

**LEXINGTON SCHOOL COMMITTEE MEETING**  
**Monday, April 13, 2015**  
**Lexington High School, Library Media Center**  
**251 Waltham Street**

**6:15 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.)

**6:16 p.m.     Superintendent’s Announcements:**

**6:17 p.m.     School Committee Member Announcements:**

**6:18 p.m.     Agenda:**

1. Vote to Appoint Ian Dailey as Interim Director of Finance and Business Operations  
Effective July 1, 2015 (1 minute)
2. Discussion of Town Meeting Articles (1 minutes)
3. Update on Discussion of School Committee Goals and Schedule for District Goals  
(5 minutes)
4. School Committee Policies (20 minutes)  
Review and Approve in Form the Following Section J Polices:
  - a. JB – Equal Opportunity Policy (Lexington’s Current)
  - b. JB – Equal Opportunity Policy (MASC) – PMRS Recommends
  - c. JBA – Student-to-Student Harassment
  - d. JC – Attendance Areas
  - e. JCA – Assignment of Students to Schools
  - f. JCAC – Student Transfer Policy
  - g. JEB – Entrance Age
  - h. JF – School Admissions
  - i. JFAB – Non-Resident Students
  - j. JFABB – Admission of Exchange Students
  - k. JFABC – Admission of Transfer Students
  - l. JFABD – Homeless Policy (Lexington’s Current)
  - m. JFABD – Homeless Students: Enrollment Rights and Services (MASC)
  - n. JFBB – School Choice
  - o. JFBB-1 – School Choice

**6:45 p.m.**     The School Committee will recess and reconvene at approximately 6:45p.m. with the Board of Selectmen in Room 148 at Lexington High School. It is anticipated that the School Committee will go immediately into Executive Session.

**6:45 p.m.     Executive Session – Lexington High School, Room 148 (with Board of Selectmen):**

- (Approx.)
1. Exemption 6: Estabrook Update
  2. Exemption 3: Coalition Bargaining

**7:30 p.m.**     The School Committee will remain in session and relocate to Lexington High School Auditorium for the purpose of participating in Town Meeting.

The next meeting of the School Committee is scheduled for Wednesday, April 15, 2015, at 6:30 p.m. in the Lexington High School, Library Media Center, 251 Waltham Street.

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

## EQUAL OPPORTUNITY POLICY

### I. PURPOSE AND SCOPE

The purpose of the Lexington Public Schools is the fullest possible development of every child. Consistent with this philosophy, the Lexington School Committee reaffirms its policy on equal opportunity based upon these beliefs and recognition of its responsibility to the laws of the town, state and nation:

1. That our free society is founded in the worth and dignity of all persons.
2. That each person is unique.
3. That a free society depends upon the actions and interactions of its individual members.
4. That all persons have fundamental needs to fulfill their highest potential and to achieve stature in their own eyes.
5. That freedom, justice and equal opportunity are more than mere aspirations; they are inherent rights accruing to all.
6. That the cultural diversity of our nation has been, is and will continue to be a source of enrichment, stimulation and strength.

### II. APPLICATION

It is the policy of the Lexington School Committee that:

No student whether residing in Lexington or accepted on tuition shall be excluded from or discriminated against in admission to the public schools or in obtaining the advantages or privileges of the courses of study, activities, services or resources available on account of race, color, sex, age, disability, sexual orientation, religion, national origin, or handicap.

Personnel actions and practices shall be so conducted that the recruitment, selection, assignment and promotion of new or present staff will be based on a range of factors including but not limited to education, credentials, employment experience, life experience, as well as the fact that members of minorities and other underrepresented groups bring diversity to the school system, ~~qualifications: achievement, ability to work effectively in a school environment and demonstrated excellence or promise of excellence.~~ All employees including teachers, principals, ~~extracurricular supervisors, -nurses, secretaries, and other clerical assistants, custodians, maintenance employees, cafeteria workers, data processing specialists, supervisory personnel and administrators,~~ shall be selected, assigned, promoted or discharged in accordance with procedures and standards that are designed to protect the right of students and staff members not to suffer discrimination on grounds of race, color, religion, sex, age, national origin, or handicap.

It shall be the responsibility of the School Administration to give directions and establish procedures to ensure that all programs, policies, procedures, materials and activities will support the policy of the School Committee and the laws of the town, state and nation which guarantee to students and employees that they shall not be discriminated against on the basis of race, sex, age, disability, sexual orientation, religion, color, age, national origin, or handicap.

The School Committee recognizes that actions having serious discriminatory effects can sometimes occur unintentionally, for example, by simple adherence to established or habitual patterns of thought or conduct. Accordingly, the School Committee calls upon all staff members to consider at all times whether any of the methods or practices used in our schools or school system may be having the unintended effect of depriving any student, employee, or prospective employee of equal opportunities or advantages, and to suggest or initiate appropriate corrective action where needed. For example, the staff shall take care in the selection of educational materials, print and non-print, in the total school curriculum (K-12) in all subjects and disciplines.

The staff is strongly encouraged and will sometimes be required to participate in system-sponsored workshops, in-service programs, and other educational activities to develop an understanding and respect for the experience and need of the members of each sex, sexual orientation, race, religion, and culture which will give them opportunities to understand the challenges and problems of inter-group relationships.

Meritorious contributions by staff members to the full realization of the School Committee's policies on non-discrimination and equal opportunities will be considered by the School Administration and School Committee in determinations respecting leadership awards, salary increases, promotions, and the like.

Voted 9/13/76  
Amended 8/8/77  
Reformatted 8/28/02

SOURCE: Lexington

*Underlining and cross-outs as in policy. This is obviously a policy that was being revised, but it is not clear if the revisions were adopted or not.*

## EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation or physical and intellectual differences.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin, homeless status, or sexual orientation.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

SOURCE: MASC

UPDATED: June 2012

LEGAL REFS.: Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375  
Title IX, Education Amendments of 1972  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
BESE regulations 603 CMR 26:00  
BESE regulations 603 CMR 28.00

CROSS REF.: AC, Nondiscrimination

**NOTE: The cross reference is to a related statement in this manual. The change in 1993 was to add the classification of sexual orientation in the specific definitions protected by law against discrimination.**

## STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the [Lexington Public Schools](#). This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

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Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

SOURCE: MASC

UPDATED: June 2012

LEGAL REF.: M.G.L. 151B:3A  
Title VII, Section 703, Civil Rights Act of 1964 as amended  
BESE 603 CMR 26:00

REFS.: "Words that Hurt," American School Board Journal, September 1999  
National Education Policy Network, NSBA

***Lexington Public Schools***

## ATTENDANCE AREAS

Attendance areas for the various schools of the town will be drawn up by the Superintendent and approved by the School Committee. The primary considerations that govern the establishment of a school attendance area are school capacity and transportation considerations. Generally, students will attend the school in the attendance area in which they live.

In establishing an attendance area, the following general guidelines will also be applied:

1. Use of safe walking conditions consistent with the Committee's transportation policies; where possible, major traffic thoroughfares and natural barriers will be used for boundaries.
2. [The Committee encourages walking and bicycling to school and prefers boundaries that maximize these transportation options for students.](#)

From time to time an overcrowded condition in an existing school, the development of new residential areas, or the opening of a new school may require the establishment or change of previously established school attendance areas.

The Committee will confer with community representatives prior to setting new attendance lines. However, the Committee's primary basis for judgment must be equality of educational opportunity for all students rather than the personal desires of any one group.

The Superintendent is authorized to make exceptions to attendance lines for individual children in the best interests of the student and/or the school.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J  
Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75  
Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74  
Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans which Involve Redistricting, adopted 4/24/73

CROSS REF.: JCA, Assignment of Students to Schools

**NOTE: This category is for a statement on methods of establishing attendance areas. A map or written description of areas is sometimes included in a policy manual as an exhibit document coded JC-E.**

**The cross reference above is to a closely related category in the NEPN classification system. Use code JCA for any requirement for students to attend the school in their attendance area and any exceptions to the requirements.**

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### ASSIGNMENT OF STUDENTS TO SCHOOLS

Generally, students will be required to attend school in the attendance area in which they reside, unless the Superintendent has granted special permission.

Special permission may be granted for the following reasons:

1. If the change involves a hardship case, medical considerations, or significant educational needs.
2. If the change appears to be in the interests of the child, of the schools, and for disciplinary and administrative reasons.
3. If the legal residence of a student changes from one attendance area to another during the school year, the student will be reassigned to the school that corresponds with their new address. Requests for exceptions may be made to the superintendent and factors will include space available and educational needs of the child.
4. To permit secondary school students to take courses not offered in their assigned schools.

School bus transportation will not be provided for students attending schools outside their attendance area unless they can be accommodated on existing bus routes and schedules, or unless a student's educational needs qualify them for special education transportation.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J  
 Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75  
 Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74  
 Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans which Involve Redistricting, adopted 4/24/73

CROSS REF.: JC, Attendance Areas

**NOTE: The cross reference is to a related category in the NEPN classification system.**

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## STUDENT TRANSFER POLICY

### I. PURPOSE AND SCOPE

The Lexington Public Schools recognizes there are situations where, in the best interest of a student, he/she should be transferred to an out-of-district school. Transfers may be made when (1) a student with special needs requires placement in a program provided in an out-of-district school; or (2) when a change in a student's social or learning environment is likely to achieve significantly improved conditions for adjustment and/or learning (to ameliorate conditions apparently aggravating emotional, psychological or behavioral problems). To effect a transfer, space must be available in the receiving program or classroom. Approval of any transfer request rests with the Superintendent of Schools.

Transfers are conditional and may be renewed annually, depending on space available in the years following the initial transfer. Parents will be informed in May of each year as to the possibility of continuation of the transfer\* Even in circumstances where continuation appears likely, a new Transfer Request Form must be completed.

The School Committee reserves the right to reconfigure or redistrict schools based on student population and space availability. In the case of such redistricting, students must revert to their "home" districts and re-apply for transfers. Transportation will be the responsibility of the parents.

### II. APPLICATION

#### A. Special Needs Placements

After routine evaluation procedures, the staff will develop an educational plan recommending placement in a program or setting only available at another school. This process involves the appropriate receiving administrator and school staff. The Administrator of Special Education will fill out and send a Request for Transfer form to the Superintendent. If transportation is necessary, it will be arranged by the Transportation Coordinator.

#### B. Placements for Emotional Adjustments and/or Learning Needs

Parents seeking to transfer a student to an out-of-district placement must submit the Request for Transfer Form to the sending Superintendent of Schools by May 15 of the year preceding the year of the desired transfer placement. Transfer requests will be honored insofar as student enrollments and classroom capacities allow. Parents will be notified of the acceptance or rejection of their transfer request by August 1.

Criteria to be used in making a decision about a transfer request include, but are not limited to the following: ensuring there is sufficient space in the requested grade based on guidelines listed in the Administrative Procedure. Exceptions to this policy may be made by the Superintendent of Schools, often in consultation with the child's principal, for extenuating circumstances.

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A parent may request his/her child remain in the assigned school when parents move within the town but out of that school's district. Such request will be automatically honored if the student is in or will be in his last year of school in an elementary or middle school. A transfer form must be processed, even though the request will be approved automatically. It may be considered if the student has completed 4<sup>th</sup> grade in an elementary school, and the 7<sup>th</sup> grade in a middle school. The parent must present reasons supporting remaining in the former school district and the process will be followed as above.

For any student granted a transfer under the above, parents will be responsible for transportation to the out-of-district school. The Lexington School Committee cannot guarantee transportation for transfer students; however, if a school bus has room and can be boarded at a regular stop, a student may ride, after securing authorization from the Director of Business and Finance. The selection of the receiving school is the decision of the Lexington Public Schools.

Voted: 4/6/94  
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SOURCE: Lexington

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**Moved up [1]:** Parents seeking to transfer a child to an out-of-district placement must submit the Request for Transfer Form to the sending Principal by May 15 of the year preceding the year of the desired transfer placement. Transfer requests will be honored insofar as student enrollments and classroom capacities allow. Parents will be notified of the acceptance or rejection of their transfer request as early as possible before the start of the school year. .

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### ENTRANCE AGE

In an attempt to permit children to enter kindergarten or first grade at the time most appropriate for them individually, the School Committee establishes the following policy on entrance age:

1. Children who will be five years of age before September 1 of the school year during which they wish to enroll will be eligible to enter kindergarten in September.
2. Initial admission of children to the first grade (or other grades) will involve a consideration of both chronological age and the readiness of the children to do the work of those grades.

SOURCE: MASC

LEGAL REFS.: M.G.L. 15:1G  
Board of Education Regulations for Entrance to First Grade and Kindergarten,  
adopted 7/20/71

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## SCHOOL ADMISSIONS

All children of school age who reside in the town will be entitled to attend the public schools, as will certain children who do not reside in the town but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.

Advance registration for prospective kindergarten students will take place in the spring. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency is required by the school administration.

SOURCE: MASC

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A  
603 CMR 26.00

CROSS REFS.: JLCA, Physical Examination of Students  
JLCB, Inoculations of Students  
JFBB, School Choice

**NOTE: Use this category for statements covering all school admissions. Statements on exceptions to general residency requirements, tuition charges for nonresident students, admission of students from neighboring towns on a transfer basis, should be filed under the appropriate following categories:**

**JFAB, Admission of Non-resident Students**  
**JFABA, Non-resident Tuition Charge**  
**JFABD, Admission of Homeless Students**  
**JFABB, Admission of Foreign Students**

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## NON-RESIDENT STUDENTS

Eligibility for enrollment in the Lexington Public Schools is governed by Mass. General Laws, Chapter 76. Except as provided for in collective bargaining agreements, the School Choice Law, the METCO Plan, the McKinney Homeless Act or as provided below, the Lexington Public Schools will not admit students who do not actually reside in the town of Lexington.

Residence is defined as sleeping in the town of Lexington for at least four (4) nights per week.

### II. APPLICATION

#### 1. Attendance as a private tuition student:

A nonresident student may be considered for admission to the Lexington Public Schools on a private tuition basis only if he/she meets the following criteria:

the student attended Lexington on a private tuition prior to June 30, 1991 or is the sibling (or step-sibling) of or foster child residing in the home of such a student.

A student who meets this criteria may attend the Lexington Public Schools upon (a) the approval of the Superintendent and the availability of space; and (b) upon the payment of tuition set by the School Committee.

#### 2. Attendance by arrangement with another school committee:

The Superintendent may make arrangements with a neighboring community for a Lexington pupil to attend school in that community or for a student from another community to attend school in Lexington in the following circumstances:

- (a) the student requires special education pursuant to Mass. Gen. Laws, c. 7 IB (Chapter 766) and/or related federal laws;
- (b) a student moves to or from Lexington after the beginning of the school year and requests permission to complete the year in his/her former place of residence;
- (c) a student entering his/her senior year of high school who moves to or from Lexington and requests permission to attend school in his/her former place of residence during his/her senior year; or
- (d) a student is admitted to Lexington pursuant to an agreement with the school committee of the community in which the student resides. (See M.G.L. C16 s. 12).

Such arrangements are contingent upon the respective school committees reaching mutually agreeable terms for such attendance, the payment of tuition and upon the availability of space as determined by the Superintendent of Schools.

3. Children of town employees:

Students whose mother, father or legal guardian are employed by the Town of Lexington may, pursuant to the provisions of collective bargaining agreements which so provide, attend the Lexington Public Schools when the Superintendent has determined that space is available in the classrooms and programs which the student needs. Lexington will not be responsible for providing transportation to students who are enrolled pursuant to the provisions of collective bargaining agreements. In the event that student requires special education services which are not available in Lexington, the community of the student's residence will be responsible for the provision of said services.

4. Students who reside in Lexington for the sole purpose of attending the Lexington Public Schools:

Students who take up residence in Lexington for the sole purpose of attending the Lexington Public Schools will be charged tuition which shall be set by the school committee (M.G.L. c. 16 s. 6).

Students who are admitted with "student Visas" will be charged tuition unless they are admitted pursuant to a "foreign exchange program," e.g. American Field Service (AFS) or ASSE International Student Exchange Program, which has been approved by the school committee prior to the time of enrollment. (See "Guidelines for Admission of Exchange Students".)

Unless the student is enrolled pursuant to a "foreign exchange program" approved by the School Committee or agrees to pay tuition, Lexington will not participate in the application process required for a student visa.

5. Tuition Rate:

The rate for tuition set pursuant to this policy shall be the average per pupil cost for regular and special education services for said period of attendance. The school committee may waive part or all tuition upon the recommendation of the Superintendent of schools. All tuition due in accordance with this policy must be paid in advance at the time of initial enrollment and on or before the first day of school of each subsequent school year. In the event that a student withdraws or is expelled from school prior to the end of the school year, the tuition paid will be refunded at the rate of 1/180 of the amount already paid for each school day remaining in the school year.

LEGAL REFS.: M.G.L. 76:6; 76:12; 76:12A; 76:12B; 71:6A

Date approved by School Committee: January 2, 1996  
Reformatted: 4/2003

SOURCE: Lexington

## ADMISSION OF EXCHANGE STUDENTS POLICY

### I. PURPOSE AND SCOPE

The Lexington Public Schools will accept tuition free, on a space available basis, enrollment of exchange students fluent in the English language, participating in an officially recognized exchange program, and residing in Town. A limit of four exchange students per year may be accepted.

Exchange programs recognized by the Lexington Public Schools include:

- American Field Service
- ASSE International Student Exchange Program

Exchange students sponsored by other organizations may also be recommended by the Superintendent.

Verification of local residence and pertinent records must be in the hands of the principal before admission will be permitted.

Voted: June 7, 1985

Reformatted: 12/02

SOURCE: Lexington

### **ADMISSION OF TRANSFER STUDENTS**

A student may withdraw from a Commonwealth charter school at any time and enroll in the school district in which said student resides. To maintain enrollment stability, encourage promotion based on academic standards, and discourage social promotion, the school district will consult with the student's charter school regarding placement and eligibility for graduation and enroll the student at the grade level the school district determines appropriate.

The time of the school year when enrollment is sought shall be a factor in determining the student's grade level placement. The school district may determine that a student seeking enrollment after the mid-point of the academic year may not be eligible for promotion or graduation in that academic year.

SOURCE: Massachusetts Department of Elementary and Secondary Education

### **ADMISSION OF TRANSFER STUDENTS**

The school district will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the school district including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement or eligibility for high school graduation.

To the same extent provided for other students enrolling in the school district, students who enroll in the school district from a Commonwealth charter school shall be subject to the graduation requirements of the school district, may have certain graduation requirements waived, and may make-up certain graduation requirements.

LEGAL REFS.: Chapter 12, Section 11 of the Acts of 2010

SOURCE: MASC February 2011

## HOMELESSNESS POLICY

### Homeless Students: Enrollment Rights and Services

#### I. Background of Policy:

The purpose of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education as provided to other children and youths.

#### II. Purpose & Scope:

To the extent possible and as required by law, the district will work with homeless students and their families to provide, stability in school attendance and other services. Special attention will be given to ensuring the attendance and equal access of homeless students so as to provide equal opportunity to succeed in school.

#### Definition of Homeless Student:

Any individual who lacks a fixed, regular, and adequate nighttime residence, including:

- Sharing housing of other persons due to loss of housing or economic hardship or similar reason;
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Being abandoned in hospitals;
- Awaiting foster care placement;
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings;
- Migratory children living in conditions described in the previous examples;
- Unaccompanied Youth—a youth not in the physical custody of a parent or legal guardian, and not in the custody of a state agency.

#### District Homeless Education Liaison:

The McKinney-Vento Act requires every school district to designate a staff person to serve as the Homeless Education Liaison. The Liaison's role is to:

- Identify children in homeless situations;
- Ensure that homeless students enroll in and have a full and equal opportunity to succeed in school;
- Ensure that they receive the educational services for which they are eligible;
- Inform students and parents of educational opportunities and educational rights;
- Assist in resolving disputes; and
- Assist with and inform students and parents of transportation services.

The Superintendent will designate the Lexington Public Schools' district liaison for homeless students and families.



### III. Application:

#### Enrollment:

School districts must immediately enroll a homeless student in school, even if they do not have the documents usually required for enrollment—such as school records, medical records, or proof of residency.

Based on the homeless student's best interest, the student can:

- Continue his/her education in his/her school of origin (the school the student attended prior to becoming homeless or in which the student was last enrolled) while homeless or until the end of the academic year in which the student obtains permanent housing and is no longer deemed homeless; or
- Enroll in the public school assigned to the attendance area in which the student is actually living.

#### Unaccompanied Youth

- In the case of an unaccompanied youth, the district will assist in any placement or enrollment decision, consider the views of the unaccompanied youth, and provide the youth notice of the right to appeal the decision.
- If there is an enrollment dispute, the student or unaccompanied youth shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The district must provide the parent/guardian or unaccompanied youth with a written statement of the school placement decision and a notice of the right to appeal the decision.
- The parent/guardian or unaccompanied youth must be referred to the Homeless Education Liaison who will expeditiously carry out the dispute resolution process. The final decision in such a situation resides with Massachusetts Commissioner of Education.
- The district or enrolling school shall assist with obtaining records by contacting the school last attended by the student to obtain relevant academic or other records.

#### Transportation:

The school district will ensure that transportation is provided, at the request of the parent, guardian, unaccompanied youth, or Homeless Education Liaison, to and from the school of origin. If the student is attending school in the district where he/she temporarily lives, that district is responsible for transportation. If the school of origin is in a different district, or a homeless student is living in another district but will attend his/her school of origin in Lexington, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

#### Services:

Homeless students will be provided any district services for which they are eligible, including pre-school, special education, transportation services, and school nutrition programs. School officials may accept documentation that students are homeless from the Homeless Education Liaison as the determination of eligibility for free lunch.

The District Homeless Education Liaison will ensure that parents and guardians of homeless students are informed of the educational and related opportunities available to their children, including transportation to and from the school of origin, and that parents and guardians are provided with meaningful opportunities to participate in their child's education.

File: JFABD

The schools will maintain records for homeless students as are ordinarily kept for all students and such that the records are available in a timely fashion when the student enters a new school or district.

LEGAL REFS.: Federal Law: The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. 11431 et seq.  
Massachusetts Department of Elementary and Secondary Education, Office for the Education of Homeless Children and Youth, <http://www.doe.mass.edu/mv>

SOURCE: Lexington

## **HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples.

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

SOURCE: MASC

LEGAL REFS.: Title I, Part C  
No Child Left Behind Act, 2002

## SCHOOL CHOICE

It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12B) and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students be given priority placement in any classes or programs within the District.
4. That the selection of non-resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language.

SOURCE: MASC

UPDATED: June 2012

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B  
BESE Regulations 603 CMR 26.00

### SCHOOL CHOICE

It is the policy of this school district **not** to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12B.) This decision must be reaffirmed annually prior to June 1st by a vote of the School Committee following a public hearing. In the event the [Lexington](#) School Committee votes to participate, the following local conditions would apply:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, a public hearing will be held to review participation in the school choice program.
3. That resident students be given priority placement in any classes or programs within the district.
4. That the selection of non-resident students for admission when the number of requests exceeds the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the district until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religious creed, national origin, sex, gender identity, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language.

SOURCE: MASC

UPDATED: June 2012

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B  
BESE Regulations 603 CMR 26.00