

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

7:30 p.m. Call to Order and Welcome:

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. Agenda:

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)
4. 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):

1. 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.

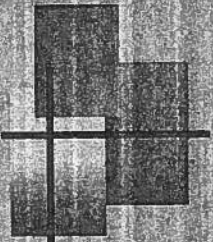
All agenda items and the order of items are approximate and subject to change.



ENROLLMENT REPORT

Presented to School Committee

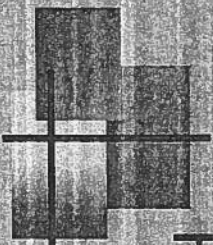
November 5, 2013



TONIGHT'S PRESENTATION

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

Four-year projection (K-5)



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

<u>Year</u>	<u>Rate</u>	<u>Average</u>
00-01	1.59	2.00
01-02	2.66	
02-03	1.23	
03-04	1.37	
04-05	1.34	
05-06	1.66	2.00
06-07	1.56	
07-08	1.44	
08-09	1.87	
09-10	1.66	
10-11	1.94	
11-12	1.90	
12-13	2.41	
13-14	2.08	

LEXINGTON BIRTHS

(1) Prorated birth counts are based on kindergarten eligibility dates - September 1 to August 31.

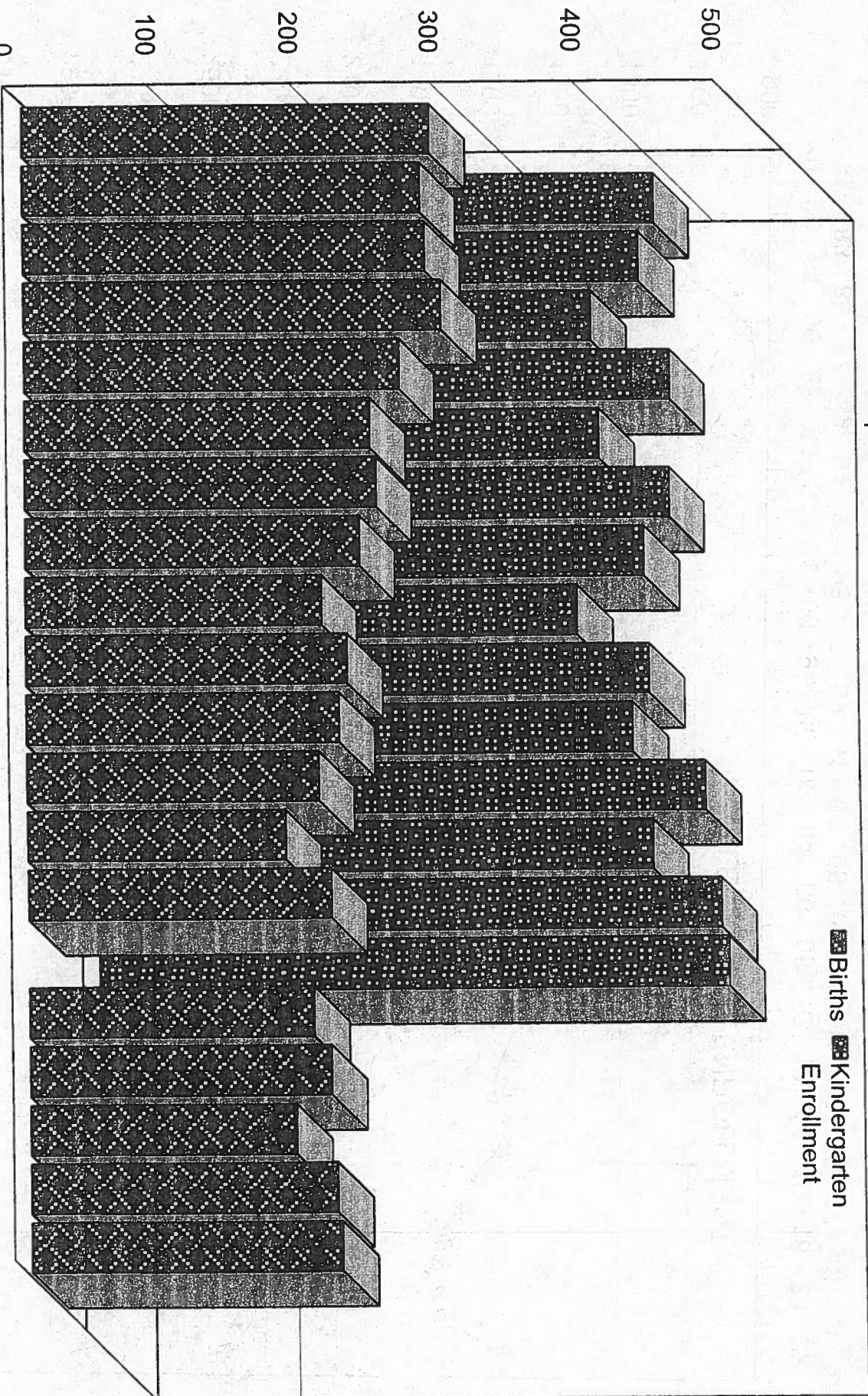
(2) Projected births for the period September 1, 2012 to August 31, 2013 based on 219 actual births-to-date recorded by the town clerk as of September 24, 2013. It may be several months before final numbers are received.

Calendar	Actual Births	School Year	Prorated Births ⁽¹⁾
1994	272	93-94	
1995	295	94-95	287
1996	273	95-96	280
1997	288	96-97	283
1998	297	97-98	294
1999	248	98-99	264
2000	241	99-00	243
School Year	Actual Births	Prorated Births ⁽¹⁾	Projected Average
00-01	247	247	
01-02	235	235	
02-03	208	208	
03-04	226	226	
04-05	220	220	
05-06	205	205	
06-07	181	181	
07-08	213	213	
08-09	200	200	
09-10	212	212	
10-11	187	187	
11-12	216	216	
12-13	220	220	208

(2)

Lexington Public Schools

Comparison of Births and Kindergarten Enrollments

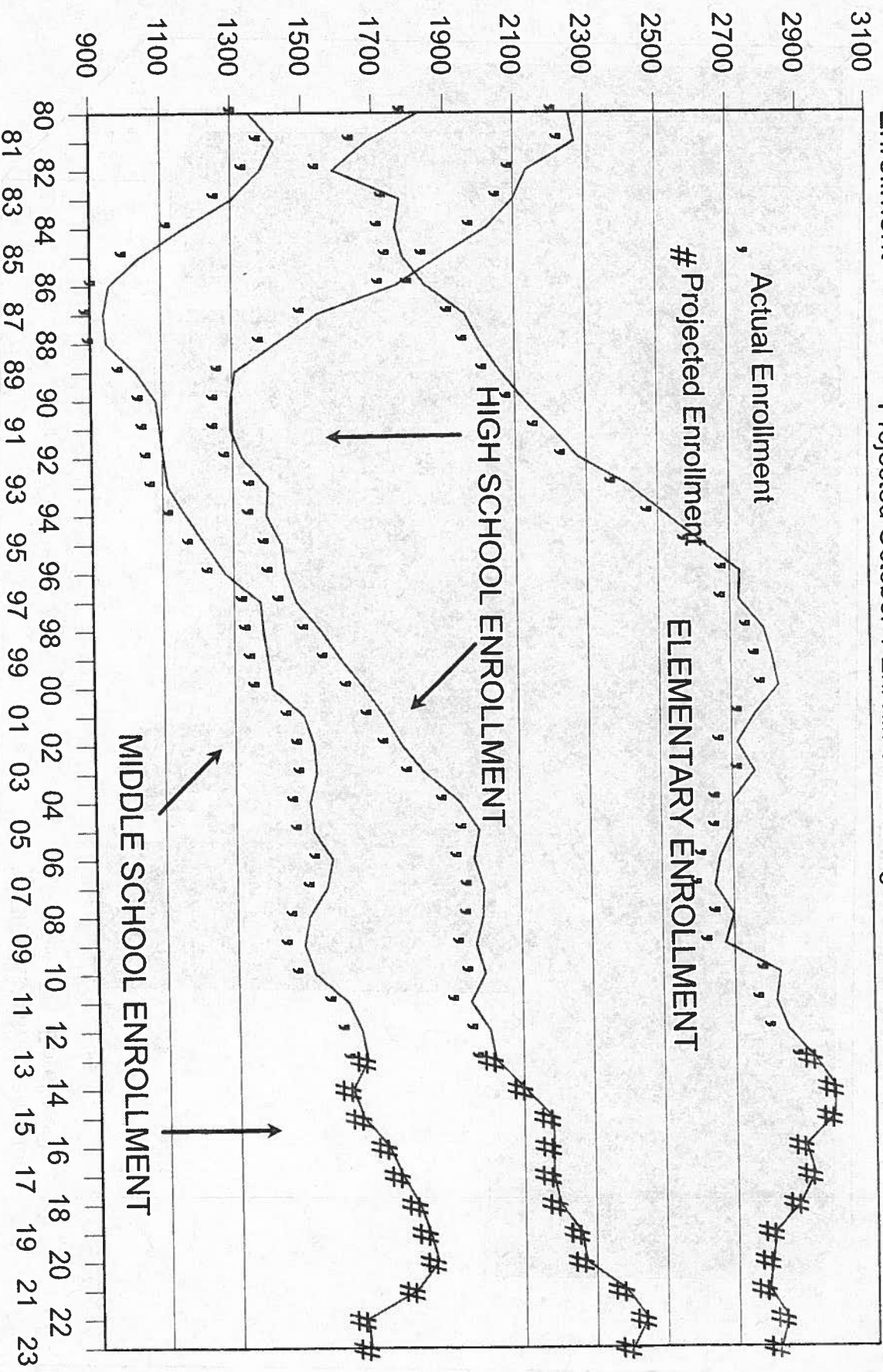


Births
 Kindergarten Enrollment

94-95 95-96 96-97 97-98 98-99 99-00 00-01 01-02 02-03 03-04 04-05 05-06 06-07 07-08 08-09 09-10 10-11 11-12 12-13 13-14
 00-01 01-02 02-03 03-04 04-05 05-06 06-07 07-08 08-09 09-10 10-11 11-12 12-13 13-14
 Prior to 00-01, calendar year birth counts have been prorated based on kindergarten eligibility dates - September 1 to August 31. Beginning in 00-01, actual birth counts based on kindergarten eligibility dates - September 1 to August 31 are used.

ELEMENTARY, MIDDLE SCHOOL and HIGH SCHOOL ENROLLMENTS

Enrollment Actual October 1 Enrollments through 2013
 Projected October 1 Enrollments through 2023



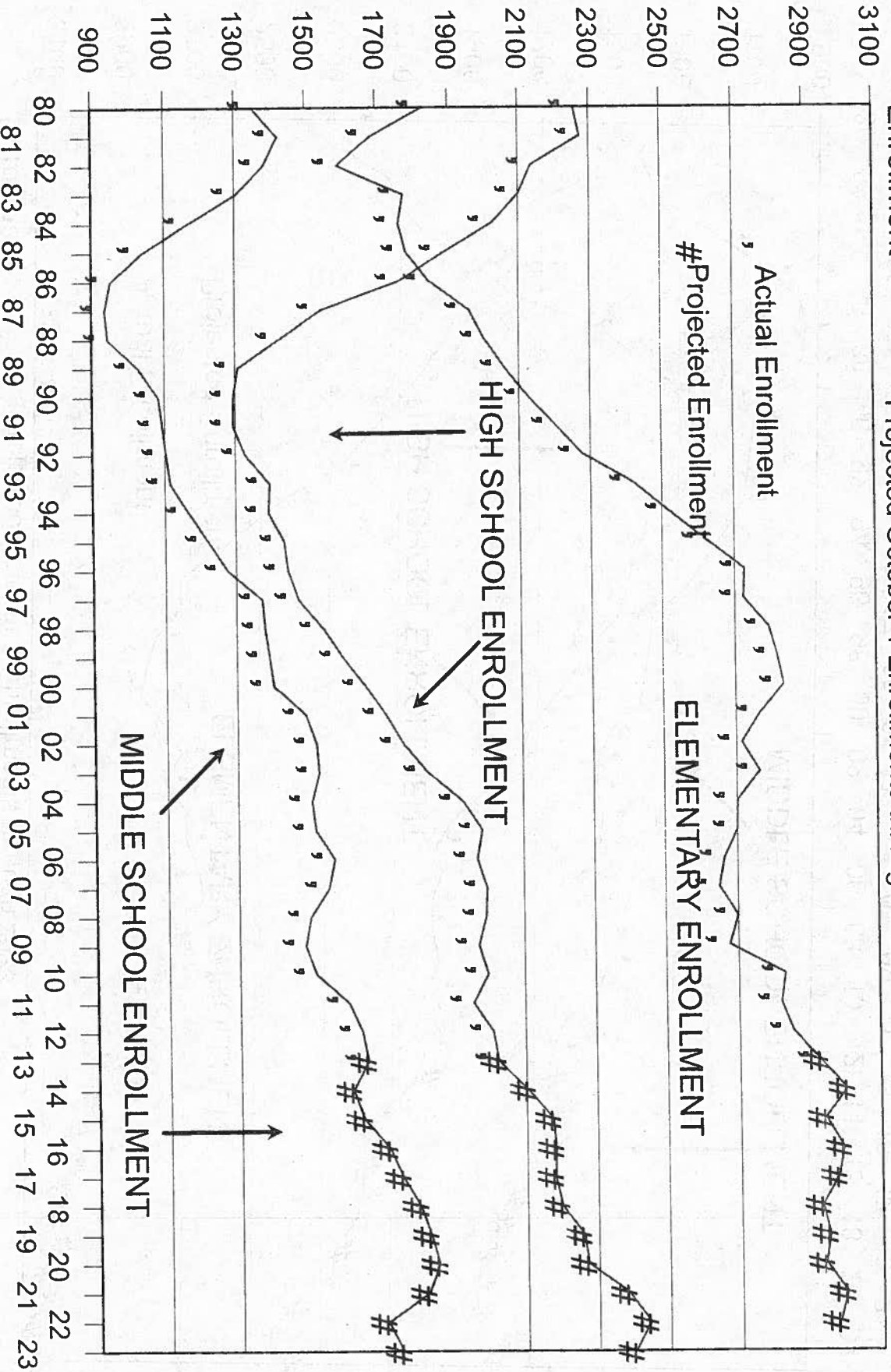
Based on a 1.85 Birth-to-Kindergarten progression rate.

October 1, ----

ELEMENTARY, MIDDLE SCHOOL and HIGH SCHOOL ENROLLMENTS

Enrollment

Actual October 1 Enrollments through 2013
 Projected October 1 Enrollments through 2023

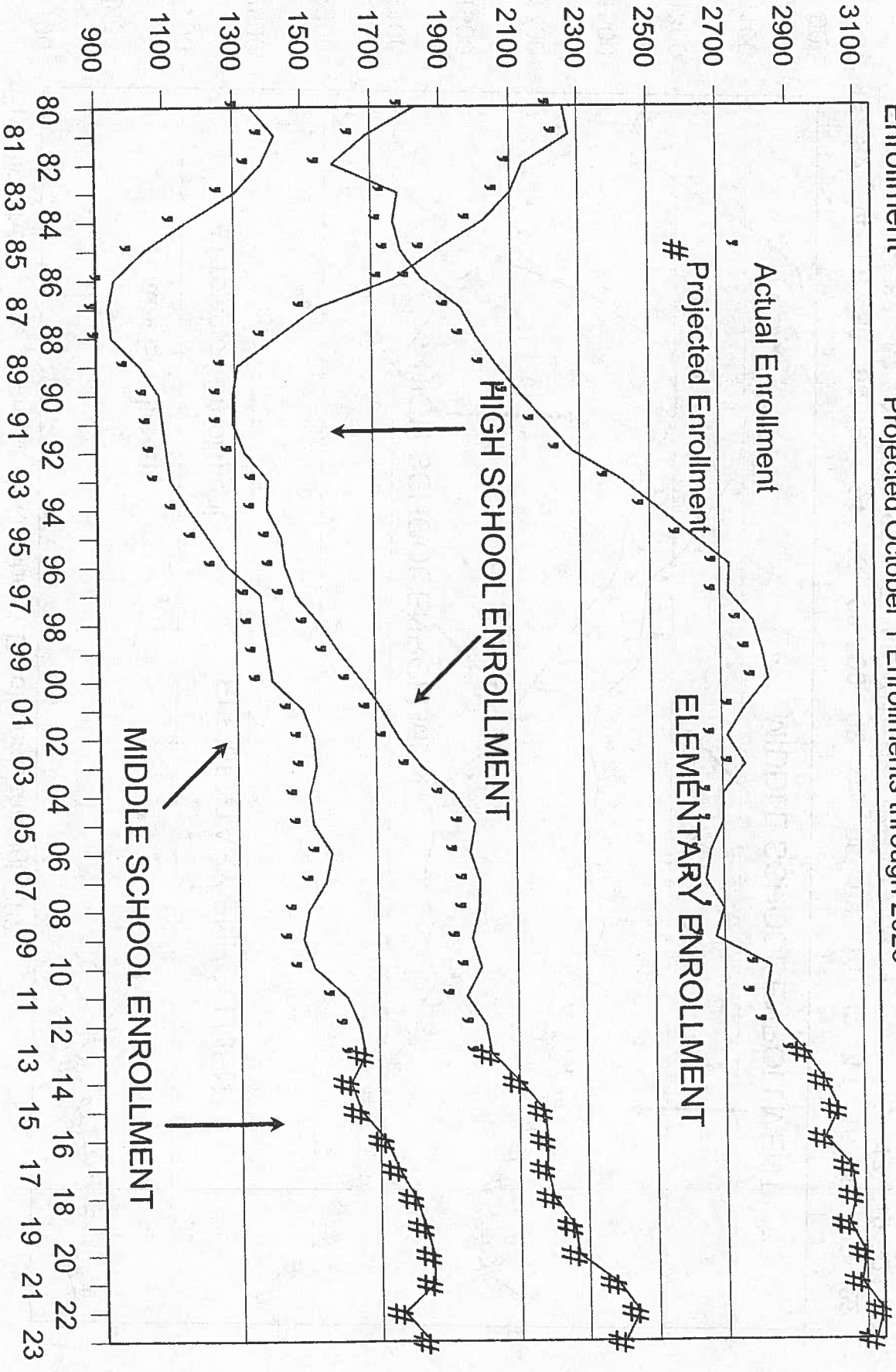


Based on a 1.95 Birth-to-Kindergarten progression rate.

October 1, ----

ELEMENTARY, MIDDLE SCHOOL and HIGH SCHOOL ENROLLMENTS

Enrollment Actual October 1 Enrollments through 2013
 Projected October 1 Enrollments through 2023



Based on a 2.05 Birth-to-Kindergarten progression rate.

October 1, ----

Based on 1.85 Birth-to-K Progression Rate

K - 5 Enrollment and Classroom Projection - FY15 through FY24

	Actual		Projection Based on Known Births					Projection Based on 208 Projected Births				
	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	
Projection	2,928	2,985	2,981	2,899	2,923	2,881	2,808	2,798	2,787	2,841	2,821	
Regular classrooms	136	139	140	136	138	137	134	133	133	135	134	
Additional permanent classrooms needed	6	-3	-2	-6	-4	-5	-8	-9	-9	-7	-8	
Total regular classrooms	130	142	142	142	142	142	142	142	142	142	142	
Net enrollment increase =											-107	

* The numbers assume each school has separate art, music, library, and special education spaces.

Based on 1.95 Birth-to-K Progression Rate

K - 5 Enrollment and Classroom Projection - FY15 through FY24

	Actual		Projection							Projection				
	FY14	FY15	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24		
Projection	2,928	2,985	2,985	3,002	2,942	2,991	2,977	2,931	2,950	2,939	2,997	2,977		
Regular classrooms	136	139	141	138	141	141	140	141	140	143	142	142		
Additional permanent classrooms needed	6	-3	-1	4	-1	-1	-2	-1	-2	1	0	0		
Total regular classrooms	130	142	142	142	142	142	142	142	142	142	142	142		
Net enrollment increase =												49		

* The numbers assume each school has separate art, music, library, and special education spaces.

Based on 2.05 Birth-to-K Progression Rate

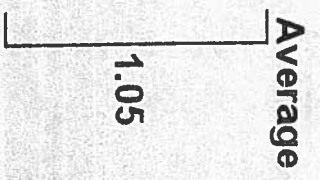
K - 5 Enrollment and Classroom Projection - FY15 through FY24

	Actual		Projection							Projection					
	FY14	FY15	Based on Known Births							Based on 208 Projected Births					
			FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24				
Projection	2,928	2,985	3,024	2,984	3,059	3,071	3,052	3,098	3,085	3,146	3,125				
Regular classrooms	136	139	142	140	145	146	145	148	147	150	149				
Additional permanent classrooms needed	6	-3	0	-2	3	4	3	6	5	8	7				
Total regular classrooms	130	142	142	142	142	142	142	142	142	142	142				
Net enrollment increase =															197

* The numbers assume each school has separate art, music, library, and special education spaces.

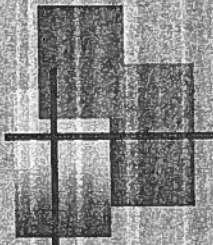
HISTORICAL GRADE 5 TO GRADE 6 PROGRESSION RATES

<u>Year</u>	<u>Rate</u>
90-91	1.02
91-92	1.03
92-93	1.03
93-94	1.08
94-95	1.08
95-96	1.02
96-97	1.00
97-98	1.00
98-99	1.03
99-00	1.01
00-01	1.02
01-02	0.98
02-03	1.01
03-04	1.04
04-05	0.99
05-06	1.02
06-07	1.03
07-08	1.05
08-09	1.02
09-10	1.02
10-11	1.05
11-12	1.04
12-13	1.07
13-14	1.05



One year variations in grade-to-grade progression rates are common.

The average progression rate over the past five years is 1.05.

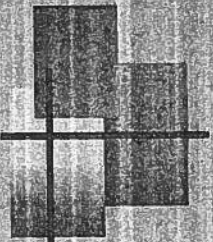


Total Middle School

Ten Year Enrollment Projection

<u>Grade (A)</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
6	531	511	572	602	543	620	631	561	591	522	602
7	553	542	521	583	614	554	632	644	572	603	532
8	575	564	553	531	595	626	565	645	657	583	615
TOTAL	1,659	1,617	1,646	1,716	1,752	1,800	1,828	1,850	1,820	1,708	1,749

(A) Based on October 1, 2013 enrollment figures.
Based on 1.95 Birth-to-Kindergarten progression rate.



Middle School

By School

Actual FY14
FY15 through FY23 Projections

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Clarke Middle										
6	274	256	302	300	297	331	312	289	314	307
7	283	279	261	308	306	303	338	318	295	320
8	310	289	285	266	314	312	309	345	324	301
TOTAL	867	824	848	874	917	946	959	952	933	928
Diamond Middle										
6	257	258	272	305	251	292	321	272	284	215
7	270	262	263	277	311	256	298	327	277	290
8	265	275	267	268	283	317	261	304	334	283
TOTAL	792	795	802	850	845	865	880	903	895	788

Based on census

HISTORICAL GRADE 8 TO GRADE 9 PROGRESSION RATES

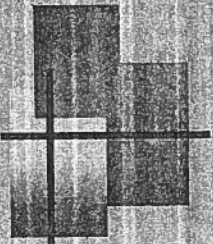
<u>Year</u>	<u>Rate</u>
90-91	1.03
91-92	1.00
92-93	0.99
93-94	1.00
94-95	0.98
95-96	1.00
96-97	0.92
97-98	0.96
98-99	0.95
99-00	0.97
00-01	0.98
01-02	0.98
02-03	0.99
03-04	1.00
04-05	0.99
05-06	1.00
06-07	1.00
07-08	0.97
08-09	0.98
09-10	0.96
10-11	0.95
11-12	0.99
12-13	0.99
13-14	0.99

Average

0.98

- ❖ One year variations in grade-to-grade progression rates are common.
- ❖ The average progression rate over the past five years is 0.98.

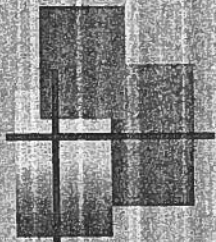
High School



Ten Year Enrollment Projection

<u>Grade (A)</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
9	522	564	553	542	520	583	613	554	632	644	571
10	535	522	564	553	542	520	583	613	554	632	644
11	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

(A) Based on October 1, 2013 enrollment figures.



FOUR-YEAR K-5 PROJECTIONS

Based on:

- Pre-K census
- Age 4-to-K progression rate per school

**By Elementary District
4 year old to kindergarten**

<u>FY</u>	<u>Bowman</u>	<u>Bridge</u>	<u>Estabrook</u>	<u>Fiske</u>	<u>Harrington</u>	<u>Hastings</u>
95 - 96	1.03	1.07	1.01	1.10	1.04	0.94
96 - 97	0.92	1.10	1.19	1.66	0.86	1.09
97 - 98	1.03	0.87	0.93	1.22	0.98	1.13
98 - 99	1.00	1.38	1.10	1.36	1.10	1.10
99 - 00	1.05	1.04	0.88	1.06	1.11	1.23
00 - 01	0.92	1.32	0.99	1.46	1.14	1.13
01 - 02	1.14	1.14	1.16	1.18	1.11	1.18
02 - 03	0.76	0.77	0.98	1.24	0.88	0.97
03 - 04	0.87	1.17	1.23	1.05	1.32	1.10
04 - 05	0.84	1.43	1.29	1.46	1.18	0.95
05 - 06	0.97	1.40	1.11	1.04	1.52	1.12
06 - 07	0.99	1.08	1.33	1.61	1.29	1.10
07 - 08	1.00	0.90	1.08	1.15	1.33	1.16
08 - 09	1.21	1.31	1.42	2.38	1.55	1.59
09 - 10	1.06	1.29	1.84	1.00	1.50	1.40
10 - 11	1.31	1.79	1.19	1.87	1.27	1.57
11 - 12	1.00	1.27	0.88	1.10	1.22	1.05
12 - 13	1.24	1.20	1.49	1.18	1.27	1.44
13 - 14	1.09	1.14	1.65	1.25	1.28	1.19
Adjusted Average	1.11	1.20	1.34	1.18	1.26	1.23

(1) Average adjusted to reflect improved census reporting

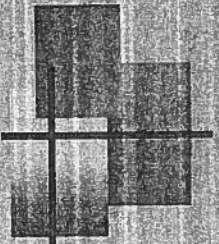
School by School Enrollment Projections

Bowman		FY14	FY15	FY16	FY17	FY18	Fiske		FY14	FY15	FY16	FY17	FY18
K		76	75	71	92	90	K		85	78	89	40	65
1		98	85	84	80	103	1		82	95	87	100	45
2		88	106	92	91	86	2		74	89	103	94	108
3		90	92	110	96	95	3		95	77	93	107	98
4		97	94	96	114	100	4		83	99	80	97	111
5		94	101	98	100	119	5		78	86	103	83	101
TOTAL		543	553	551	573	593	TOTAL		497	524	555	521	528

Bridge		FY14	FY15	FY16	FY17	FY18	Harrington		FY14	FY15	FY16	FY17	FY18
K		83	68	86	54	79	K		60	59	63	69	59
1		97	93	76	96	60	1		64	67	66	71	77
2		90	105	100	82	104	2		72	69	72	71	77
3		97	94	109	104	85	3		77	75	72	75	74
4		102	101	98	113	108	4		78	80	78	75	78
5		81	106	105	102	118	5		69	81	83	81	78
TOTAL		550	567	574	551	554	TOTAL		420	431	434	442	443

Estabrook		FY14	FY15	FY16	FY17	FY18	Hastings		FY14	FY15	FY16	FY17	FY18
K		81	62	54	52	60	K		57	50	53	55	69
1		72	91	69	60	58	1		72	64	56	59	62
2		67	78	98	75	65	2		69	78	69	60	64
3		97	70	81	102	78	3		74	72	81	72	62
4		89	101	73	84	106	4		75	77	75	84	75
5		90	93	105	76	87	5		75	78	80	78	87
TOTAL		496	495	480	449	454	TOTAL		422	419	414	408	419

Kindergarten
Numbers
Bases on
Census
Data

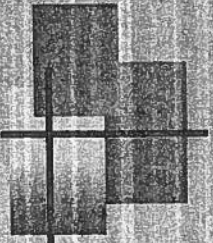


Space Implications

High School

Middle Schools

Elementary Schools



Questions



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**



Town of Lexington

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	1	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	1	Design Funds for School Traffic Safety Mitigation	\$30,000	\$30,000	\$40,000	\$0	\$0	\$100,000
899	1	School AED Replacement	\$30,500	\$0	\$0	\$0	\$0	\$30,500
Department Totals			\$1,616,160	\$1,680,000	\$1,690,000	\$1,650,000	\$1,650,000	\$8,286,160

Approval by: _____

(Department Head Signature required)

Special Education Program Update

November 5, 2013
Ellen Sugita, Special Education Director

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

Questions?

1 LEXINGTON SCHOOL COMMITTEE POLICY

2
3 **BULLYING PREVENTION AND**
4 **INTERVENTION PLAN POLICY**

First Reading: _____

Second Reading: _____

Date Approved by
School Committee: _____

Signature of Chair: _____

Page 1 of 5

11
12
13 The Lexington Public Schools (LPS), in partnership with parents, guardians, and the community,
14 and in keeping with the LPS core value of respect for human differences, believes that a positive,
15 safe, and civil environment in school is necessary for students to learn and achieve. Bullying is
16 conduct that can disrupt a student’s ability to learn by preventing that student’s full engagement
17 with his or her education. Moreover, bullying compromises a school’s ability to educate its
18 students in a safe environment. The Lexington School Committee, therefore, prohibits acts of
19 bullying or cyber-bullying throughout the Public Schools of Lexington.

20
21 ***“Bullying” shall include, but is not limited to, the repeated use by one or more students or a***
22 ***member of the school staff of a written, verbal, or electronic expression, or a physical act or***
23 ***gesture, or any combination thereof, directed at a target that:***

- 24
25 • causes physical or emotional harm to the target or damage to the target’s property;
26 • places the target in reasonable fear of harm to him/herself, or of damage to his/her
27 property;
28 • creates a hostile learning and/or social environment at school for the target;
29 • infringes on the rights of the target at school; or
30 • materially and substantially disrupts the education process or the orderly operation of a
31 school.

32
33 ***School staff includes but is not limited to: an educator, administrator, school nurse, cafeteria***
34 ***worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or***
35 ***paraprofessional.***

36
37 “Cyber-bullying” means bullying through the use of technology or any electronic
38 communication, which shall include, but shall not be limited to, any transfer of signs, signals,
39 writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- 40
41 • wire
42 • radio
43 • electromagnetic, photo-electronic or photo-optical system, including, but not limited to,
44 electronic mail, internet communications, instant messages, ,facsimile communications,
45 cell phone or texting.

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

5
6 Cyber-bullying shall also include the distribution by electronic means of a communication to
7 more than one person or the posting of material on an electronic medium that may be accessed
8 by one or more persons, if the distribution or posting creates any of the conditions enumerated in
9 the definition of bullying.

10
11 Bullying and cyber-bullying can occur in and out of school, during and after school hours, at
12 home and in locations outside of a home. When bullying and cyber-bullying are alleged, the full
13 cooperation and assistance of parents or guardians and their families are expected.

14
15 For the purpose of this policy, whenever the term bullying is used, it is to denote either bullying,
16 or cyber-bullying.

17
18 Bullying is prohibited:

- 19
20 • on school grounds;
21 • on property immediately adjacent to school grounds;
22 • at school-sponsored or school-related activities, functions or programs, whether on or off
23 school grounds;
24 • at school bus stops;
25 • on school buses or other vehicles owned, leased or used by the school district; or,
26 • through the use of technology or an electronic device owned, leased or used by the LPS;

27
28 Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not
29 school-related or through the use of technology or an electronic device that is not owned, leased
30 or used by the LPS if the act or acts in question:

- 31
32 • create a hostile learning and/or social environment at school for the target;
33 • infringe on the rights of the target at school; and/or
34 • materially and substantially disrupt the education process or the orderly operation of a
35 school.

36
37 Prevention and Intervention Plan

38
39 The superintendent or designee shall oversee the development of a prevention and intervention
40 plan, in consultation with all district stakeholders, which may include parents and guardians,
41 teachers, school staff, professional support personnel, school volunteers, administrators,
42 community representatives, local law enforcement agencies, and students, consistent with the
43 requirements of this policy, as well as state and federal laws. The bullying prevention and
44 intervention plan shall be reviewed and updated at least biennially.

45
46 *The principal is responsible for the implementation and oversight of the Plan except when a*
47 *reported bullying incident involves the principal or the assistant principal as the alleged*
48 *aggressor. In such cases, the Superintendent or designee shall be responsible for investigating*
49 *the report and other steps necessary to implement the Plan, including addressing the safety of*

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

4 5 Reporting

6
7 Students who believe that they are a target of bullying are encouraged and urged to report the
8 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
10 incidents to a member of the school staff, and may be subject to discipline for failing to report
11 such incidents. However, the target shall not be subject to discipline for failing to report bullying.

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*
24 *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.*

26
27 Each school shall have a means for anonymous reporting by students of incidents of suspected
28 bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous
29 report.

30
31 Any student who is found to have knowingly made a false accusation/report of bullying may be
32 subject to disciplinary action.

33 34 Investigation Procedures

35
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.*

48

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

8
9 *If the alleged aggressor is a staff member, notice will be made to that individual in accordance*
10 *with district policies and procedures, including in accordance with any applicable collective*
11 *bargaining agreements. The individual will be updated periodically during the investigations*
12 *and, upon its completion, shall be informed of the results, including whether the allegations*
13 *were found to be factual, whether a violation of this policy was found, whether disciplinary*
14 *action has or shall be taken, and whether or what steps will be taken to prevent retaliation or*
15 *further acts of bullying.*

16
17 A principal or designee shall assess an alleged target's needs for protection and create and
18 implement a safety plan that shall restore a sense of safety for that student.

19
20 Confidentiality shall be maintained to protect all parties, which includes, but is not limited to,
21 alleged aggressor(s) or target(s), a person who reports bullying, or provides information during
22 an investigation of bullying, or is witness to or has reliable information about an act of bullying.

23 24 Disciplinary Actions

25
26 If a school principal or designee determines that bullying has occurred, he/she shall take
27 appropriate disciplinary action, and if it is believed that criminal charges may be pursued against
28 the aggressor, the principal shall notify the appropriate local law enforcement agency and notify
29 the superintendent.

30
31 Disciplinary actions for students who are found to have committed an act of bullying or
32 retaliation shall be in accordance with LPS disciplinary policies.

33
34 *Disciplinary actions for employees who are found to have committed an act of bullying or*
35 *retaliation shall be in accordance with state law, any applicable Collective Bargaining*
36 *Agreements, and Lexington Public School's policies and procedures.*

37 38 Assistance

39
40 The LPS may provide appropriate counseling or referral to appropriate services, including, but
41 not limited to, guidance, academic intervention, and protection to any affected students, as
42 necessary.

43 44 Documentation

45
46 Each school shall document any incident of bullying that is reported per this policy, and the
47 principal or a designee shall maintain a file of these reports.

48

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.

4
5 Confidentiality shall be maintained consistent with the school's obligations under law.

6
7 Retaliation

8
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
27 Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into
28 the curriculum for all K to 12 students.

29
30 Publication and Notice

31
32 Annual written notice of the relevant sections of the bullying prevention and intervention plan
33 shall be provided in each school handbook to students and their parents or guardians, in age-
34 appropriate terms.

35
36 The superintendent or designee shall provide written notice annually of the bullying prevention
37 and intervention plan to all school staff.

38
39 *Relevant sections of the bullying prevention and intervention plan relating to the duties faculty*
40 *and staff and bullying of students by school staff shall be included in faculty handbooks.*

41
42 The bullying prevention and intervention plan and policy shall be posted on the LPS website.

1
2 REFERENCES: Massachusetts Department of Elementary and Secondary Education's
3 Model Bullying Prevention and Intervention Plan
4

5 LEGAL REFS. :

6 Title VII, Section 703, Civil Rights Act of 1964 as amended
7 Federal Regulation 74676 issued by EEO Commission
8 Title IX of the Education Amendments of 1972
9 603 CMR 26.00
10 MGL 71:37O
11 M.G.L. c. 71, 37H & 37H1/2
12 MGL 265:43, 43A
13 MGL 268:13B
14 MGL 269:14A
15 Discipline of Special Education Students Under IDEA 2004
16 20 U.S.C. 1415(k) and 34 CFR 300.530-300.536

17 *M.G.L. ch. 71 §41 and §42*
18 *Collective Bargaining Agreements*
19

20
21
22 LEXINGTON PUBLIC SCHOOLS POLICIES: PROHIBITING HARRASSMENT (Approved:
23 2/15/03.)

24 DISCIPLINING SPECIAL NEEDS STUDENTS POLICY (Approved: on file.)
25
26
27

1 **LEXINGTON SCHOOL COMMITTEE POLICY**

2
3 **BULLYING PREVENTION AND INTERVENTION PLAN POLICY**

4 **First Reading: November 30, 2010**

5 **Second Reading: December 14, 2010**

6 **Date Approved by School Committee: December 14, 2010**

7 **Signature of Chair: _____ On File _____**

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10 **Page 1 of 5**

11
12
13 The Lexington Public Schools (LPS), in partnership with parents, guardians, and the community,
14 and in keeping with the LPS core value of respect for human differences, believes that a positive,
15 safe, and civil environment in school is necessary for students to learn and achieve. Bullying is
16 conduct that can disrupt a student’s ability to learn by preventing that student’s full engagement
17 with his or her education. Moreover, bullying compromises a school’s ability to educate its
18 students in a safe environment. The Lexington School Committee, therefore, prohibits acts of
19 bullying or cyber-bullying throughout the Public Schools of Lexington.

20
21 “Bullying” shall include, but is not limited to, the repeated use by one or more students of a
22 written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof,
23 directed at a target that:

- 24
25 • causes physical or emotional harm to the target or damage to the target’s property;
26 • places the target in reasonable fear of harm to him/herself, or of damage to his/her
27 property;
28 • creates a hostile learning and/or social environment at school for the target;
29 • infringes on the rights of the target at school; or
30 • materially and substantially disrupts the education process or the orderly operation of a
31 school.

32
33 “Cyber-bullying” means bullying through the use of technology or any electronic
34 communication, which shall include, but shall not be limited to, any transfer of signs, signals,
35 writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- 36
37 • wire
38 • radio
39 • electromagnetic, photo-electronic or photo-optical system, including, but not limited to,
40 electronic mail, internet communications, instant messages, ,facsimile communications,
41 cell phone or texting.

42
43 Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes
44 the identity of another person or knowingly impersonates another person as author of posted
45 content or messages, if the creation or impersonation creates any of the conditions enumerated in
46 the definition of bullying.

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

5
6 Bullying and cyber-bullying can occur in and out of school, during and after school hours, at
7 home and in locations outside of a home. When bullying and cyber-bullying are alleged, the full
8 cooperation and assistance of parents or guardians and their families are expected.

9
10 For the purpose of this policy, whenever the term bullying is used, it is to denote either bullying,
11 or cyber-bullying.

12
13 Bullying is prohibited:

- 14
15 • on school grounds;
16 • on property immediately adjacent to school grounds;
17 • at school-sponsored or school-related activities, functions or programs, whether on or off
18 school grounds;
19 • at school bus stops;
20 • on school buses or other vehicles owned, leased or used by the school district; or,
21 • through the use of technology or an electronic device owned, leased or used by the LPS;

22
23 Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not
24 school-related or through the use of technology or an electronic device that is not owned, leased
25 or used by the LPS if the act or acts in question:

- 26
27 • create a hostile learning and/or social environment at school for the target;
28 • infringe on the rights of the target at school; and/or
29 • materially and substantially disrupt the education process or the orderly operation of a
30 school.

31
32 Prevention and Intervention Plan

33
34 The superintendent or designee shall oversee the development of a prevention and intervention
35 plan, in consultation with all district stakeholders, which may include parents and guardians,
36 teachers, school staff, professional support personnel, school volunteers, administrators,
37 community representatives, local law enforcement agencies, and students, consistent with the
38 requirements of this policy, as well as state and federal laws. The bullying prevention and
39 intervention plan shall be reviewed and updated at least biennially.

40
41 A principal or designee is responsible for the implementation and oversight of the bullying
42 prevention and implementation plan within his or her school.

43
44 Reporting

45
46 Students who believe that they are a target of bullying are encouraged and urged to report the
47 matter to a member of the school staff. Students who observe an act of bullying, or who have
48 reasonable grounds to believe that these behaviors are taking place, are obligated to report

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

3
4 A member of a school staff shall immediately report to the school principal or designee any
5 instance of suspected bullying the staff member has witnessed or become aware of. If the staff
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
9 suspected bullying as soon as possible to a school principal.

10
11 Each school shall have a means for anonymous reporting by students of incidents of suspected
12 bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous
13 report.

14
15 Any student who is found to have knowingly made a false accusation/report of bullying may be
16 subject to disciplinary action.

17
18 Investigation Procedures

19
20 A school principal or designee shall promptly investigate any report of bullying, using a
21 Bullying/Cyber-bullying Report Form. It may include, but is not limited to, interviewing the
22 alleged target, alleged aggressor, staff members, students and/or witnesses.

23
24 A principal or designee, upon determining that bullying or retaliation has occurred, shall
25 promptly contact the parents or guardians of the alleged target(s) and the alleged aggressor(s).
26 Actions being taken to prevent further acts of bullying shall be discussed.

27
28 The investigation shall be completed within a reasonable amount of time. The parents or
29 guardians of both the aggressor(s) and the target(s) shall be notified if there has been a finding
30 that bullying has occurred. They will be updated periodically during the investigation, and, upon
31 its completion, shall be informed of the results, including whether the allegations were found to
32 be factual, whether a violation of this policy was found, whether disciplinary action has or shall
33 be taken, and whether or what steps will be taken to prevent retaliation or further acts of
34 bullying.

35
36 A principal or designee shall assess an alleged target's needs for protection and create and
37 implement a safety plan that shall restore a sense of safety for that student.

38
39 Confidentiality shall be maintained to protect all parties, which includes, but is not limited to,
40 alleged aggressor(s) or target(s), a person who reports bullying, or provides information during
41 an investigation of bullying, or is witness to or has reliable information about an act of bullying.

42
43 Disciplinary Actions

44
45 If a school principal or designee determines that bullying has occurred, he/she shall take
46 appropriate disciplinary action, and if it is believed that criminal charges may be pursued against
47 the aggressor, the principal shall notify the appropriate local law enforcement agency and notify
48 the superintendent.

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 Assistance

5
6 The LPS may provide appropriate counseling or referral to appropriate services, including, but
7 not limited to, guidance, academic intervention, and protection to any affected students, as
8 necessary.

9
10 Documentation

11
12 Each school shall document any incident of bullying that is reported per this policy, and the
13 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
17 and amend this policy.

18
19 Confidentiality shall be maintained consistent with the school's obligations under law.

20
21 Retaliation

22
23 Reprisal or retaliation against any person associated with a report of bullying or the investigation
24 thereof is prohibited. Disciplinary action for a person who is found to have engaged in reprisal
25 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,
32 responding to, and reporting incidents of bullying. The faculty and staff at each school shall be
33 trained annually on the bullying prevention and intervention plan applicable to the school.

34
35 Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into
36 the curriculum for all K to 12 students.

37
38 Publication and Notice

39
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
44 The superintendent or designee shall provide written notice annually of the bullying prevention
45 and intervention plan to all school staff.

46
47 Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty
48 and staff shall be included in faculty handbooks.

1 The bullying prevention and intervention plan and policy shall be posted on the LPS website.
2
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4
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8
9

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
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18 MGL 71:37O
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
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