LEXINGTON SCHOOL COMMITTEE MEETING Tuesday, November 5, 2013 Lexington Town Office Building, Selectmen's Meeting Room 1625 Massachusetts Avenue

7:30 p.m. <u>Call to Order and Welcome</u>: Public Comment – (Written comments to be presented to the School Committee; oral presentations not to exceed three minutes.)

7:40 p.m. Superintendent's Announcements:

7:45 p.m. School Committee Member Announcements:

7:55 p.m. <u>Agenda</u>:

- 1. Four- and Ten-Year Enrollment Forecasts (30 minutes)
- 2. Recommended FY15 Capital Budget (School Capital) (20 minutes)
- 3. Clarke Mandarin Student Exchange Program (20 minutes)
- Special Education Update and the Coordinated Program Review Process/Entry Plan (45 minutes)
- 5. Bullying Prevention and Intervention Policy (Revised) First Reading (10 minutes)
- 6. Vote to Appoint Members to the Ad Hoc Committee on Youth Stress (5 minutes)

10:00 p.m. Consent Agenda (5 minutes):

- Vote to Approve Diamond Middle School 8th Grade French Field Trip to Québec City, Canada, May 28 through May 30, 2014
- 2. Vote to Approve School Committee Minutes of August 27, 2013

10:05 p.m. Adjourn:

The next meeting of the School Committee is scheduled for Tuesday, November 19, 2013, at 7:30 p.m. in the Town Offices Building, Selectmen's Meeting Room, 1625 Massachusetts Avenue.

All agenda items and the order of items are approximate and subject to change.



November 5, 2013

Presented to School Committee

ENROLLMENT REPORT

TONIGHT'S PRESENTATION

Ten-year projection (K-5, 6-8, 9-12)

Four-year projection (K-5)

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HISTORICAL BIRTH to K PROGRESSION RATES

One year variations in Birth-to-K progression rates are common
The average progression rate over the past five years is 2.00
The report forecasts enrollments based on three separate Birth-to-K progression rates:
Low projection assumes 1.85
Middle projection assumes 1.95
High projection assumes 2.05

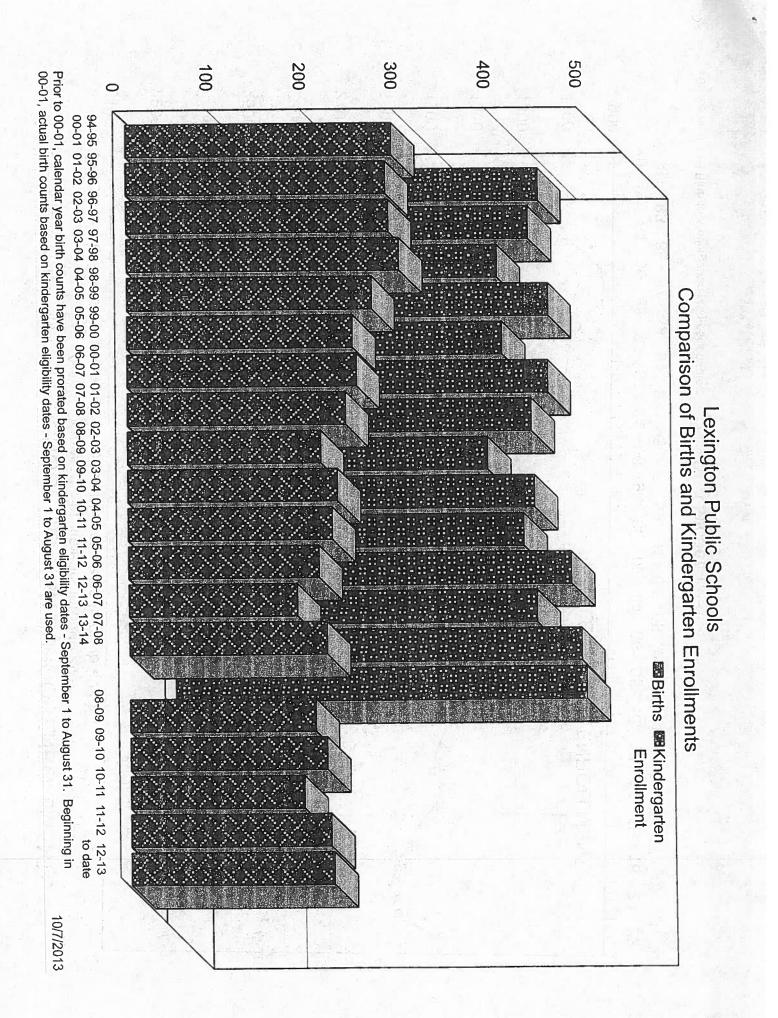
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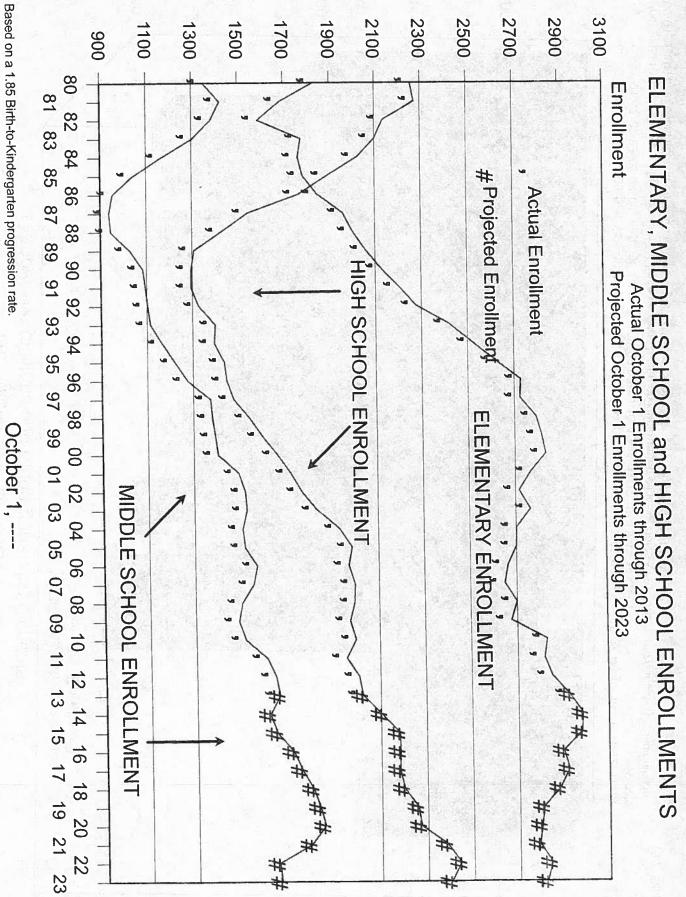
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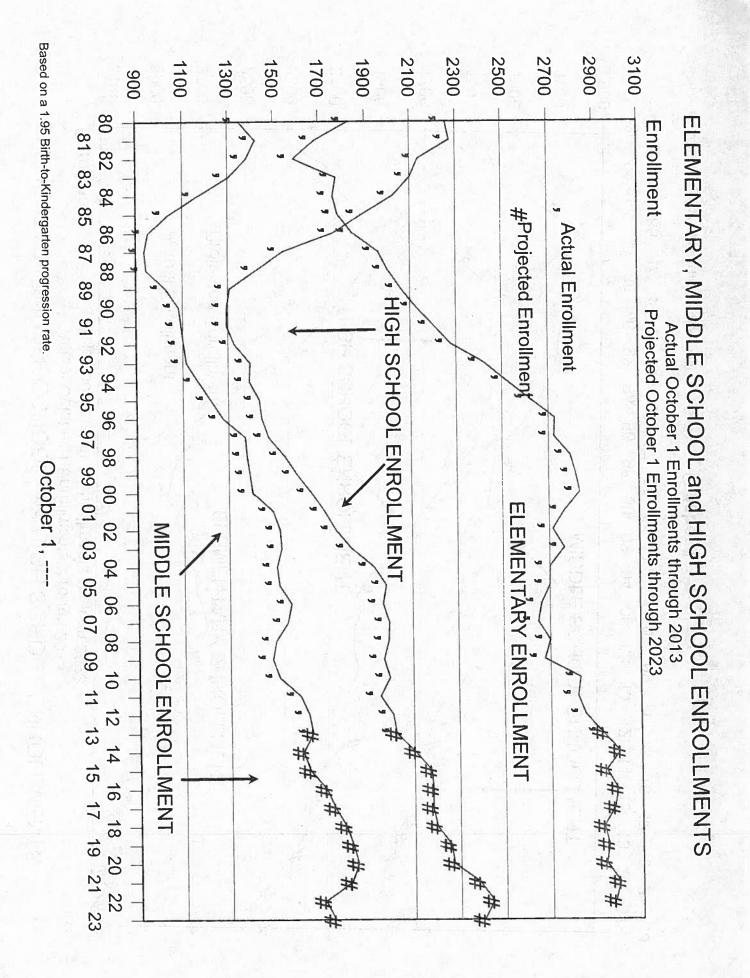
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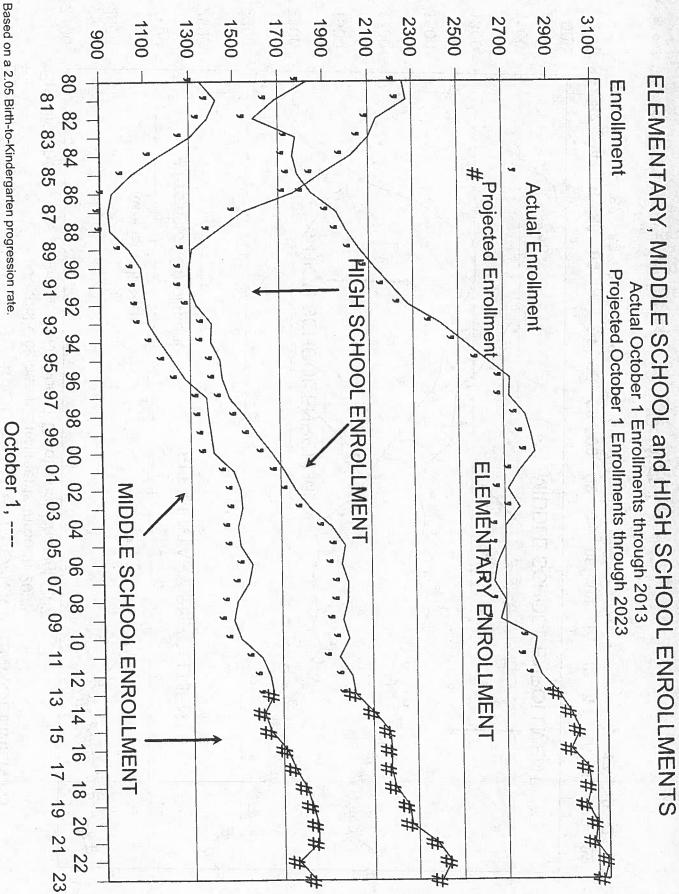
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								are received.	months before final numbers	24, 2013. It may be several	town clerk as of September	births-to-date recorded by the	31 2013 based on 219 actual	(2) Projected births for the period			to August 31.	pased on killdergarten aligibility dates - Sentember 1	(1) Prorated birth counts are				LEXINGION BIRIND Calendar
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* The numbers assume each school has separate art, music, library, and special education spaces.

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 (A) Based on October 1, 2013 enrollment figures. (A) Based on 1.95 Birth-to-Kindergarten progression rate. 	1,659	575	553	<u>5</u>	<u>(A)</u> <u>FY14</u>		
ober 1, 2 Birth-to	1,617	564	542	511	<u>FY15</u>		
013 enro -Kinderg	1,646	553	521	572	FY16	Ten	J
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	1,749	615	532	602	<u>FY24</u>		

Based on census

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TOTAL	Diamond Middle 6 7 8	TOTAL	/iiddle 6 7 8		
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865	<u>FY19</u> 292 256 317	946	FY19 331 303 312		7
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												the past five years is 0.98.	 The average progression rate over 		common.	grade progression rates are	 One year variations in grade-to- 				HISTORICAL GRADE 8 TO GRADE 9 PROGRESSION RATES

			Ten	Year E	Ten Year Enrollment Projection	ent Pro	ection				
Grade (A)	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	<u>FY23</u>	FY24
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10	535	522	564	553	542	520	583	613	554	632	644
+ F	482	535	522	564	553	542	520	583	613	554	632
12	482	482	535	522	564	553	542	520	583	613	554
TOTAL	2,021	2,103	2,174	2,181	2,179	2,198	2,258	2,270	2,382	2,443	2,401

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FOUR-YEAR K-5 PROJECTIONS

Based on:

➢Pre-K census

school ➤Age 4-to-K progression rate per

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Space Implications

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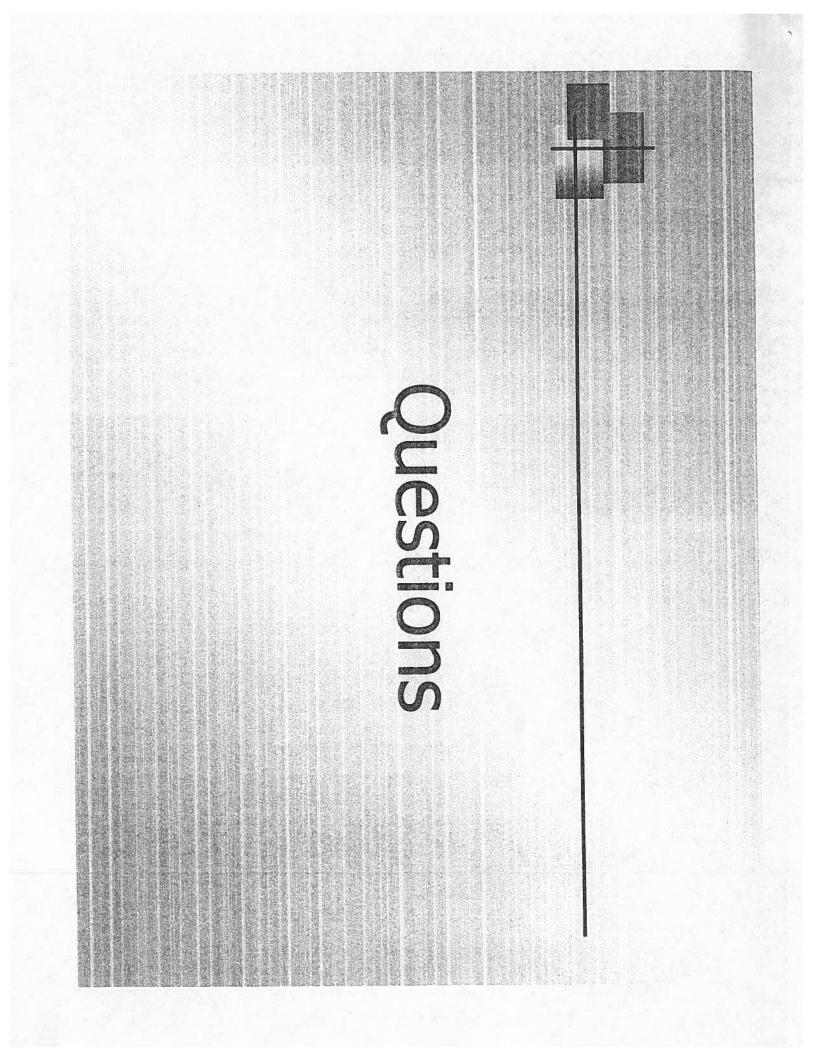
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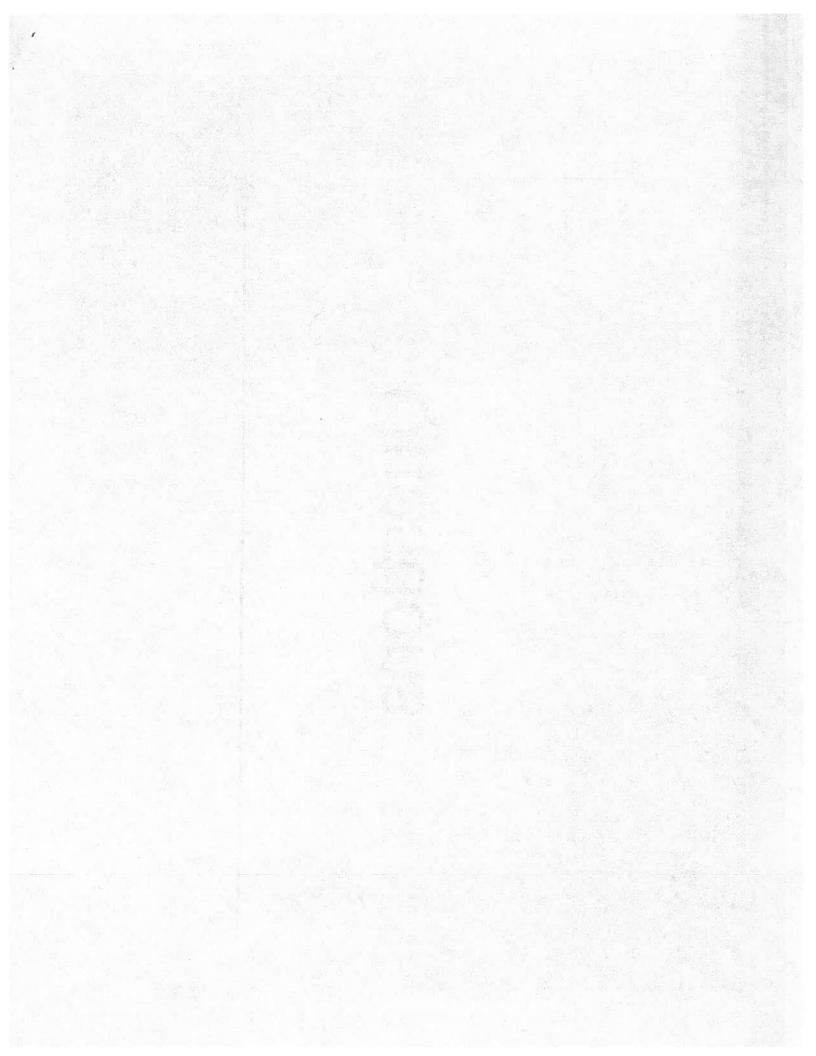
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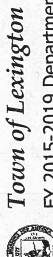
Lexington Public Schools 146 Maple Street & Lexington, Massachusetts 02420

FY 2015 – 2019 Summary of School Capital Improvement Projects

Submitted By

Paul Ash Superintendent

Mary Ellen Dunn Assistant Superintendent for Finance Business **Department: Schools**



FY 2015-2019 Department Summary of Capital Improvement Projects

	# Priority	/ Project Name	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
668	-	Food Service Equipment	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$120,000
896	1	School Classroom Furniture	\$345,660	\$400,000	\$400,000	\$400,000	\$400,000	\$1,945,660
897	1	School Technology Capital Request	\$1,210,000	\$1,220,000	\$1,220,000	\$1,220,000	\$1,220,000	\$6,090,000
898	-	Design Funds for School Traffic Safety Mitigation	\$30,000	\$30,000	\$40,000	\$0	0\$	\$100,000
899	-	School AED Replacement	\$30,500	\$0	\$0	\$0	\$0	\$30,500
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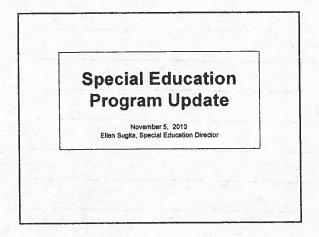
Department Totals

\$1,650,000 \$1,650,000 \$1,690,000 \$1,616,160 \$1,680,000

Approval by:

(Department Head Signature required)

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Overview

- Entry Plan Update
- Programs Areas of Focus
- DESE Coordinated Review Process

Entry Plan Update

- Information Gathering Process
- General Themes
- Action Steps

Information Gathering

- 60+ Entry Plan Meetings
- Review of Parent Survey
- Review of Wellman Report
- Touring Buildings
- Meetings with SEPAC
- Surveys DESE and IEP Meetings

General Themes

- 1. Responsiveness of the department
- 2. Communication (district and community)
- 3. Trust
- 4. Concerns regarding litigation

Action Steps for FY14

Theme 1 – Responsiveness of the department Action Steps:

- Develop clear and reliable procedures
- Increase access to necessary information by staff members and parents
- Develop monitoring systems (feedback, support, department accountability, follow-through)
- · Reduce delays
- · Hold organized, meaningful, action-oriented meetings

Action Steps for FY14

Theme 2 - Communication (district and community) Action Steps:

- Develop respect for input and different opinions
- Increase access to necessary information
- Provide clear and timely communication on important matters

Action Steps for FY14

Theme 3 - Trust

Action Steps:

- · Be as open and honest as possible
- · Encourage input and discussion
- Explain why decisions were made (respecting confidentiality)
- · Being part of the solution
- Respect Acknowledge the important and significant role that each person plays (parents, students, and staff)

Action Steps for FY14

Theme 4 – Litigation Concerns

Impact:

- · Effects relationship between parents and district
- · Can effect outcomes for students
- Cost and time

Action Steps:

- Facilitation of Team meetings
- Increase responsiveness, communication and trust

Programs – Areas of Focus (FY 14)

- Plans for Intensive Learning Program at LHS
- Studying programs for students with emotional disabilities
- Seeking a consultant to study the areas of need within the Developmental Learning Program

Coordinated Program Review

• Files were reviewed by DESE on October 15th and 16th

Questions?

 Site visit to interview staff and evaluate facilities will be conducted the week of November 4th

Policy Revision

BULLYING PREVENTION AND	First Reading:
INTERVENTION PLAN POLICY	Second Reading:
n and an	Date Approved by School Committee:
	Signature of Chair:
10 C. Contractor Bernard	Page 1 of
The Lexington Public Schools (LPS), in	partnership with parents, guardians, and the community
and in keeping with the LPS core value o	of respect for human differences, believes that a positiv
safe, and civil environment in school is n	necessary for students to learn and achieve. Bullying i
conduct that can disrupt a student's abilit	ty to learn by preventing that student's full engagemen
with his or her education. Moreover, bul	llying compromises a school's ability to educate its
	ington School Committee, therefore, prohibits acts of
bullying or cyber-bullying throughout the	e Public Schools of Lexington.
"Bullying" shall include, but is not limi	ited to, the repeated use by one or more students or a
member of the school staff of a written.	wowhat an alastronic arnession or a physical act or
	verbal, or electronic expression, or a physical act or
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Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes 1 the identity of another person or knowingly impersonates another person as author of posted 2 content or messages, if the creation or impersonation creates any of the conditions enumerated in 3 the definition of bullying. 4 5 Cyber-bullying shall also include the distribution by electronic means of a communication to 6 more than one person or the posting of material on an electronic medium that may be accessed 7 by one or more persons, if the distribution or posting creates any of the conditions enumerated in 8 the definition of bullying. 9 10 Bullying and cyber-bullying can occur in and out of school, during and after school hours, at 11 home and in locations outside of a home. When bullying and cyber-bullying are alleged, the full 12 cooperation and assistance of parents or guardians and their families are expected. 13 14 For the purpose of this policy, whenever the term bullying is used, it is to denote either bullying, 15 or cyber-bullying. 16 17 Bullying is prohibited: 18 19 on school grounds; 20 • on property immediately adjacent to school grounds; 21 at school-sponsored or school-related activities, functions or programs, whether on or off 22 • 23 school grounds; at school bus stops; 24 • on school buses or other vehicles owned, leased or used by the school district; or, 25 through the use of technology or an electronic device owned, leased or used by the LPS; 26 • 27 Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not 28 school-related or through the use of technology or an electronic device that is not owned, leased 29 or used by the LPS if the act or acts in question: 30 31 create a hostile learning and/or social environment at school for the target; 32 infringe on the rights of the target at school; and/or 33 materially and substantially disrupt the education process or the orderly operation of a 34 school. 35 36 Prevention and Intervention Plan 37 38 The superintendent or designee shall oversee the development of a prevention and intervention 39 plan, in consultation with all district stakeholders, which may include parents and guardians, 40 teachers, school staff, professional support personnel, school volunteers, administrators, 41 community representatives, local law enforcement agencies, and students, consistent with the 42 requirements of this policy, as well as state and federal laws. The bullying prevention and 43 intervention plan shall be reviewed and updated at least biennially. 44 45 The principal is responsible for the implementation and oversight of the Plan except when a 46 reported bullying incident involves the principal or the assistant principal as the alleged 47

- aggressor. In such cases, the Superintendent or designee shall be responsible for investigating 48
- the report and other steps necessary to implement the Plan, including addressing the safety of 49

the alleged victim. If the Superintendent is the alleged aggressor, the School Committee or its
 designee shall be responsible for investigating the report and taking other steps necessary to
 implement the Plan, including addressing the safety of the alleged victim.

Reporting

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Students who believe that they are a target of bullying are encouraged and urged to report the
 matter to a member of the school staff. Students who observe an act of bullying, or who have

9 reasonable grounds to believe that these behaviors are taking place, are obligated to report

incidents to a member of the school staff, and may be subject to discipline for failing to report such incidents. However, the target shall not be subject to discipline for failing to report bullying.

11 12

13 A school or district staff member shall immediately report any instance of suspected bullying

14 or retaliation the staff member has witnessed or become aware of to the school principal or

15 designee. This includes bullying or retaliation of a student by another student or bullying or

16 retaliation of a student by a staff member. If the principal is the alleged aggressor, the report

17 shall be made to the superintendent or designee. If the superintendent is the alleged aggressor,

18 the report shall be made to the school committee or designee. If the staff member fails to

19 report, he or she may be subject to disciplinary action.

20

21 Parents or guardians, or members of the community, are encouraged to report an incident of

22 suspected bullying as soon as possible to the school principal or designee. This includes

23 bullying of a student by another student or by a staff member. If the principal is the alleged

aggressor, the report shall be made to the superintendent or designee. If the superintendent is

25 the alleged aggressor, the report shall be made to the school committee or designee.

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Each school shall have a means for anonymous reporting by students of incidents of suspected
bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous
report.

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31 Any student who is found to have knowingly made a false accusation/report of bullying may be 32 subject to disciplinary action.

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34 Investigation Procedures

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36 A school principal or designee shall promptly investigate any report of bullying, using a

37 Bullying/Cyber-bullying Report Form. It may include, but is not limited to, interviewing the

38 alleged target, alleged aggressor, staff members, students and/or witnesses. The principal or

39 designee (or whoever is conducting the investigation) shall remind the alleged student

40 aggressor, target, and witnesses of the importance of the investigation, their obligation to be

41 truthful and that retaliation against someone who reports bullying or provides information

42 during a bullying investigation is strictly prohibited and will result in disciplinary action.

43

44 A principal or designee, upon determining that bullying or retaliation has occurred, shall

45 promptly contact the parents or guardians of the alleged target(s) and when the alleged

46 aggressor(s) is a student, parents or guardians of the alleged aggressor(s). Actions being taken

47 to prevent further acts of bullying shall be discussed.

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Changes to current policy are in bold italics.

Policy Revision

The investigation shall be completed within a reasonable amount of time. The parents or 1 guardians of both the student aggressor(s) and the target(s) shall be notified if there has been 2 a finding that bullying has occurred. They will be updated periodically during the 3 investigation, and, upon its completion, shall be informed of the results, including whether the 4 allegations were found to be factual, whether a violation of this policy was found, whether 5 disciplinary action has or shall be taken, and whether or what steps will be taken to prevent 6 retaliation or further acts of bullying. 7 8 If the alleged aggressor is a staff member, notice will be made to that individual in accordance 9 with district policies and procedures, including in accordance with any applicable collective 10 bargaining agreements. The individual will be updated periodically during the investigations 11 and, upon its completion, shall be informed of the results, including whether the allegations 12 were found to be factual, whether a violation of this policy was found, whether disciplinary 13 action has or shall be taken, and whether or what steps will be taken to prevent retaliation or 14 further acts of bullying. 15 16 A principal or designee shall assess an alleged target's needs for protection and create and 17 implement a safety plan that shall restore a sense of safety for that student. 18 19 Confidentiality shall be maintained to protect all parties, which includes, but is not limited to, 20 alleged aggressor(s) or target(s), a person who reports bullying, or provides information during 21 an investigation of bullying, or is witness to or has reliable information about an act of bullying. 22 23 24 **Disciplinary** Actions 25 If a school principal or designee determines that bullying has occurred, he/she shall take 26 appropriate disciplinary action, and if it is believed that criminal charges may be pursued against 27 the aggressor, the principal shall notify the appropriate local law enforcement agency and notify 28 the superintendent. 29 30 Disciplinary actions for students who are found to have committed an act of bullying or 31 retaliation shall be in accordance with LPS disciplinary policies. 32 33 Disciplinary actions for employees who are found to have committed an act of bullying or 34 retaliation shall be in accordance with state law, any applicable Collective Bargaining 35 Agreements, and Lexington Public School's policies and procedures. 36 37 Assistance 38 39 The LPS may provide appropriate counseling or referral to appropriate services, including, but 40 not limited to, guidance, academic intervention, and protection to any affected students, as 41 42 necessary. 43 44 Documentation 45 Each school shall document any incident of bullying that is reported per this policy, and the 46 principal or a designee shall maintain a file of these reports. 47 48

-4-

- 1 The superintendent or designee shall inform the School Committee periodically of any trends or
- 2 implications of these reports in order to give the School Committee the opportunity to review
- 3 and amend this policy.
- 5 Confidentiality shall be maintained consistent with the school's obligations under law.
- 7 <u>Retaliation</u>
- 8

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- 9 Reprisal or retaliation against any person associated with a report of bullying or the
- 10 investigation thereof is prohibited. Disciplinary action for a person who is found to have
- 11 engaged in reprisal or retaliation will reflect the extreme seriousness of such an act.
- 12 Disciplinary action of an alleged student aggressor may include, but is not limited to,
- 13 suspension or expulsion. If the principal or designee decides that disciplinary action is
- 14 appropriate for a staff member, the disciplinary action is determined on the basis of facts
- 15 found by the principal or designee and appropriate expectations in light of the staff member's
- 16 role and responsibilities.
- 17
- 18 Training and Assessment
- 19

20 The Superintendent or designee shall provide training annually for all staff, including but not

21 limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians,

22 bus drivers, athletic coaches, advisors to extracurricular activities, and paraprofessionals so as

23 to improve preventing, identifying, responding to, and reporting incidents of bullying. The

24 faculty and staff at each school shall be trained annually on the bullying prevention and

- 25 intervention plan applicable to the school.
- 26

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

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30 <u>Publication and Notice</u>31

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

34 appropriate terms.35

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

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Relevant sections of the bullying prevention and intervention plan relating to the duties faculty and staff and bullying of students by school staff shall be included in faculty handbooks.

42 The bullying prevention and intervention plan and policy shall be posted on the LPS website.

1 Massachusetts Department of Elementary and Secondary Education's 2 **REFERENCES:** Model Bullying Prevention and Intervention Plan 3 4 5 LEGAL REFS. : Title VII, Section 703, Civil Rights Act of 1964 as amended 6 Federal Regulation 74676 issued by EEO Commission 7 Title IX of the Education Amendments of 1972 8 603 CMR 26.00 9 MGL 71:370 10 M.G.L. c. 71, 37H & 37H1/2 11 MGL 265:43, 43A 12 MGL 268:13B 13 MGL 269:14A 14 Discipline of Special Education Students Under IDEA 2004 15 20 U.S.C. 1415(k) and 34 CFR 300.530-300.536 16 M.G.L. ch. 71 §41 and §42 17 **Collective Bargaining Agreements** 18 19 20 21 LEXINGTON PUBLIC SCHOOLS POLICIES: PROHIBITING HARRASSMENT (Approved: 22 23 2/15/03.) DISCIPLINING SPECIAL NEEDS STUDENTS POLICY (Approved: on file.) 24 25 26

Current Policy

1	LEXINGTON SCHOOL COMMITTE	E POLICY	
2 3 4 5 6	BULLYING PREVENTION AND INTERVENTION PLAN POLICY	First Reading: Second Reading: Date Approved by School Committee:	November 30, 2010 December 14, 2010 December 14, 2010
7 8 9	a Britter, Gelferstatter (a.) Post fi	Signature of Chair:	On File
9 10			Page 1 of 5
11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33	The Lexington Public Schools (LPS), in p and in keeping with the LPS core value of safe, and civil environment in school is n conduct that can disrupt a student's ability with his or her education. Moreover, bull students in a safe environment. The Lexi bullying or cyber-bullying throughout the "Bullying" shall include, but is not limited written, verbal, or electronic expression, directed at a target that: causes physical or emotional harm places the target in reasonable fear property; creates a hostile learning and/or soce infringes on the rights of the target materially and substantially disrupt school. 	f respect for human difference ecessary for students to lear y to learn by preventing that lying compromises a school ington School Committee, the Public Schools of Lexingt ed to, the repeated use by or or a physical act or gesture, to the target or damage to the of harm to him/herself, or constant to him/herself, or constant cial environment at school for at school; or the education process or the	aardians, and the community, nees, believes that a positive, rn and achieve. Bullying is at student's full engagement l's ability to educate its herefore, prohibits acts of on. the or more students of a , or any combination thereof, the target's property; of damage to his/her for the target; he orderly operation of a
34 35	communication, which shall include, but writing, images, sounds, data or intellige	shall not be limited to, any	transfer of signs, signals,
36 37 38 39 40 41 42	 wire radio electromagnetic, photo-electronic of electronic mail, internet communic cell phone or texting. 	or photo-optical system, inc	luding, but not limited to,
42 43 44 45 46	Cyber-bullying shall also include the cre the identity of another person or knowing content or messages, if the creation or in the definition of bullying.	gly impersonates another po	erson as author of posted

Cyber-bullying shall also include the distribution by electronic means of a communication to 1 more than one person or the posting of material on an electronic medium that may be accessed 2 by one or more persons, if the distribution or posting creates any of the conditions enumerated in 3 the definition of bullying. 4 5 Bullying and cyber-bullying can occur in and out of school, during and after school hours, at 6 home and in locations outside of a home. When bullying and cyber-bullying are alleged, the full 7 cooperation and assistance of parents or guardians and their families are expected. 8 9 For the purpose of this policy, whenever the term bullying is used, it is to denote either bullying, 10 11 or cyber-bullying. 12 13 Bullying is prohibited: 14 15 on school grounds; • on property immediately adjacent to school grounds; 16 • at school-sponsored or school-related activities, functions or programs, whether on or off 17 • 18 school grounds; • at school bus stops; 19 on school buses or other vehicles owned, leased or used by the school district; or, 20 • through the use of technology or an electronic device owned, leased or used by the LPS; 21 • 22 Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not 23 school-related or through the use of technology or an electronic device that is not owned, leased 24 or used by the LPS if the act or acts in question: 25 26 create a hostile learning and/or social environment at school for the target; 27 infringe on the rights of the target at school; and/or 28 ٠ materially and substantially disrupt the education process or the orderly operation of a 29 school. 30 31 Prevention and Intervention Plan 32 33 The superintendent or designee shall oversee the development of a prevention and intervention 34 plan, in consultation with all district stakeholders, which may include parents and guardians, 35 teachers, school staff, professional support personnel, school volunteers, administrators, 36 community representatives, local law enforcement agencies, and students, consistent with the 37 requirements of this policy, as well as state and federal laws. The bullying prevention and 38 intervention plan shall be reviewed and updated at least biennially. 39 40 A principal or designee is responsible for the implementation and oversight of the bullying 41 prevention and implementation plan within his or her school. 42 43 Reporting 44 45 Students who believe that they are a target of bullying are encouraged and urged to report the 46 matter to a member of the school staff. Students who observe an act of bullying, or who have 47 reasonable grounds to believe that these behaviors are taking place, are obligated to report 48

such incidents. However, the target shall not be subject to discipline for failing to report bullying. 2 3 A member of a school staff shall immediately report to the school principal or designee any 4 instance of suspected bullying the staff member has witnessed or become aware of. If the staff 5 6 member fails to do so, he or she may be subject to disciplinary action. 7 8 Parents or guardians, or members of the community, are encouraged to report an incident of suspected bullying as soon as possible to a school principal. 9 10 Each school shall have a means for anonymous reporting by students of incidents of suspected 11 bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous 12 13 report. 14 Any student who is found to have knowingly made a false accusation/report of bullying may be 15 16 subject to disciplinary action. 17 18 Investigation Procedures 19 A school principal or designee shall promptly investigate any report of bullying, using a 20 Bullying/Cyber-bullying Report Form. It may include, but is not limited to, interviewing the 21 alleged target, alleged aggressor, staff members, students and/or witnesses. 22 23 A principal or designee, upon determining that bullying or retaliation has occurred, shall 24 promptly contact the parents or guardians of the alleged target(s) and the alleged aggressor(s). 25 Actions being taken to prevent further acts of bullying shall be discussed. 26 27 The investigation shall be completed within a reasonable amount of time. The parents or 28 guardians of both the aggressor(s) and the target(s) shall be notified if there has been a finding 29 that bullying has occurred. They will be updated periodically during the investigation, and, upon 30 its completion, shall be informed of the results, including whether the allegations were found to 31 be factual, whether a violation of this policy was found, whether disciplinary action has or shall 32 be taken, and whether or what steps will be taken to prevent retaliation or further acts of 33 34 bullying. 35 A principal or designee shall assess an alleged target's needs for protection and create and 36 implement a safety plan that shall restore a sense of safety for that student. 37 38 Confidentiality shall be maintained to protect all parties, which includes, but is not limited to, 39 alleged aggressor(s) or target(s), a person who reports bullying, or provides information during 40 an investigation of bullying, or is witness to or has reliable information about an act of bullying. 41 42 **Disciplinary Actions** 43 44 If a school principal or designee determines that bullying has occurred, he/she shall take 45 appropriate disciplinary action, and if it is believed that criminal charges may be pursued against 46 the aggressor, the principal shall notify the appropriate local law enforcement agency and notify 47 the superintendent. 48

incidents to a member of the school staff, and may be subject to discipline for failing to report

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- 1 Disciplinary actions for students who are found to have committed an act of bullying or
- 2 retaliation shall be in accordance with LPS disciplinary policies.
- 3 4 <u>Assistance</u>

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

- 9
- 10 Documentation

11

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

14

15 The superintendent or designee shall inform the School Committee periodically of any trends or 16 implications of these reports in order to give the School Committee the opportunity to review

- and amend this policy.
- 19 Confidentiality shall be maintained consistent with the school's obligations under law.
- 20
- 21 <u>Retaliation</u>

22

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

- 26 but is not limited to, suspension or expulsion.
- 27

28 Training and Assessment

29

30 The superintendent or designee shall provide training annually for school employees and

31 volunteers who have significant contact with students so as to improve preventing, identifying,

responding to, and reporting incidents of bullying. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

33 34

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

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38 Publication and Notice

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40 Annual written notice of the relevant sections of the bullying prevention and intervention plan

41 shall be provided in each school handbook to students and their parents or guardians, in age-

- 42 appropriate terms.
- 43

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

46

Relevant sections of the bullying prevention and intervention plan relating to the duties of facultyand staff shall be included in faculty handbooks.

1 2 3 4 5 6 7 8 9	The bullying prevention and intervention plan and policy shall be posted on the LPS website.
10	REFERENCES: Massachusetts Department of Elementary and Secondary Education's
11	Model Bullying Prevention and Intervention Plan
12	
13	
14	LEGAL REFS. : Title VII, Section 703, Civil Rights Act of 1964 as amended
15	Federal Regulation 74676 issued by EEO Commission
16	Title IX of the Education Amendments of 1972
17	603 CMR 26.00
18	MGL 71:370
19	M.G.L. c. 71, 37H & 37H1/2
20	MGL 265:43, 43A
21	MGL 268:13B
22	MGL 269:14A
23	Discipline of Special Education Students Under IDEA 2004
24	20 U.S.C. 1415(k) and 34 CFR 300.530-300.536
25 26	
20	
28	LEXINGTON PUBLIC SCHOOLS POLICIES: PROHIBITING HARRASSMENT (Approved:
29	2/15/03.)
30	DISCIPLINING SPECIAL NEEDS STUDENTS POLICY (Approved: on file.)
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