the employee may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation.
- If the meeting or conference is on school premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises.
- If the person refuses to leave, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement personnel take such action as is deemed necessary. If the employee is threatened with personal harm, he or she may contact law enforcement.

CLASSROOM BEHAVIOR

Students are to attend all assigned classes. They are expected to work according to teacher directions. Students who are uncooperative, disruptive, or disrespectful in classes will be removed from the classroom and disciplined accordingly. Continual negative behavior will result in school dismissal. Students are expected to come to class with the appropriate materials such as textbooks, homework, writing instruments, etc.

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.

A. Personal Safety

- 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.
- The Lee Public Schools will not disclose personal information about students on websites - such as their full name, home or email address, telephone number, or social security number in compliance with COPPA rules.
- 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

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

- 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
- User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
- 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:
 - 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.
 - information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
 - information that harasses another person or causes distress to another

- 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.
- The network may not be used:
 - to download, copy, or store any software, shareware, or freeware without prior permission from the district technology coordinator;
 - for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the district technology coordinator;
 - for advertising or political lobbying
- Network users may not:
 - use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
 - 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.
 - 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 the 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.

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 class account by

the classroom teacher. All students are expected to use the class account only when authorized by their classroom teacher.

- Adhere to the safety guidelines listed above.

E. System Resource Limits

- 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.
- 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.

CORRIDOR CONDUCT

In order to promote a safe and respectful environment, students are expected to behave appropriately in all school common areas including the corridors, lobby and cafeteria, before, during, and after school. Students are not allowed to loiter in common areas after school. Students should report directly to their next class and walk to the right side of the corridor during passing time. No running or roughhousing will be permitted in the corridor.

DETENTION

Teachers or administrators may schedule a student to detention. A teacher's detention will be held in the teacher's classroom and will not last later than 3:00p.m. An administrator's detention may be a minor one that will end at 2:45 p.m., or a major one that will end at 3:00 p.m. A student may be assigned a major detention for failure to keep a teacher's or an administrator's detention. Other violations for which detentions will be assigned are as follows:

- A. Tardiness to school
- B. Cutting a class
- C. Disrupting a class
- D. Leaving a class early
- E. Being in an unauthorized area
- F. Rudeness to a student, a teacher, or a school employee
- G. Other acts deemed as punishable by the teacher

Detentions are to be served on the day assigned. Failure to serve detention will result in further consequences as appropriate, including suspension from co-curricular activities.

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.

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;
- D. 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;
- E. the date, time, and location of the hearing;
- F. 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.

SCHOOL-WIDE EDUCATION SERVICE PLAN FOR STUDENTS ON SHORT- OR LONG-TERM SUSPENSION

(1) Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

(2) Any student who is expelled or suspended from school for more than ten consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, through the school-wide education service plan.

(3) Each school has a process for developing school-wide education service plans for education services that the school district will make available to students who are expelled or suspended from school for more than ten consecutive days. Each plan is individualized to the needs of each student and is developed in collaboration with the guidance department, special education department, and classroom teachers, as applicable. Students and their parents will be notified of the process for developing and arranging such services at the time of suspension/expulsion. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under M.G.L. c 69, §§ 1D and 1F.

(4) Notice of Education Services for Students in Long-Term Suspension and Expulsion; Enrollment Reporting.

(a) The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English,

or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

(b) For each student expelled or suspended from school for more than ten consecutive days, whether in school or out of school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department.

EXTRA-CURRICULAR CODE

Lee Middle and High School has adopted a code that contains rules and regulations for participation in extracurricular activities. **It is the responsibility of the student and her/his parent/guardian to fully understand all rules and regulations.**

It is considered a privilege to participate in extracurricular activities. With privileges come responsibilities; therefore the code must be adhered to. Failure to do so results in specific consequences.

- A. Students participating in extracurricular activities shall conduct themselves at all times in a manner consistent with the generally accepted rules and customs of our society and by the principles of good citizenship. Failure to do so may result in immediate dismissal from the activity for the remainder of the season and a prohibition against participating as a member of any other activity during that same season.
- B. Students must be academically eligible in order to participate in an extracurricular activity. A high school student must secure, during the last marking period preceding participation, a passing grade in five year-long major courses; a middle school student must pass all classes. For fall eligibility, high school students are required to have passed five courses for the previous academic year, and middle school students all of them. Academic eligibility is considered official the moment report cards are issued to the parents. Incomplete grades are not counted toward eligibility. (In addition, a student must be M.I.A.A. eligible to participate in athletics.)

Season	Eligibility Rule/Time Frame	Special Notes
All Fall Sports	Pass (receive credit for) 5 full-year, academic, full-credit courses at the end of the previous school year+	+Summer school recovery credits may count toward eligibility if earned prior to the start of the season (team tryouts).
All Winter Sports	Pass 5 full-year, academic, full-credit courses at the end of first marking period (usually November)* Continued eligibility for the remainder of the winter season will be reassessed at the close of the 2 nd quarter marking period (Late Jan. / early Feb.).	*Once a student has been deemed academically ineligible for the winter season, they remain ineligible for the entire winter season.

All Spring Sports	<p>Pass 5 full-year, academic, full-credit courses at the end of second marking period (Late Jan. / early Feb.) *</p> <p>Continued eligibility for the remainder of the spring season will be reassessed at the close of the 3rd quarter marking period (usually April)</p>	*Once a student has been deemed academically ineligible for the spring season, they remain ineligible for the entire spring season.
-------------------	---	---

NOTE: If a student on an educational plan is ineligible according to LMHS academic standards, but meets the MIAA minimum requirements, the student may apply to the principal for a waiver to allow participation. If the waiver is granted by the principal, the student will be placed on a monitoring plan requiring weekly progress reports indicating passing grades in each class. Eligibility for the following week will be determined by the progress report gathered the Friday before.

- C. To be eligible to attend or participate in any extracurricular activities, students must, unless excused by the principal, attend school on the day of participation or on the day prior to an activity scheduled for a non-school day. Failure to do so may result in suspension from play up to immediate dismissal.
- D. In order to practice, students must be in school, in class, at the start of the school day.
- E. Students dismissed from school during the day are subject to the regulations in our school's student handbook. To participate in an activity, a note containing a valid reason must be given to, and accepted by, our dean of students (i.e. funeral, medical appointment, home emergency). Students who are dismissed are expected to return during the school day.
- F. Students, who are dismissed for injury or illness, may not attend or participate in any extracurricular activity that day.
- G. Student-athletes must attend all official team practices and games, unless specifically excused by their coach. Cutting practice results in a minimum one game suspension.
- H. Chemical Use/Abuse: A student participating in extracurricular activities shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away:
 - **Any drink containing alcohol.** (Includes products such as "NA" beer.)
 - **Any tobacco product.** (Including e-cigarettes or similar items.)
 - **Marijuana, steroids, or any other controlled substance.**

** It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by her/his doctor.*

Penalties: When the principal confirms, following an opportunity for the student to be heard, that a violation has occurred:

- First violation: **the student shall lose eligibility for the next consecutive interscholastic contests totaling 40% of all interscholastic contests in that sport.** The suspended student must attend an evaluation meeting with the athletic director. No exception is permitted for a student who becomes a participant in a treatment program, although such participation is recommended. (The student-athlete is expected to participate in practice and attend games.)

Season Game Schedule	Penalty
9-10	4
11-13	5
14-16	6
17-18	7
19-20	8

- Second and subsequent violation(s): **the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport.** The suspended student must attend an evaluation meeting with a qualified counselor. If, after the second or subsequent violation(s), the student chooses to become a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in M.I.A.A. activities after a minimum period of six (6) weeks. The director, or counselor, of a chemical dependency treatment center must issue such certification.

Season Game Schedule	Penalty
1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or over	12

Penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year. (If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation. This may affect the eligibility status of the student during the next academic year.)

Honesty Clause: If a student/athlete violates the chemical health policy, the agreement both athlete and parent signed, they face the school's penalty. However, if the student/athlete contacts the athletic director, principal, or dean of students and admits their

violation in writing and orally within one school day of the violation, then the MIAA minimum penalty will be assessed.

Appeals Procedure: The student has the right to Due Process. A meeting must be initiated with the athletic director within three (3) school days of the offense to proceed with the appeals process.

GAMBLING

Playing a game or betting on an uncertain outcome for personal gain of money or other stakes is considered gambling. Any gambling activity shall be reported to the administration for disciplinary action, which may include detention, suspension, or referral to higher authorities, or outside agencies. Articles involved in gambling activities will be confiscated. Fundraising activities approved in advance by the administration will not be considered in violation of this policy.

HATE CRIMES AND BIAS INCIDENTS

GENERAL STATEMENT:

The Lee Public Schools are committed to providing a safe environment in which all students have an equal opportunity to learn regardless of their race, ethnicity, national origin, sexual preference, gender, gender identity, religion, or disability. Hate crimes and bias incidents, by their nature, are confrontational; they create tension and promote social hostility. Such incidents will not be tolerated in the Lee Public Schools because they interfere with every student's right to an education. In addition to jeopardizing academic achievement, hate crimes and bias-related harassment can undermine a student's physical and emotional well-being, provoke retaliatory violence, damage the school's reputation, and create or exacerbate tensions in the wider community.

The Lee Public Schools will comply with all applicable federal and state laws governing hate crimes. Massachusetts law defines hate crimes as "any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted, or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender, gender identity, or sexual orientation prejudice, or which otherwise deprives another person of his/her constitutional rights by threats, intimidation, or coercion, or which seeks to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation." M.G.L. c.22C, sec. 32; M.G.L. c.22C, sec. 33; M.G.L.c. 12, sec. 11H, 11I.

In addition, federal regulations prohibit the intentional use of force or threat of force against a person because of race, religion, ethnicity, handicap, gender, or sexual orientation for the purpose of interfering with a student's enrollment or attendance in any public school or college. 18 U.S.C. sec.245. Both federal and state statutes and regulations contain serious criminal penalties for persons convicted of hate crimes and the resulting civil rights violations.

This policy applies to hate crimes, bias incidents, civil rights violations, and bias-related harassment, which occur in school buildings or on school grounds, or during the course of any and

all school-sponsored activities including those which take place outside of school, or in any situation where there is a detrimental effect on the school or the educational climate.

DEFINITIONS

A hate crime occurs when a student or group of students is targeted for physical assault, threat of bodily harm, intimidation, verbal abuse, and/or damage to personal property because he or she is a member of a different race, religion, ethnic background, gender, or has a handicapping condition, or different sexual orientation.

Bias incidents are less serious acts that are also motivated by race, religion, ethnic background, gender, handicap(s), or sexual-orientation issues.

EXAMPLES:

Examples of hate crimes and bias incidents include, but are not limited to, the following:

Hate crimes:

- Together with name calling of a bigoted nature, a student who has committed a hate crime may also be subject to criminal prosecution for that crime.

Bias incidents:

- Insults, jokes, mimicking, and name calling based upon a student's race, religion, ethnicity, handicapping condition, or sexual orientation
- Use of racial, ethnic, religious, sexual, or anti-gay slurs
- Negative comments on a student's manner of speaking or racial customs, surname, religious traditions
- Unwelcome verbal, written, or physical conduct directed at a student because of his/her race or skin color, such as nicknames which emphasize stereotypes, racial slurs, comments on manner of speaking, and/or negative references regarding racial customs
- Conduct directed at the characteristics of a student's national origin, such as negative comments regarding surnames, manner of speaking, customs, language
- Conduct directed at the characteristics of a student's sexual orientation, whether actual, perceived, or asserted – such as negative name calling and imitating mannerisms
- Conduct directed at the characteristics of a student's disabling condition, such as imitating his/her manner of speech or movement, or interfering with that student's necessary equipment
- Unwelcome verbal, written, or physical conduct directed at the characteristics of a student's religion, such as derogatory comments regarding surnames, religious traditions, religious jewelry, or clothing

When a student has been subject to behaviors such as those described above, and is reasonably fearful of his or her own safety, a hostile environment has been created for that student. It may be created by a series of minor incidents or by one serious incident. The existence of a hostile environment is a violation of the student's civil rights because it prohibits him or her from obtaining an education.

A hate crime or bias incident will be deemed to have occurred even where the harasser is mistaken about the victim's race, ethnicity, or other targeted characteristics. In addition, targeting students simply because they associate with another student or students who are members of a particular racial, ethnic, religious, or other targeted group may also be the basis of a hate crime or bias incident.

REPORTING:

The designated Civil Rights Administrator for the Lee Public Schools is:
Gregg Brighenti - 413-243-2781 ext. 2002

Students, staff, or any interested third party may report incidents. Students should report any incidents to an adult with whom they feel most comfortable – a teacher, guidance counselor, or other staff member. Staff members would report incidents to the building principal or the school district's Civil-Rights Administrator for investigation and handling. Confidentiality will be maintained to the extent possible, but it should be understood that where a serious crime is involved, the police and other governmental agencies such as the Office of the Attorney General will be alerted. When a student has complained of a bias incident but does not wish to file a written complaint, school officials or the designated administrator will conduct an informal inquiry into the circumstances of the incident and will keep a written record of the inquiry in the event that further incidents involving the complaining student and the alleged harasser take place.

INVESTIGATION:

Upon receiving notice that a hate crime or bias incident is alleged to have taken place, the building principal and/or his/her designee will immediately take steps to ensure that the victim or victims are safe and secure and will notify the Civil Rights Administrator of the allegation. All victims and witnesses will be interviewed within five (5) days following the incident, followed by interviews with any other individuals who may have knowledge pertaining to the incident and the persons involved in it. Physical evidence, if any, will be gathered. The investigator will then make a determination as to whether a hate crime or bias incident has occurred, taking into consideration the definitions contained above, the surrounding circumstances, the relationships of the parties involved, and the context in which the incident(s) took place. In addition, the investigator will determine whether there are, or have been, any related incidents of harassment and will evaluate the kinds of damage that may have been caused both to the victim (s) and to the school environment. The investigator will issue his/her report within five (5) days. In the event that the alleged hate crime or bias incident involved the Civil Rights Administrator or principal, the investigation shall be conducted by the superintendent of schools. If the event is alleged to have been committed by the superintendent of schools, the investigation shall be conducted by the school committee.

NOTIFICATION TO/BY PARENTS/LEGAL GUARDIANS:

After investigation, if there are reasonable grounds to believe that a hate crime or bias incident has occurred, the building principal and/or his/her designee shall notify a student's parent(s)/legal guardian(s) if the student is a victim of, or is accused of, a hate crime or bias incident. Parent(s)/legal guardian(s) are strongly encouraged to report hate crimes or bias incidents to their child's building principal or to the superintendent of schools.

INFORMAL RESOLUTION PROCEDURE:

It may be possible to resolve a complaint between the complaining student and the alleged harasser, through a voluntary conversation which is facilitated by a school employee or by the designated Civil Rights Administrator. A person of their choice for support and guidance may accompany both the complainant and the alleged harasser. If the complainant and the alleged harasser feel that a resolution has been achieved, the conversation then will remain confidential and no further action will be taken.

The results of the informal resolution will be reported in writing to the building principal and the superintendent of schools. If either party feels that the informal conversation process is inadequate, or has not been successful, they may proceed to the formal complaint procedure. Either party may also choose to forego the informal process and proceed directly to the formal complaint procedure.

FORMAL COMPLAINT PROCEDURE:

The designated administrator will fill out a harassment complaint form based on a student's written or oral allegations that incidents have taken place. The complaint form will describe in detail the facts and circumstances of the incident(s) and will be kept in a secure location.

If an involved student is under the age of 18, his or her parents or legal guardian will be notified immediately after consultation with the student unless such notification is determined not to be in the best interests of the student.

An investigation will take place within five (5) school days of the date of the complaint or report. The investigator may determine that immediate steps need to be taken to protect the complaining student, the alleged harasser, and any potential witnesses, and will notify school administrators of such a determination.

The investigation will be completed as soon as possible, but no later than five (5) school days after the date of the complaint, and a written report will be made to the building principal and the superintendent of schools. The report will contain a determination as to whether the allegations have been substantiated as factual and whether they constitute a violation of this policy. The investigators will also recommend to the building principal and the superintendent what action, if any, is required. The complainant and the alleged harasser will be informed of the results of the investigation and whether disciplinary action will be taken.

All written reports of investigations will be kept by both the building principal and the superintendent of schools. The Lee Public Schools recognize that both the complainant and the alleged harasser have strong interests in maintaining confidentiality as much as possible consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations which may be necessary due to the severity of the incident(s), the potential involvement of the police department, the District Attorney's Office, the Office of the Attorney General, and potential involvement of a civil and/or criminal trial.

DISCIPLINARY ACTION:

Disciplinary and/or corrective action will be taken as soon as possible following completion of the investigation of an incident of a hate crime or a bias-related incident, and reoccurrences, and the

re-establishment of a healthy school environment, especially for the victim(s). Such action will take into account the severity of the incident, the age identity of the victim and harasser, and the affect upon the victim. Disciplinary and/or corrective action may include one or more of the following:

- Participation in an educational program about hate crimes and bias incidents for the perpetrator;
- An apology to the victim(s);
- Mandatory counseling;
- Community service;
- Placement in an alternative educational setting;
- Detention;
- Short-term or long-term suspension; and/or
- Recommendation for expulsion

In addition, perpetrators of hate crimes which rise to the level of criminal activity may be subject to criminal punishment as mandated by state and federal laws pertaining to such crimes. Consistent with the Memorandum of Understanding between the Lee Public Schools and Lee Police Department, police will be notified when a probable hate crime has taken place and, in particular, will be notified in an emergency situation.

RETALIATION:

The Lee Public Schools will deal seriously with any and all threats or acts of retaliation against an individual who reports a hate crime or bias incident. School staff will maintain constant contact with victims and persons who report incidents in order to ensure that no threats or acts of retaliation take place. Any person found to have threatened to retaliate and/or actually retaliated would be subject to severe disciplinary action, including potential exclusion from school. Should the retaliation rise to the level of criminal activity school staff are required to report it to the local law enforcement agency.

In addition to the above described policies directed toward students, it is also helpful for schools to maintain a civility policy directed toward adults. Such a policy contributes to the positive functioning of the school community and encourages adults to set examples of positive behavior for students in their supervision and care.

HAZING

Lee Middle and High School complies with all aspects of the Commonwealth of Massachusetts' Anti-Hazing Law, Chapter 269, Sections 17-18-19. To that effect, Lee Middle and High School has adopted a disciplinary policy with regard to organizers of and participants in hazing, which is available to anyone upon request, and, for public schools, has been approved by the school committee and has been filed with the Department of Elementary and Secondary Education as required by M.G.L. c. 71, § 37H.

The reporting protocol and ensuing disciplinary action for any incidents of allegedly hazing are as follows:

1. Victim and/or victim's representative reports alleged incident of hazing to school administration (athletic director and/or dean of students and/or principal/designee of the principal) for timely and thorough school-based investigation.
2. At the same time, the alleged incident of hazing is immediately referred to the local police as mandated by Lee Public Schools' Memorandum of Understanding with the Lee Police Department, Section IV. Reporting Guidelines: A. School Reports to the police department, I. "any incident of 'hazing' as defined by M.G. L. Chapter 269, section 17, involving a threatened or actual risk of physical or emotional harm to a student."
3. As soon as practicable, parents of all parties involved are notified, including victim(s), perpetrator(s) and bystander(s).
4. Findings from the school-based investigation are reported to the principal within five (5) school days of initial report whether the investigation is complete or on-going. The principal will take reasonable disciplinary action at that time.
5. Possible subsequent disciplinary actions include:
 - a. Out-of School Suspension: Organizing: 1-10 day suspension; police notified; dismissal from activity. Participation (including active bystander): 1 to 5 day suspension; police notified and possible dismissal from activity. Massachusetts state law requires students and school officials who are present during and/or aware of hazing to notify law enforcement authorities.
 - b. Possible Expulsion: In accordance with M.G.L. Chapter 71, Section 37H and Chapter 380 of the Acts of 1993, the Education Reform Act and the Safe Schools Act a student may be expelled for referral to the superintendent for and a hearing before the school committee:
 1. C: assaulting another student and/or
 2. E. an act deemed by the principal as an act that disrupts the educational process of the school and has a substantial detrimental effect on the general welfare of the school. These regulations... do not eliminate the possibility of the violators being turned over to the law enforcement authorities for violations of state law.

Commonwealth of Massachusetts: Anti-Hazing Law

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

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

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

Chapter 269: Section 18. Failure to report hazing

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

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

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

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

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

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

MIDDLE SCHOOL RULES

Recognizing that middle school students are, by definition, different than high school students, the middle school faculty has developed the following set of rules for students in grades 7 and 8:

Electronics

- Middle school students will follow the school-wide rules governing cell phones and electronic devices, with the exception that they may not be used during passing time. Students are strongly encouraged to leave their cell phones locked in their lockers during class time.

Hats

- Middle school students should not have hats during the school day. They should be kept in your locker.

Food

- Food is not allowed in the middle school wing before, during, or after school. Your lunch is the exception and should be stored in a sealed container and eaten in the cafeteria.
- Food should not be carried out of the cafeteria.
- Food should never be left in your locker overnight.
- Water is allowed in clear bottles.

PERSONAL PROPERTY and VALUABLES

The Lee Middle and High School administration strongly discourages students from bringing excess money or valuable items to school (including on field trips, school activities and extracurricular activities). Likewise, excess money or valuable items should not be stored in lockers at Lee Middle and High School. Under no circumstance does the Town of Lee, Lee Middle & High School, its administration or staff assume liability for personal possessions brought to the school.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection have no place in the school building. Students will refrain from hugging and kissing while in the school building or on the school grounds. If there are any violations, the parents of the involved students will be immediately notified to assist school authorities in enforcing this regulation.

SAFETY

The safety of the individual student and teacher is the responsibility of the entire student body, faculty, administration, and the school committee. A Lee Middle and High School safety committee exists to assist the school committee in recommending safety procedures. Some general safety practices are:

- Do not run in the classrooms or corridors.
- Do not try to push your way when going through the exits in the main corridor.
- No article that has flames will be permitted in any classroom.
- The location of fire extinguishers is to be learned by each student.

- No gas jets are to be lit and no experiments are to be performed in laboratories without a teacher's presence.
- No power equipment is to be operated in the shops without a teacher's presence and without proper safety equipment.
- Building evacuation procedures must be learned and observed.
- Any safety hazards that are detected by the students are to be reported to a custodian or the safety administrator. (i.e. the dean of students or principal)

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. Refusal by a student to submit to or participate in a search shall result in suspension from school of no less than five school days.

SENIOR PRIVILEGES

General Information

Seniors must be eligible for these privileges and have the signed permission form submitted to the office prior to taking advantage of any of these privileges; parental permission on the form is required even if a student is 18 years old. Senior privileges can be suspended or revoked by the administration due to academic or behavioral concerns, or due to abuse of the privilege (such as regularly returning to school late or taking underclassmen off-campus). Parents can revoke their permission for senior privileges at any time by contacting the dean of students or principal. The administration reserves the right to cancel privileges on any day due to inclement weather or other safety concerns. Senior privileges begin on the first full week of school, provided that the proper form(s) have been completed and submitted.

Late Arrival / Early Dismissal

Seniors in good standing, who are not scheduled for a class during period 1, may arrive to school for the start of period 2. Seniors in good standing, who are not scheduled for a class during period 8, may leave school after the end of period 7. Seniors taking advantage of this privilege must sign in or out at the main office.

Off-campus Lunch

Seniors in good standing may leave campus for their scheduled lunch period on Fridays. If school is not scheduled for a Friday (or there are no lunch periods scheduled on a Friday of any given week), the off-campus lunch privilege will occur on the last school day of the week when lunch is

scheduled. To earn this privilege, the student must have passed all classes for the previous marking period. Seniors must sign out at the main office, and sign back in upon return to school.

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 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.

GENERAL STATEMENT:

All persons have the right to be free from sexual harassment; therefore, sexual harassment in any form is strictly forbidden in school, on school grounds, or at school- related activities. Management representatives and school employees are charged with the responsibility of discouraging and reporting sexually-harassing behaviors on school premises or school activities within or outside of their areas of supervision. All individuals associated with the school including, but not limited to, the school committee, administration, the staff, students, vendors, and members of the public while on campus or school events are required to conduct themselves at all times as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community, or while on school property, or school events will be in violation of this policy.

DEFINITION:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct, or communication of a sexual nature when 1) submission to that conduct or communication is made a condition of obtaining services: 2) used as a factor in decisions affecting one's education: or 3) that conduct or communication has the purpose or effect of substantially interfering with an individual's education or creating an intimidating, hostile, humiliating, or sexually offensive educational environment.

Sexual harassment is not, by definition, limited to prohibited conduct by a male toward a female. A male, as well as a female, may be the victim of sexual harassment, and a female, as well as a male, may be the harasser. Further, the victim does not have to be of the opposite sex from the harasser. The victim does not have to be the person whom the unwelcomed sexual conduct is directed. Finally, any adult may be the victim of sexual harassment by a student. Sexual conduct between staff and a student is prohibited and must be reported immediately so that appropriate action may be taken.

EXAMPLES:

Sexual harassment whether committed by management, staff, or students is prohibited and may include, but is not limited to:

1. Assault, inappropriate touching, intentionally impeding movement, comments, gestures, or written communications of a suggestive or derogatory nature.
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment)
3. Implying or actually withholding grades earned or deserved, suggesting that a poor performance evaluation will be prepared, or suggesting that a scholarship recommendation or college application will be denied.
4. Coercive sexual behavior used to control, influence or affect the educational opportunities, grades and/or the learning environment of a student.
5. Offering or granting favors or educational benefits, such as grades or recommendations, in exchange for sexual favors.
6. Unwelcomed sexual flirtations, advances, or propositions;
7. Sexually explicit language or gestures;
8. Touching that an individual interprets as sexual in nature;
9. Any unwelcomed physical contact;
10. The presence of sexually provocative photographs, pictures, or other material, and the telling of sexual stories or jokes.
11. Verbal or non-verbal behavior about an individual's body that is interpreted as sexual in nature.
12. Leering (that is, prolonged staring) at a person's body

REPORTING:

Any student who believes he/she is a victim of sexual harassment should talk to his/her building principal or another adult in a position of authority in the school as soon as possible. Students should avoid trying to solve the problem of sexual harassment alone. All persons, including all school personnel shall promptly report knowledge of actual or reasonably suspected sexual harassment to the building principal or his/her designee.

INVESTIGATION:

All complaints or reports of sexual harassment shall be thoroughly investigated by the building principal or his/her designee, notifying the person who has been accused of harassment, and permitting a response to said allegation(s). The school's Title IX coordinator, if someone other than the principal, will be contacted immediately to assist in all sexual harassment investigations.

The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods deemed pertinent.

In addition, the building principal or his/her designee may take immediate steps, at his/her discretion, to protect the complainant, students, and employees pending completion of the investigation of alleged sexual harassment.

DISCIPLINARY ACTION:

If there are reasonable grounds to believe that sexual harassment has occurred, the person accused of sexual harassment will have a confidential disciplinary hearing before the building principal or his/her designee.

If the building principal or his/her designee, after the above hearing, determines that sexual harassment has actually taken place, disciplinary and corrective action will occur to prevent any further incidents. The range of discipline and corrective action may include one or more of the following: An education component; apology to the victim; mandatory counseling; detention; short-term suspension; long-term suspension; or recommendation of expulsion. Appropriate disciplinary action, up to and including dismissal, will be taken in any instance where an employee violates this policy. Sexual harassment by a student will result in disciplinary action up to and including expulsion. Sexual harassment by others will result in their being excluded from school premises, or if it is required that they enter the premises, they will be accompanied by the school district representative at all times. If either the victim or person accused of sexual harassment is aggrieved by the finding(s) or action taken by the building principal or his/her designee, he/she may appeal said action to the superintendent within ten (10) days.

The superintendent shall conduct a hearing and shall indicate his/her disposition of the appeal within five (5) days of such appeal, and shall furnish a copy thereof to the aggrieved party and the Lee School Committee.

If the alleged sexual harassment involves the principal of the school, the complaint will be filed directly with the superintendent of schools. If the alleged sexual harassment involves the superintendent of schools, the complaint will be filed directly with the chair of the school committee.

REPRISAL:

Reprisal, threats, or intimidation of the victim or a person who provides information regarding a claim of sexual harassment will be treated as a most serious offense, which may result in a recommendation of permanent separation from the school community through expulsion from school.

NOTIFICATION TO or BY PARENT (S) or LEGAL GUARDIAN (S):

After investigation, if there are reasonable grounds to believe that sexual harassment has occurred, the building principal or his/her designee shall notify a student's parent(s) or legal guardian(s) if the student is the victim of or is accused of sexual harassment. Parent(s) or legal guardian(s) are strongly encouraged to report incidents of sexual harassment to their son's/daughter's building principal or to the superintendent of schools.

FRIVOLOUS COMPLAINTS:

When a complaint of sexual harassment is unfounded, frivolous, or maliciously fabricated, the complainant shall be subject to a range of disciplinary and corrective actions consistent with the Code of Conduct.

REPORT TO POLICE:

If the sexual harassment is criminal in nature, the offense will be reported to the police department. If the sexual harassment requires the intervention of the State Social Service or protective agencies, the proper authorities will be contacted.

SPECTATOR CONDUCT CODE – SPORTING EVENTS

All fans represent our school and the Town of Lee at both home and away games. Game attendance is a privilege and students do not have the right to verbally abuse others. It is expected that students will behave respectfully to all fans, coaches, teams, officials and work crews. Students are expected to support teams in a positive manner, recognize great performances by either team and accept all decisions made by the officials. Proper attire must be worn at all times at any Lee Middle and High School sporting event (shirt, pants, shoes). Negative cheers, swearing, booing, taunting or trash talking will not be tolerated. Unacceptable behavior will result in removal from the premises and exclusion from attending future games and/or any other school-sponsored activities or events.

STUDENT DRESS

In accordance with Massachusetts law, a student's dress is the student and parent's concern. However, student dress must not distract from the school's operation. This includes offensive words or symbols, costumes, see-through clothing, and torn clothing that deliberately expose a student's underclothing. For high school students, hats will be permitted in student common areas, hallways, cafeteria, and in the classroom at the teacher's discretion. No chains will be worn or carried. By law all students must wear footwear. Students who refuse to follow the dress code may be assigned to ISS, and parents will be contacted.

SUSPENSION FROM SCHOOL

Students who are suspended from school – either in-school or out-of-school – are not eligible to participate in any school activities during the duration of the suspension. The suspension continues until the start of school on the day of the student's return to classes, inclusive of any weekend days. During an out-of-school suspension, students are not allowed on any school property without permission of the principal. During an in-school suspension, students must leave school grounds immediately after the end of the school day, and may not return until the start of the next school day. *All students and parents should note that this rule includes all school activities, including the prom and any graduation-related events.*

TOBACCO USE – MGL CHAPTER 71

Use and/or possession of any tobacco products within the school facilities or on school grounds or school buses, or at school-related or school-sponsored events, 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.

DEFINITION: “Tobacco products” include any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, chewed, absorbed, dissolved, inhaled, snorted, niffed, or ingested by any other means, including but not limited to: cigarettes, cigars, little cigars, chewing tobacco, blunt wraps, pipe tobacco, snuff; or electronic cigarettes, electronic cigars, electronic pipes, electronic pens, electronic hookah, liquid nicotine, “e-liquids” or other similar products, regardless of nicotine content, that relay on vaporization or aerosolization. “Tobacco products” includes any component or part of a tobacco product. “Tobacco product” does not include any product that has been approved by the USFDA either as a tobacco use cessation product or for other medical purposes and which is being marketed and sold or prescribed solely for the approved purpose.

TRANSPORTATION & BUSES

The district adheres to all compliance issues under Massachusetts General Laws, Chapter 90 as well as other transportation related statutes. Routing, pick-up/drop-off points will be determined with full consideration of each school’s hours of operation and the safety of each child. The district reserves the right to deny transportation services to students whose behavior, while riding a bus, jeopardizes the safety of others. Riding a school bus is a privilege, and all bus rules must be followed in order to maintain this privilege. The school bus driver is responsible for, and has full authority over, the conduct of students while on the bus. Inappropriate bus conduct will be reported to the school administration and parents.

Part IV – Information and Procedures

ASBESTOS MANAGEMENT PLAN AVAILABILITY / NOTIFICATION

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

Lee Elementary School, 310 Greylock St., Lee, MA 01238
Superintendent's Office, 14 Park St., Lee, MA 01238

CAFETERIA SERVICES – MEAL CHARGE POLICY

- 1) 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".
 - (a) These meals will include anything on the menu;
 - (b) Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
 - (c) 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.

COMMUNICATION SYSTEMS

Blackboard Connect is an automated phone and e-mail notification system that supports school to family communication efforts. Through this system, families receive important messages about

emergencies, events, or other school matters. To maintain effectiveness, please notify the school office if there are changes in emergency contact information.

DANCES (INCLUDING PROM)

Various classes or groups at LMHS sponsor dances. All dances will be supervised by LMHS staff with the activity's faculty advisor in charge of arrangements prior to the event and be responsible for logistical duties at the event.

Middle school dances are held for students in **grades 7 and 8** in this building and from St. Mary's School. No other guests are allowed at middle school dances.

High School dances are held for students in **grades 9-12** enrolled at LMHS. All other grade-level visitors must be registered in the dean of student's office prior to the dance. Visitors who are over 18 years of age may not be permitted to attend dances; visitors who are over 21 years of age will not be permitted to attend the prom.

Dance regulations:

- All dances must be approved by the administration.
- The administration reserves the right to require additional regulations for any dance.
- At least one administrator will be present at the event.
- A minimum of one police officer must be present for all high school dances. It is the responsibility of the club advisor to contact the Lee Police Department to arrange this coverage.
- The class or club advisor assumes responsibility for all aspects of dance planning. He/she must relay details about chaperones, police coverage, and other event-specific details to the administration in a timely matter.
- Facility use form must be completed, submitted 14 days prior to the event and approved by building and district administration.
- One advisor and additional staff members must be present at any school dance. The advisor or designee must submit the names of the chaperones to the administration on 24-hours before a regular school dance and three-days prior to a semi-formal or middle DIT.
- Any arrangements to event special groups of students such as the Grade 6 class from LES must be worked out one month in advance of the event. Appropriate chaperones for these guests will be arranged by special invitation.
- All guests must register in writing prior to the dance in the dean of students' office. Forms will be available for this purpose. Students are required to provide the name, age, school, home address and phone number as an emergency contact for each guest. No personal cell phone numbers will be accepted. Administration and/or advisors reserve the right to deny access of any guest to a dance for lack of information or mitigating circumstances. Guests must be under 21 years of age.
- Any student who is absent, tardy, suspended, or expelled school from the day of a school dance including prom is prohibited from attending. Appropriate attendance lists will be used at the door. The administration and/or chaperones will check in students. An adult must be at the door for initial check-in. No student will be charged with the responsibility of admitting peers to the dance.

- The doors to the dance will close one-half hour after the beginning of the dance. No admittance will be allowed after that time. Exceptions may occur only if prior arrangements are made with the administrator on duty during the school day of the event. No negotiations will be done at the door.
- Proper dance attire is required as is appropriate, respectful dancing on the dance floor.
- Any student who leaves the dance for any reason will not be re-admitted.
- A student who attends under the influence of or in possession of drugs and/or alcohol or any other illegal or dangerous substance will be disciplined with the involvement with the Lee Police Department beginning with the officer on duty. The parent(s), including those of guests, will be contacted to come to the dance and get his/her child.
- Any student who acts inappropriately at a dance will be restricted from attending future dances.

EMERGENCY DRILLS

A minimum of four emergency school evacuation drills are held each year. Directions pertaining to these drills are posted in each room. The students must leave the building as rapidly as possible and stay a distance of 200 feet from the building and re-enter when the school bell rings. Lockdown and other drills will also be held throughout the school year.

EMERGENCY SCHOOL CLOSING

To ensure the safety of all present, in the event of an emergency such as, but not limited to the loss of power or other resources (water), dangerous weather conditions, etc., LMHS will be evacuated immediately and closed until it is deemed safe to reopen by public safety officials.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 student's 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 include 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 has listed 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.

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.

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 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 the parent has been denied visitation, or 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 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 in English and the primary language of the custodial parent by certified and first class mail 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.

Amending Your/Your Child's Record

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.

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:

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. 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. 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. 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).

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.

Destruction of Records

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.

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.

FUND RAISING

Rationale

LMHS continually strives to provide the best learning environment and opportunities for their students. We recognize that some school fundraising projects and donations from parents and the school community go beyond money to reflect the collaborative efforts of teachers, students,

parents, and the school community. The Lee School Committee recognizes both the contributions to the community and to school spirit made by students, and the growth and learning experienced by students when they are actively involved in fundraising for community and school projects. Underlying these efforts is the belief that it is not the responsibility of parents or school communities to raise funds for basic educational requirements but rather that school communities may raise funds to enhance program and support school initiatives.

Policy

1. It is the policy of Lee School Committee to support a variety of fundraising activities. Fundraising may be defined as the direct solicitation of funds and/or goods through sponsorship activities, athletics, the sale of products through vending machines or canvassing, and the sale of tickets for raffles. Fundraising procedures should at all times demonstrate the values endorsed by the school committee.
2. Organizations; i.e., School Councils/Parent Associations, and Home and School Associations which are related to the operation of the Board and its schools may engage in fundraising activities provided that the activities have been approved by the school principal and that the activities abide by other appropriate policies of the school committee. All fundraising activities will respect:
 - (2) the voluntary nature of fundraising activities;
 - (3) student and staff time, and school programs;
 - (4) age-appropriate activities;
 - (5) supervision of students - safety precautions;
 - (6) school council recommendations regarding the planning and implementation of fundraising activities;
 - (7) all appropriate legislation including but not limited to The Education Act
 - (8) accounting policies and procedures for fundraising as established by the superintendent's office with oversight by the school committee.
 - (9) that participation in fundraising activities does not guarantee a student's roster spot on a team, club, or seat on any trip.

HEAD INJURY AND CONCUSSION POLICY

Section I: Purpose

This policy provides for the implementation of MA 105 CMR 201.000: *Head Injuries and Concussions in Extracurricular Athletic Activities*. The policy applies to all students who participate in any extracurricular athletic activity. This policy provides the procedures and protocols for Lee Public Schools in the management of and prevention of sports-related head injuries within the school. The Athletic Director and Principal have been designated by the Superintendent to be responsible for the implementation of this policy and all included protocols. Review and revision of the policy will occur as needed, though minimally every two years.

Section II: Staff Requirements and Training

Concussion training is a pre-participation requirement for all students and must be completed prior to practice or competition. Additionally, the following persons annually shall complete one of the head injury safety training programs approved by Lee Public Schools (LPS):

- Athletic Director
- School Nurse
- Coaches (including volunteers)
- Parents of Student-Athletes

This requirement may be met by:

- Completing the approved online program listed on the LPS website and providing a certificate of completion to the Athletic Director,
- Signing an acknowledgement that they have read and understand written materials provided to them by the Athletic Director, or
- Attending a LPS sponsored training session and signing the attendance roster.

The Athletic Director will keep all certificates, signed acknowledgements, and training session rosters for three years. The training must be repeated every subsequent year.

Section III: Extracurricular Athletic Participation Requirements

A. Pre-Participation

Students who plan to participate in extracurricular athletic activities must have the following things prior to participation:

- An updated physical examination dated within 13 months of the first day of season on file with the School Nurse.
- A signed acknowledgement of Dept. of Health and Human Services concussion information.
- A complete registration including medical/emergency information, prior head injury information, and acknowledgement of the school and MIAA regulations.

Students will complete a baseline concussion test through ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) every two years. This process will be supervised by the coach, Athletic Director, or School Nurse during the first two weeks of practice each season.

All Pre-Participation Head Injury/Concussion Reporting Forms will be reviewed by the School Nurse and Athletic Director prior to athletic participation. The School Nurse will provide appropriate follow-up when necessary. No student shall be medically cleared for extracurricular athletic activities until the Athletic Director has received all forms and the School Nurse has reviewed both the reporting form and medical questionnaire.

Lee Public Schools may use a student's history of head injury or concussion as a factor to determine whether to allow the student to participate in an extracurricular athletic activity or whether to allow such participation under specific conditions or modifications. Upon review of all documentation regarding a student's head injuries, including a report from a doctor, general health history, as well as teacher observation reports, the Student Support Team (SST), which consists of administration, will determine a students' athletic eligibility and any necessary modifications.

The school will provide interpretation of these policies for students and/or parents with limited English proficiency when necessary.

Parents and students will be notified of all participation requirements at the mandatory pre-season parent/athlete meeting. Coaches will receive frequent lists of all athletes signed up for their respective sport and the eligibility status of each athlete. Ineligible students (those without a physical or other registration) will not be allowed to participate until all requirements have been submitted. Coaches will notify students and their parents when forms are missing and make clear that the student will not participate until those forms are received.

B. During Participation and Return to Play

If a student sustains a head injury or concussion during the season, but not while participating in an extracurricular athletic activity, the parent shall complete the Report of Head Injury Form and submit it to the School Nurse or Athletic Director.

Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.

The coach shall communicate the nature of the injury directly to the parent in person or by phone immediately after the practice or competition in which a student has been removed from participation due to a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness. The coach also must provide this information to the parent in writing, whether paper or electronic format by the end of the next business day.

The coach or his or her designee shall communicate, by the morning of the next business day, with the Athletic Director or School Nurse that the student has been removed from practice or competition for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness.

The student shall not return to practice or competition unless and until the student is symptom free and medically cleared. The student or parent must provide the School Nurse or Athletic Director with both the Post Sports-Related Head Injury Medical Clearance and Authorization Form and the Academic Recommendation Form and Return-to-Play Protocol signed by a physician. The coach, Athletic Director, or School Nurse shall provide the necessary forms for the student to take to their medical provider. A letter to the physician explaining the two forms and the need for medical clearance will also be included in the packet given to students when visiting a physician. The forms should be returned to the athletic department after physician visit. The Academic Recommendation Form and Return-to-Play Protocol should be returned immediately, while the Post Sports-Related Head Injury Medical Clearance and Authorization Form may take longer depending upon the severity of the head injury.

The LPS Student Support Team, in consultation with the physician who made the diagnosis, or is managing the student's recovery, will develop a written plan for the student's return to play and academic accommodations as necessary. Final return to play at LPS requires the approval of the School Nurse. The Student Support Team will provide the injured student, a parent, and

school personnel a written plan describing the student's specific return-to-play protocol and any academic accommodations recommended.

Section IV: Responsibilities

A. Athletic Director

The Athletic Director participates in the development and biannual review and revision of the policy. The Athletic Director completes an annual training. The Athletic Director shall:

- Ensure the training of coaches, staff, parents, volunteers and students are met, recorded, and records are maintained for three years.
- Ensure (with the help of coaches) that all students participating in extracurricular athletic activities have met the required pre-participation conditions.
- Ensure that all students have received an ImPACT baseline concussion test every two years.
- Ensure that the necessary medical information is reviewed by the nurse and coach as necessary.
- Ensure (with the help of coaches) that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete.
- Provide ongoing educational materials on head injury and concussion to coaches, parents, and students.
- Maintain (with School Nurse) all Emergency Contact and Medical Information, Report of Head Injury Forms, and Post Sports-Related Head Injury Medical Clearance and Authorization Forms.
- Report annual head injury and concussion statistics to the Department of Public Health including the total number of Report of Head Injury Forms received from both coaches and parents and the total number of students who incur head injuries and suspected concussions when engaged in any extracurricular athletic activities.

B. School Nurse

The School Nurse completes the annual training. The School Nurse participates in the biannual review and revision of the policy. The School Nurse shall:

- Review all annual physical exams.
- Review all Medical Information provided.
- Review all Report of Head Injury Forms.
- Maintain (with the Athletic Director) all physical exams, Report of Head Injury Forms, and Post Sports-Related Head Injury Medical Clearance and Authorization Forms and any other pertinent medical information in the student health record.
- Share on a need to know basis any head injury information regarding a student that may impact their ability to participate in extracurricular athletic activities or places a student at greater risk for repeated head injuries.
- Participate in the re-entry planning for students to discuss any necessary accommodations or modifications with respect to academics, course requirements, homework, testing scheduling and other aspects of school activities consistent with a graduated re-entry plan for return to full academic and extracurricular athletic activities after a head injury and revising the health care plan as needed.
- Monitor recuperating students with head injuries and collaborate with teachers to ensure that the graduated re-entry plan is being followed.

- Provide ongoing educational materials on head injury and concussion to teachers, staff and students.

C. Coach

The Coach completes the annual training and provides the Athletic Director with a certificate of completion. The coach reviews the pre-participation information provided by the School Nurse regarding a student's history and/or risk of head injury. The coach shall:

- Identify athletes with head injuries or suspected concussions that occur in practice or competition and remove them from play.
- Complete the Report of Head Injury Form upon identification of a student with a head injury or suspected concussion that occurs during practice or competition.
- Promptly notify parent of any student removed from practice or competition and provide same notification in writing or electronically by the end of the next business day.
- Promptly notify the Athletic Director and School Nurse of any student removed from practice or competition.
- Teach techniques aimed at minimizing sports-related head injury.
- Discourage and prohibit athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete.

D. Student-Athlete

The student shall:

- Return required forms prior to participation in athletics.
- Complete one of the approved training programs on concussions and return certificate of completion to the athletic office.
- Complete a Baseline ImPACT Test during the first week of the sports season (every two years).
- Report all injuries to coach and/or School Nurse.

If a head injury occurs, the student shall:

- Return post-injury forms to the athletic office immediately.
- Follow the gradual return-to-play guidelines.
- Report any symptoms while recovering and after return-to-play to the coach and/or School Nurse as well as a parent.
- Students who do not complete and return all required trainings, testing, and forms will not be allowed to participate in sports.

E. Parent/Guardian

The parent/guardian shall:

- Complete and return all required forms to the athletic office prior to the season start date.
- Inform School Nurse if student sustains a concussion outside of school hours. Complete "Report of Head Injury" form following new injury.
- Complete one of the approved training programs on concussions and return certificate of completion to the athletic office, or indicate on FamilyID that they have taken the course.
- Watch for and report to a physician any changes in your child that may indicate that the child does have a concussion or that the child's concussion may be worsening.

Section V: Record Maintenance

LPS shall maintain the following record for three years:

- Verifications of completion of annual trainings
- Annual physical exams
- Registration Information
- Report of Head Injury Forms
- Concussion Return to Play Protocols for injured students

These records will be made available to the Department of Public Health and DESE upon request or in connection with any inspection or program review.

HEALTH / MEDICAL POLICIES

General Information

The school nurse should be made aware of any issues of a medical nature that may impact your child's educational program. At the beginning of the school year, medical forms will be sent to the parents of every student. Please be sure to fill these forms out completely and return them as soon as possible to the school nurse.

The nurses in the Lee Public Schools follow the guidelines of the Comprehensive School Health Manual provided by the Massachusetts' Department of Public Health. A copy is available for review in the health offices.

Nurse

Lee Middle & High School has a nurse available 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.

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.

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.

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 **will** accompany the child.

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 degrees or greater.
- 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 for 24 hours after treatment has begun.
- 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.
- 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.
- 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.
- 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, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
- Any other contagious disease, virus or conditions that warrant a physician's care and/or the expertise and authority of the local health department and/or the MA Department of Public Health.
- 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.

HIGHLY QUALIFIED STATUS DISCLOSURE

- Total Number of Teachers in Core Academic Areas: Available at the superintendent's office
- Percentage of Core Academic Teachers Identified as Highly Qualified: Available at the superintendent's office
- Student/Teacher Ratio: Available at the superintendent's office

LIBRARY

Students are encouraged to come to the library to use the resources for special projects, book reports, reference materials, periodicals, and leisure reading. The student is responsible for all materials signed out in his or her name. The student must pay for any materials that are lost, stolen, or damaged

LOST AND FOUND

All lost and found articles may be turned in or claimed from the lost and found box located in the main office. Unclaimed items will be donated to a local organization several times during the school year.

MANDATED REPORTERS

School personnel are mandated reporters in accordance with the Massachusetts General Laws, 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 Social Services. 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 Middle and High School are Diane Carroll, School Nurse; Gregg Brighenti, Principal; Nicole Maddalena, Dean of Students; and Jennifer Norton, Special Education Director.

MEMORANDUM OF UNDERSTANDING BETWEEN THE LEE PUBLIC SCHOOLS AND THE LEE POLICE DEPARTMENT

I. GENERAL PRINCIPLES

The **Lee Public Schools** and the **Lee Police Department** agree to coordinate their efforts to intervene and prevent violence involving the students of the **Lee Public Schools**; to prevent the improper and/or illegal use, abuse and distribution of alcohol and other illegal drugs involving the students of **Lee Public Schools**; and to promote a safe and nurturing environment in the school community.

We agree to effectively and cooperatively respond to and address, for everyone's protection, incidents of truancy, school delinquency, criminal behavior, and other activity detrimental to this cooperative effort that take place on school grounds, within school property, at school- sponsored events, and other locations in which students of the **Lee Public Schools** are involved.

We also agree to keep all information which is disclosed between the parties pursuant to M.G.L. c. 12 § 32; M.G.L c. 71 § 37H1/2; M.G.L c. 71 § 37L; 603 CMR 23; and 20 U.S.C. § 1232g, from public dissemination in accordance with State and Federal Laws.

This agreement is intended to address issues of violence; attempted violence or threatened violence; the use, abuse and/or distribution of alcohol or other drugs; or other incidents of conduct possibly detrimental to the welfare of the school community where a law enforcement response is likely helpful or required:

- in a school setting;
- during any school-sponsored activity even if the event is off school grounds;
- or in the community involving students of the **Lee Public Schools**.

It will be the sole prerogative of school officials to impose internal school discipline for infractions of school rules and policies. See the school handbook for specific policies and procedures.

II. SCHOOL AND POLICE DEPARTMENT DESIGNATED LIAISONS

In order to facilitate prompt and clear communications between the school and police personnel, the **Lee Public Schools** and the **Lee Police Department** agree to identify individuals on their respective staffs who will function as "designated liaisons." These representatives shall serve as conduits between the school system and the police department for matters related to the school system and students.

- A. The **Lee Police Department** designated liaisons are
School Resource Officer Adrian Kohlenberger
Officer Stephanie Burdick

- B. The Lee Public Schools designated liaisons are
- Lee Middle & High School
 - 1. Gregg Brighenti, Principal
 - 2. Nicole Maddalena, Dean of Students
 - Lee Elementary School
 - 1. Kate Retzel, Principal
 - 2. Timothy Mertinooke, Dean of Students

The aforementioned police department designated liaisons are also considered the Lee School District's "Law Enforcement Unit" as defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g) for purposes of sharing information between the Lee Public Schools and the Lee Police Department regarding students.

III. ISSUES OF CONCERN TO THE DESIGNATED LIAISONS

A. Reportable Incidents:

1. The designated liaisons from the school and police department will review all incidents classified as Mandatory Reportable Incidents as defined in Section IV of this agreement.
2. The designated liaisons will also review any incident or information that may affect the safety or well being of students, faculty, or administrative personnel.
3. Additionally, upon request from the District Attorney's Office, the designated liaisons will provide appropriate information to the Office of the District Attorney which may be helpful in fashioning proposed terms and conditions to be imposed upon a student of the **Lee Public Schools** at both the pre-adjudication and post-adjudication stages of a proceeding within the court and criminal justice systems.

B. Prevention Strategies:

In addition to the above responsibilities, the designated liaisons from the school, the police department and the **Berkshire District Attorney's Office** will meet regularly for the following purposes:

1. to discuss incidents of violence; any use, abuse or distribution of alcohol and/or other drugs; criminal activity affecting students; or any other activity detrimental to the school community;
2. to identify strategies to reduce such activities and to promote a safe and nurturing school;
3. to discuss resources available for students at risk of harm from violence, abuse, or neglect;
4. to develop and be involved with prevention and intervention programs focused on anti-violence and corresponding strategies as required by M.G.L. c. 12 § 32; and
5. to help outline necessary action plans for implementation of such strategies.

IV. REPORTING GUIDELINES

A. School Reports to Police Department

1. The following shall be considered Mandatory Reportable Incidents:
 - a. possession, use, sale, or distribution of alcohol and/or other drugs by a student at any time or by a non-student where it is a crime or affects students;

- b. possession, use, or distribution of an inhalant or any controlled substance as defined in M.G.L. e. 94C;
 - c. any incident involving the threat of assaultive behavior or intentional assaultive or negligent behavior that results in personal injury;
 - d. possession of a weapon as defined in either M.G.L. c. 269 § 10 or in the school handbook;
 - e. any incident involving crimes of intolerance including, but not limited to, serious "bullying," certain civil rights violations, domestic abuse, dating violence, or a violation of a M.G.L. c. 209A order;
 - f. In addition to a report filed with the Department of Social Services pursuant to M.G.L. c. 119§51A, any incident involving a child suffering physical or emotional injury resulting from abuse inflicted upon him or her which causes harm or the substantial risk of harm to the child's health or welfare including sexual abuse or from neglect;
 - g. any incident involving an actual or suspected hate crime or violation of civil rights including, but not limited to an assault or battery upon a person or damage to the real or personal property of a person with the intent to intimidate such person because of such person's race, color, national origin, sexual orientation, or disability is in violation of M.G.L. c. 265 § 39;
 - h. any incident resulting in significant damage to municipal or private property;
 - i. any bomb threat; fire, threatened or attempted fire-setting; threatened or attempted use of an explosive device or hoax device. Such reports shall include, but not be limited to, the requirements of M.G.L. c. 148 § 2A;
 - j. any creation, possession, or dissemination of a document that identifies individuals targeted for violence or death;
 - k. any threat, direct or indirect, against a student, school personnel or other school employee including, but not limited to, threats which occur via telecommunications (e.g. internet, text message, IM);
 - l. any incident of "hazing" as defined by M.G.L. c. 269 § 17, involving a threatened or actual risk of physical or emotional harm to a student;
 - m. any sexual assault, rape or incident of gender-based harassment. This shall include, but not be limited to, any and all policies, procedures, and reporting requirements as defined in the student handbook.
2. Mandatory Reportable Incidents shall be reported to the Lee Police Department as soon as possible if the incident:
- a. occurred on school property or within 1,000 foot radius of school property;
 - b. occurred at a school-sponsored function;
 - c. occurred in a school owned or contracted bus or other vehicle; or
 - d. involved a student of the **Lee Public Schools**.

B. Police Department Reports to the School

The appropriate police department designated liaison will inform the appropriate school designated liaison, subject to applicable statutes and regulations governing confidentiality, of:

- 1. any activity which may be classified as a Mandatory Reportable Incident as listed in section IV. A(1) of this document;

2. any arrest of a student or the filing of a complaint application or other police or court action taken against any student of **Lee Public Schools**; and
3. any occurrence involving a student of the **Lee Public Schools** if the
 - a. activity poses a serious and imminent threat to the safety of the student, other students, faculty, or school personnel;
 - b. making of such report would facilitate supportive intervention by school personnel on behalf of the student; or
 - c. activity involves actual or possible truancy.

V. PROCEDURE GUIDELINES

A. Introduction

As evidenced in the student handbook, a concern of educators is to provide a safe and nurturing climate in which learning can take place. It is also a concern of local law enforcement to promote a safe environment in the public school community. As recent events have shown, any school is at risk for incidents of violence, threatened violence, or attempted violence as well as the use, abuse, and distribution of alcohol and other drugs all of which diminish the ability of the school community to focus upon the business of learning. In order to promote a safe and nurturing environment in our schools and in our community, it is in our common interest to share information. It is through the collaborative efforts of the **Lee Public Schools** and the **Lee Police Department** that this can occur.

B. Reporting Procedures for Emergency Situations

Definition of Emergency Situation: An emergency situation is any incident that poses a threat to human safety or which may result in serious property damage. A teacher or other employee having knowledge of any emergency situation shall immediately notify or cause to be notified both the **Lee Police Department** (911) and the school principal or dean of students. This requirement is in addition to any procedures outlined in the student handbook. Where an emergency exists and there is an immediate need to avert or diffuse certain unusual conditions or disruptions in the school setting, the school will provide all necessary information to law enforcement personnel regarding the students at issue. (See section 99.31 (a)(10) of the FERPA regulations.)

C. Reporting Procedures for Non-Emergency Situations

Where a teacher or other school employee has reasonable grounds to believe a student has committed an act categorized as a mandatory reportable act, and that student is on school grounds, he or she shall take or cause the student to be taken to the appropriate designated school liaison.

D. Necessary Follow-Up

A teacher or other school employee with knowledge of facts pertinent to the reportable act shall:

1. prepare and submit a report (see the student handbook) on the incident to the appropriate designated school liaison;
2. notify the designated school liaison of the existence of any physical evidence; and
3. take reasonable steps to maintain any pertinent physical evidence in a secure place.

E. Responsibility of the Designated School Liaison

Once a designated school liaison has been made aware of a mandatory reportable incident, it is her/his responsibility to:

1. notify the Police Department Designated School Liaison and, when appropriate, parents;
2. notify the Police Department Designated School Liaison of the existence of pertinent physical evidence and speak with him or her about whether and how to take reasonable steps to maintain it in a secure place; and
3. follow up by forwarding any reports to the **Lee Police Department**.

VI. IMPLEMENTATION

A. Training

The **Lee Public Schools** and the **Lee Police Department** agree to provide agency-wide training to their respective staffs to inform them of their roles and responsibilities under this agreement and to consult with the District Attorney's Office, as appropriate, regarding this agency-wide training. On an on-going basis, the same training will be provided to new staff members.

B. Effective Date and Duration of this Agreement

The provisions of this Memorandum of Understanding shall be effective as of the date of signing and will remain in full force and effect until amended or rescinded by the parties.

APPENDIX A

ROLE OF THE OFFICE OF THE BERKSHIRE DISTRICT ATTORNEY

In the spirit of the legislative mandate regarding communication between the Office of the District Attorney, law enforcement, and school officials as included in General Laws, Chapter 12, Section 32, and to assist the **Lee Public Schools** in providing a safe environment for learning in accordance with the legislative mandate set forth in G.L. c. 71, sections 37H and 37H1/2, inter alia, the District Attorney agrees to:

1. report to the school any felony, complaint that is issued against a student of the Lee Public Schools;
2. report to the school any adjudication of delinquency or conviction, or other significant occurrence that arises from the above;
3. consider information received from the **Lee Public Schools** and the **Lee Police Department** when fashioning proposed terms and conditions to be imposed upon a student of the **Lee Public Schools** at both the pre-adjudication and post-adjudication stages of the prosecution when possible;
4. and consider information received from the **Lee Public Schools** and the **Lee Police Department** when deciding whether to prosecute a student as a Youthful Offender.

The District Attorney agrees to provide training to staff to inform them of their roles and responsibilities under this agreement. On an on-going basis, the same training will be provided to new staff members.

PREGNANT STUDENTS – School Committee Policy JIE

The Lee Public Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before they leave.

The Lee Public Schools does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

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:

- 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) –
 - Political affiliations or beliefs of the student or student’s parent;
 - Mental or psychological problems of the student or student’s family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 - Any other protected information survey regardless of funding;
 - 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
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 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 and will provide an opportunity for the parent to opt his or her child out of participation of 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 be 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

RISK / THREAT ASSESSMENT

When a professional believes that a child or family member poses a risk of harm to self or others, it is required by law to make efforts to protect the safety of the child and those around him or her by reporting the potential risk to the appropriate authorities. A risk assessment may be conducted by specially trained school mental health staff or community agency providers.

SCHOOL CLOSING / DELAY INFORMATION

Blackboard Connect: The district's automated phone messaging system will contact the primary number given to the school district with delay and school cancellations as well as important announcements throughout the year.

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

TV Stations: WRGB– Channel 6; WTEN– Channel 10; WNYT– Channel 13; WWLP Channel 22; WSHM– Channel 3; and WGGB Channel 40

Radio Stations: Live 105.5 FM; WUPE-FM 100.1; WUHN-AM 1110; WBRK– AM 1340; WBEC– AM 1420; WSBS-AM 860; and 94.1-FM

Two-Hour Delay: If school is to be delayed for two hours, school will begin at 10:00 a.m. Additionally, breakfast will not be served on these days. Dismissal will still be 2:29 p.m.

SCHOOL INSURANCE

The school provides insurance services with an underwriter. Although these services are provided, the school has no direct responsibility for the insurance. Information pertaining to this insurance is available at the LPS website. Students participating in interscholastic athletics, shop courses, and vocational programs are required to take school insurance or show proof of having adequate family health insurance.

SECURITY CAMERAS

Lee Middle and High School utilizes a surveillance camera system within the common areas of the school building, and on the school grounds for safety and security reasons. The system generates recordings from each camera, which are recorded over after a period of time. For privacy reasons, the recordings are viewed only by authorized school officials, and are not available for parent or student viewing.

SELECTIVE SERVICE

Upon reaching 18 years of age, male students may register for the Selective Service in the Guidance Office.

STUDENT ACTIVITIES

Extracurricular activities are a vital part of the educational program at Lee Middle and High School. Authorized personnel supervise these activities, which help to supplement the student's school experiences. The following activities are among those offered depending on student interest and staff availability:

Drama Club, Band, Chorus, Yearbook, National Honor Society, National Junior Honor Society, Quiz Team, Academic Decathlon, Literary Journal – Orange Ink, Student Council, Helping Hands, GSA, Middle School Student Council, TV Team, Art Club, Bowling Team, Communications Club / Lee Live, Middle School Cooking Club, Social Justice Club, and Middle School Venture Club.

STUDENT COUNCIL

The Student Council is an organization formed to assist administration, faculty, and students in running school related activities and in solving school related problems. There is a High School Student Council as well as a Middle School Student Council. It monitors many school events as well as sponsors many social activities throughout the year. High School Student Council is comprised of 17 members (2 freshmen, 3 sophomores, 4 juniors, and 4 seniors). Four elected

officers are in charge of directing the activities. Middle School Student Council members are determined by the faculty advisors. All students are encouraged to run for election, which is held in the fall of each year.

VISITOR ACCESS

All guests should expect to follow the following procedures when entering the building. First, press the button to alert the receptionist. When requested, state your name and the purpose of your visit and wait until the receptionist instructs you to come in. When you enter the building, you will be asked to sign in, and the receptionist will direct you to your destination. These are necessary steps to provide a safe and secure learning environment.

VOTER REGISTRATION

Upon reaching 18 years of age, students may obtain voter registration forms in the Guidance Office. Forms must be turned in to the Town Clerk in your town of residence.

WITHDRAWAL OR TRANSFER FROM SCHOOL

If it becomes necessary for students to withdraw from school, he/she must contact the guidance department or dean of students. A meeting to discuss educational options will be immediately arranged.

In the case of a transfer to another school, the school office should be notified at least one week in advance, if possible, when a student will be transferring from school. Parents must sign a release form to allow the school to forward student records. The following information will be needed to complete the transfer:

1. Date of departure
2. Name/address of new school
3. New residence, town/city, street and number
4. Updated immunization record

This page intentionally left blank.

SUPERINTENDENCY UNION #29 LEE-TYRINGHAM | 2021-2022 CALENDAR

23-24 Full Day Teacher PD*
25-26 Half Days of School
27, 30-31 Full Day of School

*Professional Development

5 days of school

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

21-25 Presidents' Day/
Winter Break

15 days of school

03 No School
06 Labor Day

20 days of school

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 Half Day Teacher PD

23 days of school

11 Columbus Day

20 days of school

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18-22 Patriots Day/
Spring Break

16 days of school

02 Full Day Teacher PD
10 Parent/Teacher
Conferences
11 Veterans Day
24-26 Thanksgiving Break

17 days of school

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

30 Memorial Day

21 days of school

24-31 Holiday Break

17 days of school

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

04 Graduation Day
20 Juneteenth Observance
Last Day of School (half day)

6 days of school

01 New Year's Day
17 Martin Luther King Day

20 days of school

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 10

LES & LMHS Parent/Teacher
Conferences

June 04

Graduation Day