

Lexington Public Schools

146 Maple Street ♦ Lexington, Massachusetts 02420

INDEX OF POLICIES

1. Acquired Immune Deficiency (AIDS)
2. Attendance
3. Bullying Prevention and Intervention Plan
4. Child Abuse and/or Neglect
5. Field Trips
6. Health
7. Homework
8. Internet
9. Life Threatening Allergies
10. Prohibiting Harassment
11. Religious Observations
12. School Council
13. Smoking on School Premises
14. Standards for Acceptable Use of Technology
15. Student Conduct and Discipline
16. Wellness

Kindly sign below to acknowledge that you have received and reviewed copies of the above listed policies. Thank you.

Print Name

Signature

_____/_____/_____
Date

LEXINGTON SCHOOL COMMITTEE POLICY

AIDS (Acquired Immune Deficiency Syndrome) and HIV (Human Immunodeficiency Virus)

**Date Approved by
School Committee:**

1990

Signature of Chair:

On File

Page 1 of 3

I. PURPOSE AND SCOPE

The policy we have developed for students and staff infected with AIDS/HIV is based on research which has shown that the infection is not transmitted casually and, therefore, it is safe for other students and staff members to work and study with them.

The guiding principles of our policy are the recognition that students with AIDS/HIV will be attending school, employees with AIDS/HIV will be working in the school system and that it is their legal right to do so. In accordance with these principles, the policy's procedures are designed to meet the students' and employees' health and social needs, safeguard their privacy and assure their continuing education and employment.

II. APPLICATION

The anonymity of persons with AIDS/HIV is protected by law. Further, individuals with all conditions related to AIDS/HIV are protected from discrimination under both federal and state law. Neither attendance at school nor employment may be denied to an individual with AIDS/HIV. Therefore, no student or staff member may be discriminated against in school attendance or employment on the basis of his/her diagnosis of AIDS/HIV.

Because the diagnosis of AIDS/HIV is a confidential matter between the individual student or staff member and his/her physician, the school system may not be aware of it. If the Superintendent has been notified that a student or staff member is infected with HIV, he/she shall follow a standard procedure to support the person with the illness and to insure the safety of all individuals in the school setting.

The guidelines of the policy are as follows:

I. School Attendance Policy for Students

- A. All students diagnosed as having AIDS or HIV infection have the right to attend regular classes.
- B. The student's personal physician is the medical manager of the student with AIDS or HIV infection. Medical management includes acting as the "gatekeeper" for the child's attendance at school.
- C. In the case of HIV, the Superintendent or designee shall determine whether the person who is infected has a secondary infection, such as tuberculosis, that constitutes a recognized risk of transmission in the school setting. This is a medical question, and the Superintendent shall answer it by consulting with the following people: the student's physician, a qualified public health official who is responsible for such determinations; the student; and the student's parent or guardian. This group shall also discuss ways that the school may help anticipate and meet the needs of the student who is HIV positive.
- D. If there is a secondary infection that constitutes a medically recognized risk of transmission in the school setting, the Superintendent shall consult with the physician, public health official, the student and the student's parent or guardian to develop an individually tailored plan.
- E. If an individually tailored plan is necessary, it shall have minimal impact on the student's education. It must be medically, legally, educationally, and ethically sound. The Superintendent will establish guidelines for periodic review of the case and will oversee implementation of the plan in accordance with local, state, and federal laws, including due process and appeal. (Relevant state and local laws should be included here.)
- F. If there is no secondary infection that constitutes a medically recognized risk of transmission in the school setting, the Superintendent shall not alter the education program for the student. However, the Superintendent or designee shall periodically review the case with the student, the student's parent or guardian, and the medical advisors described above.
- G. If there is a known instance of transmissible disease among students, the parents/guardian shall be notified by the Superintendent or designee.

- H. Siblings of students with AIDS or HIV have the right to attend school without any restrictions.

II. Personnel Employment Policy

- A. Employment - Any employee diagnosed as having AIDS/HIV shall not be discriminated against in employment and shall not be terminated from employment because of such a condition.
- B. Any employee who is unable to work because AIDS/HIV or related conditions shall be entitled to the same benefits as any employee with illness or disability in accordance with School Committee policy and the terms of the respective employee contract agreements.

III. Prevention Education

In order to support AIDS prevention education in the Lexington Public Schools, the School Committee affirms its commitment to a K-12 comprehensive health education life skills program.

- A. AIDS/HIV prevention education will be emphasized at developmentally appropriate levels throughout the Life Skills curriculum.
- B. In addition, the School Committee will support ongoing efforts to train all staff in AIDS/HIV awareness.

III. BACKGROUND

HIV, the virus that causes AIDS, is not transmitted by casual, everyday contact. Epidemiologic studies show that HIV is transmitted via sexual intercourse, sharing of needles among intravenous drug users, or blood to blood contact. To date, there is no evidence that the AIDS virus can be transmitted by sitting near, living in the same household with, or playing with an individual with AIDS. There is no evidence that AIDS/HIV can be acquired through air, food, water or close non-sexual contact such as coughing, sneezing, hugging, sharing of eating utensils or toys, or shaking hands.

PROCEDURE PAGE

AIDS (Acquired Immune Syndrome) and HIV (Human Immunodeficiency Virus)

APPENDIX A

UNIVERSAL PRECAUTION GUIDELINES

All blood should be handled in accordance with the following universal precaution guidelines:

- a. Treat blood with respect.
- b. All blood spills should be cleaned up promptly by trained personnel.
- c. Inspect the intactness of your skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean up. Latex gloves contribute an added measure of protection, but are not essential if your skin is intact.
- d. Blood spills should be cleaned up with a solution of one part household bleach to ten parts water.
- e. Always wash your hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of your body (be especially careful not to touch your eyes before washing up.) Soap and water will kill HIV.
- f. Other body fluid spills (urine, vomitus, feces), unless grossly blood contaminated, need only be cleaned up in the usual manner. They do not pose a significant risk of HIV infection.

APPENDIX B

RECOMMENDATIONS FOR FOOD HANDLERS

1. A food handler diagnosed as having AIDS, or HIV infection is not cause for excluding food handlers from work or for restricting that worker's activities on the job. Since being infected with the virus alone poses no risk to employee safety or product quality, no changes or precautions need be initiated in the work place.
2. The health standards for personnel are applicable to all food handlers and are clearly outlined in Chapter X of the Massachusetts State Sanitary Code as follows:

590.008 Employee Health

To employee, while infected with a disease in a communicable form that can be transmitted by foods, or who is a carrier of organisms that cause such a disease or while affected with a boil, infected wound, or acute respiratory infection, shall work in a food establishment in any capacity in which there is a likelihood of such person contaminating food or food-contact surfaces with pathogenic organisms or transmitting disease to other persons.

A food handler diagnosed as having AIDS or HIV infection should not be permitted to work when he/she develops a secondary infectious disease that can be communicated to others -- hepatitis, for example.

3. When an injury occurs during food preparation, food contaminated with blood or body fluids should be immediately discarded. Contaminated work surfaces should be sanitized with a 10% bleach solution.

LEXINGTON SCHOOL COMMITTEE POLICY

SCHOOL POLICY ON ATTENDANCE

Date Approved by
School Committee:

On file

Signature of Chair:

On File

Page 1 of 2

I. BACKGROUND

Massachusetts law requires compulsory attendance for students. At Lexington High we believe that classroom activities are central to the educational process, and when missed, can never be fully replicated or entirely made up. Pupils who frequently miss school and/or classes experience great difficulty in achieving the maximum benefits of schooling because absence disrupts the continuity of the instructional process, the benefit of regular classroom instruction is lost, and the missed work cannot be entirely regained through extra-class and after-school instruction.

II. APPLICATION

A student is expected to:

1. Attend and be on time for all scheduled classes, homerooms, required study periods, and other required activities.
2. Seek permission for absence from the associate or assistant principals in advance of the absence, except in emergencies.
3. Obtain assistance from the teacher to make up assignments and tests.

A teacher is expected to:

1. Report daily attendance and tardiness for all classes, homerooms, study periods, and other required activities.
2. Maintain accurate attendance records.
3. Notify parents of unexcused class absences through contact made promptly after the first such absence each quarter. In cases where the teacher is unable to reach the parent, the teacher will inform the student's administrator who will make the contact.
4. Assign detentions at his/her discretion for class tardiness with teacher supervising own students.
5. Assist students in completing their assignments and tests, when absences are excused.

SCHOOL POLICY ON ATTENDANCE

**Date Approved by
School Committee:**

On file

Signature of Chair:

On File

Page 2 of 2

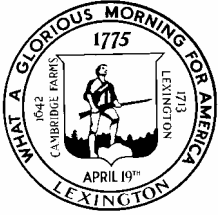
An administrator in concert with the student's counselor is expected to:

1. Notify parents of unexcused absences or school tardiness through telephone contact or by a conference.
2. Review student requests for excused absences.
3. Assign two (2) detentions for each unexcused absence and consult with pupil personnel staff where appropriate.

Appeals Process

In cases where parents and students are in disagreement with the associate or assistant principal's decision, the established appeals process shall be followed. All appeals will be directed to the principal, then to the superintendent and thereafter, to the School Committee.

Reformatted: 4/2003



Lexington Public Schools

146 Maple Street ♦ Lexington, Massachusetts 02420

Lexington Public Schools Attendance Policy Procedure

When a Student Is Absent:

1. The student's parent (or student if over 18 and has signed a notification form obtained from the student's building administrator) must communicate the reason for the absence, by telephone, note or personal visit, to the appropriate building office.
 - (a) before 1:00 p.m. on the day of the absence, or
 - (b) anytime before the absence if the absence is planned in advance.

(Note: If circumstances arise during the school day, the building office must be immediately notified in order to be excused from the advance notice requirement.)

2. In the case of extraordinary circumstances, where parents find it impossible to call on the day of the absence, on the day he/she returns to school, the student must present an absence note.

Note: If a student is absent on the last day before a school-sponsored event (whether the event is scheduled for that same day or evening or during a holiday or weekend) the student must present the coach or sponsor with a note from his or her parent explaining the absence and giving permission to participate. After evaluating the explanation, the coach or sponsor will determine whether participation is appropriate.

3. When a parent (or 18-year-old student) requests absence, he/she shall seek approval from the principal, associate or assistant principals for such absence. Permission will generally be granted assuming that the reason for absence cannot be fulfilled outside of the regular school days or hours.
4. It shall be the obligation of the student to seek assistance from the teacher and to schedule make-up assignments and tests. Faculty members shall assist all excused students during regular office hours or after school hours.
5. Students who are absent unexcused may not make up any tests or assignments and shall lose one general credit towards graduation for each time he or she is absent unexcused twice in the same course throughout the year. Course grades shall reflect student achievement and not specifically be affected by excused absences.
6. The principal shall be responsible for the administration of this policy and assurance that parents are informed about each student's absence.

LEXINGTON SCHOOL COMMITTEE POLICY

BULLYING PREVENTION AND INTERVENTION PLAN POLICY

First Reading: November 30, 2010

Second Reading: December 14, 2010

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

Signature of Chair: _____ On File _____

Page 1 of 5

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

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

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

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

- wire
- radio
- electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, facsimile communications, cell phone or texting.

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

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

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

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

Bullying is prohibited:

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

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

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

Prevention and Intervention Plan

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

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

Reporting

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 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.

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

Assistance

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.

Documentation

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.

The superintendent or designee shall inform the School Committee periodically of any trends or implications of these reports in order to give the School Committee the opportunity to review and amend this policy.

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

Retaliation

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, but is not limited to, suspension or expulsion.

Training and Assessment

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

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

Publication and Notice

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-appropriate terms.

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

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty 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
3
4
5
6
7
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
15 Federal Regulation 74676 issued by EEO Commission
16 Title IX of the Education Amendments of 1972
17 603 CMR 26.00
18 MGL 71:37O
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
25
26
27

28 LEXINGTON PUBLIC SCHOOLS POLICIES: [PROHIBITING HARRASSMENT](#) (Approved:
29 2/15/03.)
30 [DISCIPLINING SPECIAL NEEDS STUDENTS POLICY](#) (Approved: on file.)
31
32
33

LEXINGTON SCHOOL COMMITTEE POLICY

CHILD ABUSE and NEGLECT POLICY

**Date Approved by
School Committee:**

October 7, 2003

Signature of Chair:

On File

Page 1 of 5

I. BACKGROUND OF POLICY

The Lexington Public Schools (LPS) is dedicated to the goal of protecting our students from child abuse and neglect and to responding effectively to incidents of child abuse and neglect. LPS recognizes local, state, and national efforts to address problems associated with child abuse and neglect and will work cooperatively with all agencies with responsibility for addressing such concerns.

Massachusetts General Laws (M.G.L) c. 119, § 51A, requires that certain persons in their professional capacity are mandated to report child abuse and neglect when they have reasonable cause or suspicion to believe that a child under the age of 18 years is suffering physical or emotional injury resulting from abuse that causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse, or from neglect, including malnutrition. All employees of the LPS are mandated reporters.

This policy serves to assist all LPS employees to carry out their responsibilities effectively under M.G.L. as well as to establish responsibilities and roles for LPS child protection teams. It also establishes expectations for LPS employees to receive training in both identifying and reporting child abuse and neglect.

II. PURPOSE AND SCOPE

All employees of the LPS are mandated reporters under this policy.

LPS employees, like employees in other school departments, are in a unique position to identify potential cases of abuse and neglect of children, because of their sustained contact with school-age children. Responsible action by employees can be achieved through recognition and understanding of potential incidents of abuse, knowing and following established reporting procedures, and participating in available child abuse and neglect information/training programs.

Definition of Terms:

- **Neglect** is the failure, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care. It is understood that such inability is not solely due to inadequate economic resources or solely due to the existence of a handicapping condition. Neglect can occur while the child is in an out-of-home or in-home setting. Permitting a child to be truant or failing to enroll a child in school without providing an alternative program can constitute neglect.
- **Physical abuse** includes infliction, by other than accidental means, of physical harm upon the body of a child.
- **Emotional abuse** refers to excessive, aggressive, or unreasonable behavior by an adult that places demands on a child that are above his/her capabilities. This may include verbal attacks, humiliation, degradation, and chronic rejection of the child, close confinement of the child, or the permitting or abetting of delinquent behavior.
- **Sexual abuse** refers to any sexual contact between a caretaker and a child or the commission of a sex offense against a child as defined by the criminal laws of the Commonwealth.
- **Verbal sexual harassment** of a child by anyone, including school district employees/volunteers, is recognized as a form of child abuse and a warning sign of actual physical or sexual abuse.

All LPS employees who have reasonable cause or suspicion to believe that a child is suffering physical or emotional injury resulting from abuse or neglect shall report such a belief to the appropriate authority, according to the LPS *Child Abuse and Neglect Reporting Procedures*.

III. APPLICATION

The Superintendent of Schools has the responsibility to ensure that the LPS *Child Abuse and Neglect Policy* and the LPS *Child Abuse and Neglect Reporting Procedures* are implemented in the school system. The organizational structure to implement this policy will be through the establishment and support of building-based and system-wide Child Protection Teams.

Child Protection Teams (CPT)

LPS will establish and support building-based and system-wide Child Protection Teams.

Building-based

A building-based CPT will be established in each school. This team will consist minimally of the principal, the counselor, and the school nurse. The names of the members of the building-based team will be made known to all employees working in the building.

Each team will:

- meet at the beginning of each school year to review the LPS *Child Abuse and Neglect Policy* and the LPS *Child Abuse and Reporting Procedures*,
- conduct one child abuse and neglect information/training workshop for the school's employees in the first month of each school year,
- collaborate with the system-wide CPT and community agencies regarding programs to raise awareness of issues of child abuse and neglect, and
- coordinate mental health services to children deemed to be suffering from child abuse and neglect and to their families, whenever they are requested or considered to be necessary.

System-wide

LPS will have a system-wide CPT. This team will consist minimally of a representative from each building-based team.

The Superintendent of Schools or designee will be responsible for overseeing the operation of the system-wide team. The Superintendent or designee will be responsible for maintaining data that result from reports to the Department of Social Services.

The team will:

- provide consultation and support to individual team members and to the school-based teams,
- monitor cases reported to the Department of Social Services,
- review and evaluate annually the continued efficacy of the LPS *Child Abuse and Neglect Policy* and the LPS *Child Abuse and Neglect Reporting Procedures*, and
- develop, on an annual basis, a curriculum for one child abuse and neglect information/training workshop for all school-system employees to be conducted in the first month of each school year. The curriculum will be developed with input from each of the building-based Child Protection Teams and with the advice of one or more consultants who are experts in the field of child abuse and neglect, hired by LPS in consultation with the Middlesex District Attorney's Office (MDAO).

Implementation

The procedures for implementing the Child Abuse and Neglect Policy will include information about training all LPS employees on information about child abuse and neglect and mandated reporting procedures, and maintaining documentation and record keeping resulting from reports of suspected abuse and neglect to the Department of Social Services. Nothing in this policy, however, prohibits any professional from notifying the Department of Social Services (DSS) directly when such professional has reasonable cause to believe abuse or neglect occurred. In such a case, the Building Principal and Superintendent must be informed that the suspected abuse or neglect was reported.

Training**New Employees**

Prior to the start of employment or within the first six months of employment, every new employee will be required to attend training on mandated reporting requirements pursuant to M.G.L. c. 119, § 51A.

Current Employees

Every employee will be required on an annual basis to attend training on mandated reporting requirements pursuant to M.G.L c. 119, § 51A.

Every employee will be required on an annual basis to attend a workshop that includes information on the legal and psychological aspects of child sexual and physical abuse, the impact such abuse has on children, and the appropriate response to a child who has made an allegation of abuse.

Documentation and Record Keeping

The Superintendent of Schools will:

- develop a procedure for building-based and system-wide documentation and record keeping of complaints relating to the conduct of school personnel and students regarding child abuse and neglect,
- in cases involving school personnel, develop a procedure for communicating in writing to the complainants of the status and disposition of the case, to the extent possible, without compromising the investigation or confidentiality rights of involved persons, and
- notify school administrators on an annual basis of their obligation to advise and inform the superintendent of allegations and complaints that involve suspected criminal activity as it relates to issues of child abuse and neglect.

Complaints

A person who believes the policy and/or procedures have not been correctly observed, should contact either of the following LPS administrators:

Assistant Superintendent for Human Resources
Lexington Public Schools
146 Maple Street
Lexington, MA 02420
Tel: 781-861-2580

or

Superintendent of Schools
Lexington Public Schools
146 Maple Street
Lexington, MA 02420
Tel: 781-861-2580

Penalties

According to M.G.L. c. 119, § 51A, mandated reporters are immune from civil or criminal liability when they file a report pursuant to their duties. Mandated reporters cannot be discharged, discriminated against or retaliated against by their employers if they, in good faith, make a report or testify in any proceeding involving child abuse or neglect. If any of these things happen, the employer shall be liable.

The statute also states that any person who is legally required to report suspected child abuse, i.e., is a mandated reporter, who fails to do so is subject to a criminal fine. In addition, school employees will be subject to disciplinary action by the school department up to and including dismissal.

IV. REFERENCES

- M.G.L. c. 119, §51A
- Memorandum of Understanding (MOU), an agreement between the Lexington School Committee (LSC) and the Middlesex District Attorney's Office (MDAO), February 10, 2003
- Commonwealth of Massachusetts Department of Social Services (DSS)
- Crosson-Tower, C. *Designing and Implementing a School Reporting Protocol: A How-to Manual for Massachusetts Educators*. Boston, MA: Children's Trust Fund, 1998.

LEXINGTON SCHOOL COMMITTEE POLICY

FIELD TRIP POLICY

First Reading: November 15, 2005

Second Reading: December 20, 2005

Date Approved by

School Committee: February 28, 2006

Signature of Chair: _____

Page 1 of 4

I. BACKGROUND

Lexington Public Schools field trips are intended to allow students experiences that provide them with insight, information, or knowledge that might not be learned within the classroom. As it is widely acknowledged that not all children learn in the same way, field trips allow students the opportunity to expand their learning in ways different from those typically available inside the classroom.

II. PURPOSE AND SCOPE

A field trip is student travel away from school premises that is approved by the school district through established procedures for the purpose of curriculum-related study, co-curricular activities, or for interscholastic programs.

A. Types of Field Trips

- 1. Curriculum-related:** a classroom-associated learning experience to afford students the opportunity to gain insight, information or knowledge, such as, but not limited to, a walk on adjacent conservation land, a visit to a historic site or museum, or attendance at a cultural performance.
- 2. Co-curricular:** school-sponsored experiences associated with school groups that normally meet outside regularly scheduled classes, such as, but not limited to, clubs, student organizations, or academic-related teams.
- 3. Interscholastic:** in-district or out-of-district events in which students participate as representatives of the Lexington Public Schools, such as, but not limited to, athletics, cheerleading, and the performing arts.

B. Duration of Field Trips

1. Day Trips

- a. a one-way distance from the school that does not exceed 100 miles and
- b. overnight travel is not involved

2. Long-distance and Overnight Trips

- a. a one-way distance from the school that exceeds 100 miles or
- b. overnight travel is planned between the hours of midnight and six a.m., inclusive, or
- c. an overnight stay is planned
- d. the trip is within the continental United States

3. International Trips

- a. a multi-day program beyond the borders of the continental United States

C. Inclusion

Reasonable accommodations will be provided to allow eligible students with disabilities to participate in scheduled field trips.

D. Funding

The Lexington Public Schools will strive to offer field trips with a minimum of expense to the individual student. Reasonable charges may be assessed to cover the actual field-trip costs. The Lexington Public Schools will attempt to provide field-trip scholarships to those who qualify and require them. However, no student is guaranteed a full or partial scholarship for the purpose of attending any field trip.

III. APPLICATION

A. Components of the Procedures for Field Trips

The Superintendent of Schools shall develop and promulgate written procedures for the operation of field trips that will provide for the health and safety of the students and meet the requirements of state law or regulation. Matters to be addressed include, but are not limited to, the following:

1. accommodations
2. approval process
3. cancellation/trip insurance
4. consent/waiver
5. costs
6. Criminal Offender Record Information (CORI) checks for all chaperones
7. emergency contacts
8. forms
9. fund raising
10. liability insurance
11. medical insurance and medical care
12. provision during schools hours for those students not participating
13. scholarships
14. student behavior
15. supervision/chaperones
16. transportation
17. travel plan

B. Planning

The principal is responsible for seeing that a teacher, advisor, or group of individuals proposing a field trip plans, implements, and assesses the field trip with the following guidelines in mind:

1. the objectives of the trip are specifically related to the curriculum, co-curricular experiences, or interscholastic events
2. the total ongoing school program will not be adversely affected by participation of staff and students taking the trip
3. the planning of the trip provides for the safety and access of students
4. appropriate educational experiences will be provided for those eligible students who do not participate in curriculum-related field trips scheduled on school days
5. the proposed program is feasible within the time allocated
6. if possible, and where appropriate, there should be a preview of the place to be visited by a teacher or staff member, unless the trip has been experienced previously
7. the financial impact on school system and family resources will be considered
8. the planning of the field trip provides a minimum of two adult chaperones and adult-student ratio appropriate for the particular student group and the trip
9. the primary transportation for overnight field trips will be a commercial carrier licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). Carriers with a safety rating of “conditional” or “unsatisfactory” will not be used. Trip itineraries will leave enough time for drivers to rest in conformity with federal hour-of-service requirements. (Any contract with a private carrier must prohibit the use of subcontractors unless approved by the Superintendent. The Superintendent shall not approve use of any subcontractor unless the subcontractor meets the criteria referenced previously in this section.)
10. if primary transportation for any field trip, whether day, overnight, or international trip, is other than US commercial carrier, the form of transportation will be noted on the Consent/Waiver form

C. Authorization

1. Day Trips

The building principal is vested with the authority to approve day trips.

2. Long-distance and Overnight Trips

The Superintendent of Schools is vested with the authority to approve long-distance and overnight trips.

3. International Trips

The Lexington School Committee is vested with the authority to approve all trips beyond the borders of the continental United States.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37

4. Cancellation/Exclusion from School Sponsored Trips

The Superintendent has the authority to cancel any field trips up until the time of departure for any reason. In such event, school officials will make a reasonable effort to obtain a refund of monies paid by students and parents. However, such refunds are not guaranteed.

In the event a student fails to meet expectations for appropriate conduct on a field trip, including but not limited to those set forth in the school's Code of Conduct, school staff may contact the student's parents or guardian, and staff shall have the discretion to send the student home. The student's parents or guardian shall be responsible for any additional expense incurred in such circumstances. Students may also be disciplined in accordance with the school's Code of Conduct.

5. Non-school Sponsored Trips

Teachers and other school staff sometimes privately conduct educational tours or trips involving the participation of Lexington students. The School Committee neither sanctions nor prohibits such activities, nor assumes any responsibility for them. Teachers and other school staff are prohibited from soliciting students for privately run trips through the school system.

Teachers and other school staff are expected to clearly state that such trips are not school-sponsored and that the Lexington School Committee and the Lexington Public Schools do not sanction the trip or assume any responsibility.

D. Implementation

The Superintendent of Schools will develop appropriate procedures pursuant to this policy.

LEXINGTON SCHOOL COMMITTEE POLICY

MEDICATION POLICY

Date Approved by
School Committee:

____ 11/99 ____

Signature of Chair:

____ On File ____

Page 1 of 7

I. BACKGROUND

The Massachusetts Department of Public Health requires that in order to dispense over-the-counter medications, a written order from either the private physician or from the school physician must be on file.

The school system can establish more rigid regulations, but cannot establish less stringent regulations according to Department of Public Health policies. The Lexington Public Schools have never authorized the school physician to write a blanket protocol for the administration of over-the-counter medications. Therefore, a written order from the student's private physician is required.

Note: In interpreting the Mass. General Law, medication is defined as both prescription and non-prescription medications by the National Guidelines for Administration of Medications in Schools (1991).

II. APPLICATION

A. Management of Medication Administration Program:

- (1) The school nurse shall be the supervisor of the medication administration program.
- (2) The school nurses, in consultation with the school physician, shall develop the policies and procedures relating to the administration of medication.
- (3) Medication Orders – Parental/Guardian Consent
 1. The school nurse shall insure that a proper medication order from a licensed prescriber is renewed as necessary, including the beginning of each academic school year. A telephone order for any change in medication shall be received only by the school nurse. The verbal order must be followed by a written order within three school days. Whenever possible, the medication order and the administration plan shall be developed before the student enters or re-enters school.
 2. In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:
 - a. Student's name.

- b. Name and signature of the licensed prescriber and telephone number.
 - c. Name of the medication.
 - d. Dosage of medication.
 - e. Frequency and approximate time of medication administration.
 - f. Date of the order and discontinuation date.
 - g. Diagnosis and other medical conditions requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent, guardian or student to keep confidential.
 - h. Specific direction for administration.
- 3. Every effort shall be made to obtain from the licensed prescriber the following additional information, if appropriate:
 - a. Any special side effects, contraindications and adverse reactions.
 - b. Any other medications being taken by the student.
 - c. Date of next scheduled visit, if known.
- 4. Special Medication Situations:
 - 1. Short-term medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order; if the nurse has a question, she may request a licensed prescriber's order.
 - 2. For "over-the-counter" medications, an order from the licensed prescriber is required in accordance with the regulations of the Board of Registration of Nursing.
 - 3. Investigational new drugs may be administered in the schools with a written order by a licensed prescriber, written consent of the parent/guardian and a pharmacy-labeled container for dispensing. If there is a question, the school nurse may seek consultation and/or approval from the school physician to administer the medication in the school setting.
- 5. Written authorization by the parent/guardian shall contain:
 - a. Parent/guardian's printed name, signature, and emergency phone number.
 - b. List of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medications not be documented.
 - c. Persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.

6. Medication Administration Plan:

A medication administration plan shall be established for each student in collaboration with the school nurse and parent/guardian whenever possible. The student, whenever possible (the DOE requires student consent for age 18-21 and student participation in the plan after age 14 if appropriate), shall be involved in the decision-making process.

Prior to the initial administration of the medication, the school nurse shall assess the student's health status and develop a medication administration plan to include:

1. Name of student.
2. An order from a licensed prescriber, including telephone number.
3. Signed authorization of the parent/guardian, including home and business telephone numbers.
4. Any known allergies to food or medications.
5. Diagnosis, unless a violation of confidentiality or the parent/guardian or student requests that it not be documented.
6. Name of medication.
7. Dosage of the medication, frequency of administration.
8. Specific directions for administration.
9. Possible side effects, adverse reactions or contraindications.
10. Quantity of medication to be received by school from parent/guardian.
11. Required storage conditions.
12. Duration of prescription.
13. Plans, if any for teaching self-administration of medication.
14. When appropriate and with parental permission, other persons, including teachers, to be notified of medication administration and possible adverse effects.
15. List of other medications being taken by student, if not a violation of confidentiality or contrary to the request of the parent/guardian or student that such medication not be documented.
16. Plan for monitoring the effects of the medication.
17. Provision for medication administration in case of field trips and other short-term special school events.
18. The school nurse shall identify each student who receives medication.
 1. Significant observations relating to the medication effectiveness and/or adverse reactions or other harmful effects will be communicated to the student's parent/guardian.
 2. In accordance with standard nursing practice, the school nurse may refuse to administer any medication, which, based on her individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse and the reason for refusal explained.

3. The school nurse shall have a current drug reference book available for her use.

B. Self Administration of Medications

“Self administration” means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction. This option is limited to high school students and does not apply to psychotropic medications. At the middle school, students may only self administer inhalers, EpiPens, and enzymes with clear medication orders from their physician. At the elementary level, inhalers and EpiPens may be self administered as directed by the physician and with the approval of the nurse.

A student may be responsible for self-administration of his/her own medication after the school nurse has determined that the following requirements are met:

1. The student, school nurse and parent/guardian, where appropriate, enter into an agreement, which specifies the conditions under which medication may be self-administered.
2. The school nurse, if appropriate, develops a medication administration plan, which contains only those elements necessary to ensure safe self-administration of medications.
3. The school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered.
4. There is a written authorization from the student’s parent or guardian that the student may self medicate, unless the student has consented to treatment under M.G.L. c.112, § 12F or other authority permitting the student to consent to medical treatment without parental permission.
5. If requested by the school nurse, the licensed prescriber will provide a written order for self-administration.
6. The student’s self-administration is monitored based on his/her abilities and health status.
7. With parent/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering a medication.
8. As necessary, the school nurse will consult with teachers, student and parent/guardian to determine a safe place for storing medication being self-administered. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication shall be kept in the health room or a second readily available location.

C. Handling, Storage and Disposal of Medications

1. All medications shall be delivered to the school under the following conditions:
 - The medication must be in a pharmacy or manufacturer labeled container.
 - The school nurse receiving the medication shall document the quantity of medication delivered.
2. All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective. Expiration dates shall be checked.
3. All medications to be administered shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. Medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator.
4. Parents or guardians may retrieve the medications from the school at any time.
5. No more than a thirty (30) school day supply of the medication for a student shall be stored at the school.
6. Where possible, all unused, discontinued or outdated medications shall be returned to the parent or guardian and the return appropriately documented. After discontinuation of a medication, if the parent/guardian has not picked up the medication within one week, the medication shall be discarded. All medications should be returned at the end of the school year.

D. Documentation and Record-Keeping

1. The school nurse shall maintain a medication administration record for each student who receives medication during school hours.
 - a. Such record shall include a daily log and a medication administration plan, including the medication order and parent/guardian authorization.
 - b. The medication administration plan shall include the information described earlier.
 - c. The daily log shall contain:
 - The dose or amount of medication administered.
 - The date and time of administration or omission of administration, including the reason for omission.

- The full signature of the nurse administering the medication. If the medication is given more than once by the same nurse, she may initial the record, subsequent to signing a full signature.
 - d. The school nurse shall document in the medication administration record significant observations of the medication's effectiveness, as appropriate, and any adverse reactions, as well as any action taken.
 - e. All documentation shall be recorded in ink and shall not be altered.
 - f. The completed medication administration record shall be filed in the student's health record. When the parent, guardian or student, where appropriate, objects, these records shall be regarded as confidential medical notes and shall be kept confidential.
2. The Department of Public Health may inspect any individual student medication record or record relating to the administration or storage of medications without prior notice to ensure compliance with the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.

E. Reporting and Documentation of Medication Errors

1. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication:
 - a. Within appropriate timeframe.
 - b. In the correct dosage.
 - c. In accordance with accepted practice.
 - d. To the correct student.
2. In the event of a medication error, the school nurse shall notify the parent or guardian. The nurse shall document the effort to reach the parent or guardian. If there is a question of potential harm to the student, the nurse shall also notify the student's licensed prescriber or school physician.
3. Medication errors shall be documented by the nurse on the appropriate form. These reports shall be retained in the medication error file. They shall be made available to the Department of Public Health upon request. All medication errors resulting in serious illness requiring medical care shall be reported to the Department of Public Health, Bureau of Family and Community Health.

F. Response to Medication Emergencies

See First Aide Guide.

G. Dissemination of Information to Parents or Guardians Regarding Administration of Medication

An outline of the above medication policies is available to parents/guardians upon request. A summary of medication policies is outlined in the parents' newsletter at least annually.

H. Procedures for Resolving Questions between the School and Parents Regarding Administration of Medications.

Consultation with prescribing physician, parents, school nurse, principal, and Special Education administrator, if appropriate.

I. Policy Review and Revision

Review and revision of these policies shall occur as needed but at least every two years.

Also see:

Copy of Mass General, §§ 74-81C, "Professional Nursing" Defined
Policy of the Board of Registration in Nursing for non-prescription medications.

Approved: 11/99

Reformatted: 04/2003

LEXINGTON SCHOOL COMMITTEE POLICY

HOMEWORK POLICY

Date Approved by
School Committee:

9/89

Signature of Chair:

On File

Page 1 of 3

I. PURPOSE AND SCOPE

Homework is an important extension of activities begun in school by students under the guidance of their teachers and continued at home. Working together, home and school can guide students as they develop their learning capacities by making possible experiences which foster learning.

Homework provides for practice of skills and application of principles based upon work begun in the classroom. It may enrich school experiences and promote a permanent interest in learning. A secondary goal of homework is to stimulate individual initiative, personal responsibility and self-direction.

Due to differences in age levels and modes of instruction between the elementary and secondary schools, homework expectations will necessarily differ.

II. APPLICATION

Listed below are the responsibilities of teachers, students and parents with regard to homework.

Teachers:

- Assign homework that is meaningful and useful to individuals.
- Provide appropriate and timely response to all homework assignments.
- Provide a balance between long-range and short-term assignments.
- Give assignments over weekends, that are no longer than a daily assignment.
- Refrain from assigning homework during vacation periods and on legal and religious holidays.
- Monitor long-term assignments in order to avoid last minute student efforts.
- Give clear, concise directions; allow time for student questions; consider availability of materials; provide legible worksheets when used.
- Inform parents of their role in supervising homework.
- Ensure that students who are absent know how they may makeup homework.
- Monitor the effectiveness of homework as reflected in student performance.
- Record the directions for homework.
- Ask questions when necessary to clarify the assignment.

LEXINGTON SCHOOL COMMITTEE POLICY

HOMEWORK POLICY

Reformatted 10/11/02

Page 2 of 3

Students will:

- Follow a schedule and keep materials in order.
- Hand in, on time, neat, accurate, and meaningful products.
- Plan time for completion of long-term assignments.
- Determine and complete homework assigned during absence.

Parents will:

- Provide a suitable place for study.
- Help students develop routine home study habits.
- Ensure that absence does not interfere with makeup.
- Assist and correct but not do the actual work and notify the teacher if students experienced extreme difficulty.
- Assist students in making wise course and course level choices.
- Be aware of long-term assignments and assist students in learning to budget their time accordingly.
- Contact the teacher if he/she observes an absence of homework.

Because the time required of individuals to complete assignments varies, homework activities must, therefore, be planned to meet each student's individual learning profile. Homework guidelines for some students with special needs may be determined by the student's educational plan and should be specifically related to the student's learning profile. The modifications in an educational plan supersede the suggested guidelines listed below. Though it is impossible to predict the time necessary for all students to complete assignments because of different learning rates and age levels, the following is suggested:

At the <u>Elementary</u> level:	Grade K	-Occasionally.
	Grade 1	- Fifteen minutes each night..
	Grade 2	- Twenty minutes each night.
	Grade 3	- Thirty minutes each night.
	Grade 4	- Forty minutes each night.
	Grade 5	- Forty-five minutes each night.

In addition, parents should continue to read to their children and encourage and support their children's recreational reading.

LEXINGTON SCHOOL COMMITTEE POLICY

HOMEWORK POLICY

Reformatted 10/11/02

Page 3 of 3

Homework is generally assigned two to four times a week, generally Mondays to Thursdays. No homework will be given on legal and religious holidays or during vacations.

At the Middle School level:

At the middle school certain courses, but not all, require homework at all levels. The Program of Studies, when read carefully, provides a great deal of information about course requirements. If you have questions about homework, consult with the teacher.

Homework will not be given on legal and religious holidays or during vacations.

Homework will include both daily or short-term assignments and long-range assignment. These are suggested guidelines for the average amount of homework:

Grade 6	One hour each night.
Grade 7	One and one-half hours each night.
Grade 8	Two hours each night.

At the High School level:

In selecting their courses, students should bear in mind that homework requirements will vary from course to course within departmental programs although the high school requires homework at all levels. Expectations for homework are stated specifically in the Program of Studies and class expectation sheets. In general, daily assignments do not exceed the equivalent of a class period. Homework will not be given on legal or religious holidays and during vacations with the exception of summer reading lists.

If students have questions regarding the nature or extent of the homework, they should consult with the teacher.

Although each child's learning needs may differ, generally each course assignment should be equal to the amount of class time scheduled for the course each week. For example, a course that meets twice per week in 50-minute classes should include the requirement of approximately 1 1/2 hours of homework per week.

The course expectation sheets may be relied upon by the students as a true indication of course expectations for homework.

Revised: 12/27/89
01/31/89
06/16/89
09/19/89

LEXINGTON SCHOOL COMMITTEE POLICY

STUDENT POLICY GUIDELINES FOR INTERNET USE

Date Approved by
School Committee:

1/2/97

Signature of Chair:

On File

Page 1 of 4

I. BACKGROUND

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential is boundless. Because of its broad reach, however, the Internet also contains the potential for abuse. These Guidelines are intended to help ensure that students use this valuable resource in a safe and appropriate manner.

II. PURPOSE AND SCOPE

The Lexington Public Schools offer Internet access at each school. The sole purpose of this Internet access is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. All uses of Lexington's Internet access (like all other uses of Lexington's computer facilities) must be in support of and consistent with these educational objectives. All students who use Lexington's Internet access are expected to read these guidelines and/or to take part in a discussion of the guidelines with a teacher. Adherence to the guidelines is a condition for a student's privilege of Internet access.

III. APPLICATION

Students' Individual Responsibility

All students use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Every student is expected to take individual responsibility for his or her appropriate use of the Internet.

Levels of Student Access

Two levels of Internet access are provided through the Lexington Public Schools:

1. *Internet and World Wide Web*

All students will have access to the Internet and World Wide Web, with teacher supervision, in classrooms, libraries, or laboratories. No individual account agreement is required. Before a student may access the Internet and Web, however, he or she must be familiar with these Guidelines.

Grades K-5: Before students in Grades K-5 will be authorized to access the Internet and World Wide Web, they will take part in a discussion of these Guidelines with their teacher. Teachers will be asked to sign a statement indicating that they have had such a discussion with their class.

Grades 6-12: Before students in Grades 6-12 will be authorized to access the Internet and World Wide Web, they will be asked to sign a statement stating that they have read the Guidelines and agree to adhere to it.

2. *Individual E-Mail Accounts*

Students may apply for individual e-mail accounts. Before an account will be provided, the application must be completed and signed by the student and, for all students under 18 years old, by the student's parent or guardian.

Internet Access Is a Privilege

For both levels of access, Internet access through the Lexington Public Schools is a privilege, not a right. A student's access may be canceled by school officials if this privilege is abused. Inappropriate conduct on the Lexington Public School Internet access will also be subject to disciplinary action, in conformity with the Lexington Public School Policy on Student Conduct and Discipline (which is published in school handbooks) and the disciplinary policies of individual schools.

Administrators' Access to Student Files

All student e-mail files and other Internet files and records may be accessed and examined by administrators for educational and administrative purposes, including the need to ensure that these Internet Guidelines are being adhered to. Administrators will also cooperate in providing access to student e-mail and Internet files and records to law enforcement authorities. Students should *not* assume that uses of the Lexington Public Schools Internet access will be private.

Personal Safety

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. The Lexington Public Schools cannot screen the Internet for such inappropriate uses. Therefore, students must be cautious and prudent about supplying personal information and arranging personal meetings. In particular, students should never arrange a personal meeting with a person who was met on-line without their parents' knowledge.

and approval. Students should promptly inform their teacher or school administrator of any on-line communication that the student feels is threatening, harassing, or otherwise inappropriate.

System Security and Resource Limits

Students are expected to follow procedures and guidelines that are issued in order to ensure the security of the Lexington Public School computer system and to respect its resource limits. These include any downloading guidelines and virus protection procedures that may be issued.

Network Etiquette

Students are expected to learn and to abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include common courtesy, politeness, and the avoidance of vulgar language.

Unacceptable Uses

The following uses of the Lexington Public Schools Internet access are unacceptable:

1. Posting private or personal information about another person.
2. Attempting to log in through another person's e-mail account or to access another person's files.
3. Accessing or transmitting obscene or pornographic material.
4. Posting chain letters or engaging in "spamming." ("Spamming" means sending annoying or unnecessary messages to large numbers of people).
5. Engaging in sexual harassment. The Lexington Public Schools Sexual Harassment Policy, which is included in the individual schools' handbooks, is applicable to Internet conduct.
6. Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, intimidate, or harass any other person; or that violate any other laws.
7. **Plagiarism.** "Plagiarism" means that the taking of material created by others and presenting it as if it were one's own. The Lexington High School policy on plagiarism/cheating, which is included in the Lexington High School Student/Parent Handbook, is applicable to Lexington High School students' use of the Internet.

8. Infringing copyrights. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner.
9. Participating in commercial activities that are not directly related to the educational purposes of the Lexington Public Schools.

Disclaimer of Liability

The Lexington Public Schools disclaim all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.

Changes in the Guidelines

The Lexington Public Schools reserve the right to change these Guidelines at any time.

Voted: 1/7/97

Reformatted: 4/2003



Lexington Public Schools

146 Maple Street ♦ Lexington, Massachusetts 02420

LEXINGTON PUBLIC SCHOOLS GUIDELINES FOR STUDENT INTERNET USE

[FOR TEACHERS OF STUDENTS IN GRADES K-5]

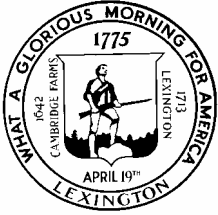
I have discussed the Lexington Public Schools Guidelines for Internet Use with my class on _____ [date].

Teacher's Name: _____

School: _____ Grade: _____

Signature: _____

Today's Date: _____



Lexington Public Schools

146 Maple Street ♦ Lexington, Massachusetts 02420

LEXINGTON PUBLIC SCHOOLS GUIDELINES FOR STUDENT INTERNET USE

[FOR STUDENTS IN GRADES 6-12]

I have read the Lexington Public Schools Guidelines for Internet Use. I agree to follow these Guidelines when I use the Internet or World Wide Web.

Student's Name: _____

Signature: _____

Today's Date: _____

LEXINGTON SCHOOL COMMITTEE POLICY

LIFE-THREATENING ALLERGIES

First Reading: June 7, 2005

Second Reading: June 21, 2005

Date Approved by

School Committee: June 21, 2005

Signature of Chair: _____

Page 1 of 3

I. BACKGROUND

- The prevalence of reported food allergies has continued to increase significantly over the last several years. It is reported that the incidence of peanut allergy over the last five years has doubled in children.¹ In 2003, it was reported that there were approximately 2 million school-age children with food allergies.² Those with a diagnosed food allergy are at significant risk of anaphylaxis, a life-threatening allergic reaction. In a study by the Massachusetts Department of Public Health there were 374 reported cases of anaphylactic reactions requiring the use of an EpiPen in the schools of the Commonwealth between September 2001 and May 2005.³
- In October 2002, the Massachusetts Department of Education joined the American Academy of Allergy, Asthma, and Immunology (AAAAI) in recommending that all schools have in place a system to identify children with life-threatening allergies (LTA) and be prepared in the school workplace to deal with life-threatening allergic reactions. Education of all staff in life-threatening allergy awareness is the cornerstone of this initiative.

II. PURPOSE AND SCOPE

- In order to minimize the incidence of life-threatening allergic reactions, the Lexington Public Schools (LPS) will maintain a system-wide response plan to address life-threatening reactions and maintain an Individual Health Care Plan (IHCP) for any student whose parent/guardian, primary care physician or board certified allergist has informed the principal of a school in writing that the student has a life-threatening allergy.

III. IMPLEMENTATION OF THE LIFE-THREATENING ALLERGY POLICY

The Lexington Public Schools (LPS) will:

¹ Sicherer MD, Scott, et al. "Prevalence of peanut and tree nut allergy in the United States ...A 5 year follow-up study," Journal of Allergy and Clinical Immunology. December 2003.

² Munos-Furlong, A. "Daily Coping Strategies for Patients and Their Families". Pediatrics. 2003 111:1654-1661.

³ McIntyre RN, PhD, Lynn, Massachusetts Department of Public Health, Report on EpiPen Administration in Schools.

- 1 **A.** Provide life-threatening allergy awareness education and EpiPen training for all LPS employees
2 based on Department of Public Health (DPH) and Department of Education (DOE)
3 recommendations, including but not limited to:
4
- 5 **1.** the significance of LTAs and a discussion on the most common food, stinging insect,
6 latex, and medication allergies,
 - 7 **2.** how to create a safe environment for students with LTAs,
 - 8 **3.** the signs and symptoms of anaphylaxis,
 - 9 **4.** what an EpiPen is and how to use it, and
 - 10 **5.** how to activate the Emergency Response System (ERS), i.e., nurse and 911 Emergency
11 Medical Services (EMS), to deal with an actual, suspected, or potential anaphylactic
12 reaction.
- 13
- 14 **B.** At the elementary school level during the school day, all schools will require that any parties and
15 celebrations be food free. The use of food for curriculum instruction or special luncheons during
16 the school day will be restricted to approval by the principal. The use of food as a reward in any
17 classroom will be eliminated.
- 18 **C.** The principal or designee in each school will implement a “No Food or Utensil Sharing” practice,
19 with particular focus at the elementary school level.
- 20 **D.** Each elementary school, as reasonably appropriate, will provide a peanut free/tree-nut free table in
21 the cafeteria. Reasonable efforts will be made for such table to become “free” of other allergens
22 as deemed needed for an individual student through documentation from the student’s primary
23 care physician or board certified allergist. At the middle and high schools appropriate
24 accommodations will be made as needed.
- 25 **E.** The risk involved in allowing students of elementary and middle school age to make unsupervised
26 food choices at bake sales is recognized; therefore, no bake sales will be permitted at elementary
27 or middle schools during the school day. Bake sales conducted outside the school day are limited
28 to those at which only adults are allowed to purchase products.
29 At the high school level, the sale of food products as a fundraiser will be at the discretion of the
30 principal.
- 31 **F.** At the elementary school level, when a student’s medical need to be in an LTA-free environment
32 is clearly documented by a board certified allergist, and clear directions from the allergist are
33 provided, LPS will make reasonable efforts to create LTA-free classrooms for the student. LPS
34 reserves the right to consult with a board certified allergist of its choice to review the
35 recommendation to determine if it will authorize its implementation.
- 36 **G.** Each school’s Crisis Management Plan will include how to respond to an anaphylactic reaction
37 (life-threatening allergic reaction). This plan will be reviewed annually by each building principal
38 and will be part of all LTA-awareness training.
- 39 **H.** Each school will develop and maintain an Individual Health Care Plan (IHCP) for any student
40 identified with a life-threatening allergy in collaboration with the student’s parent/guardian and
41 primary care physician or board certified allergist.
- 42 **I.** The LPS will maintain records of any life-threatening allergic reaction, the use of an EpiPen, and
43 the call for medical assistance by calling 911. LPS will report all such LTA reactions to the
44 Massachusetts Department of Public Health (DPH), according to department regulations and
45 protocol.
- 46 **J.** Because of the confidentiality of medical records, a student’s parent/guardian has the
47 responsibility for notifying school bus drivers directly of any life threatening allergies of which
48 the bus driver should be aware.

- 1 **K.** For any event outside of the regular school day which is neither sponsored by LPS nor part of the
2 LPS curriculum, the sponsor of such event is responsible for assuring that appropriate provisions
3 concerning LTA's of participants are in place.
4
5

6 **II. EMPLOYEE/CONTRACTOR TRAINING AND EDUCATION**
7

- 8 **A.** Life-threatening allergy (LTA) awareness training will be required of all teachers, aides, tutors,
9 secretaries, and student teachers in the school system.
10 **B.** The custodial staff either will be included in staff LTA-awareness training or will be offered
11 informational sessions on life-threatening allergies by the building principal.
12 **C.** All substitute teachers contracted by the LPS will receive LTA-awareness training, following the
13 LPS curriculum. No substitute will be employed in the system who has not received this training.
14 The Director of Human Resources will be responsible for ensuring that contracted services
15 provide LTA-awareness training to substitute teachers.
16 **D.** Food-service personnel contracted by LPS will be given building-based LTA-awareness training
17 annually.
18 **E.** The LPS Business Office will offer to our contracted bus drivers the opportunity for LTA-
19 awareness training annually, and will encourage their participation.
20 **F.** Principals or their designees will be responsible to schedule LTA-awareness training in their
21 schools and to ensure that all appropriate employees are trained.
22
23
24

Procedures for Life Threatening Allergies Policy

System wide:

- LTA-awareness training will be building-based performed by the school nurse and supported by the school principal. Parent notification of the existence of a system wide LTA Policy, and its implementation will rest with the building principal.
- At all school levels, the school nurse, in collaboration with the student's parent(s)/guardian(s), primary care physician and/or board certified allergist, will prepare an Individual Health Care Plan (IHCP) for any student diagnosed with a life-threatening allergy (LTA). This IHCP will be updated annually and reviewed by the school nurse, the student's parent(s), and primary care physician or board certified allergist. The IHCP will include the student's name, the allergen(s), the warning signs and symptoms, what to do in case of emergency, and phone numbers of parent(s), doctor(s), and board certified allergist. At the elementary school level, the IHCP will be available in the nurse's office and student's homeroom and a copy will accompany a student on any field trip. At the middle school level, a copy of the IHCP will be sent on field trips with the classroom teacher. At the high school level, all students will be responsible for carrying their own EpiPens on field trips.
- All school-owned cell phones will be preprogrammed with the phone numbers for the Lexington Police Department (781/862-1212) and the Lexington Fire Department (781/862-0270) to ensure speedy response. (NOTE: Most cell phones do not have a Lexington prefix; therefore, if one calls 911, h/she will reach State Police barracks in Framingham.)
- Whenever students travel on field trips for school, a clear plan to activate Emergency Medical Services (911) is to be reviewed by all teachers and chaperones. Field trips need to be chosen carefully; no student should be excluded from a field trip due to unavoidable allergen exposure.
- Each building-based Crisis Management Team will include the response to a life-threatening allergy emergency in its annual crisis-management planning and drills. Procedures will be reviewed at faculty meetings.
- Contractual food-service employees will use only latex-free gloves.
- **At any event outside the normal school day, the responsibility to monitor a student's food intake rests with the student's parent(s) or guardian(s). When after-school dinner or cultural events are planned, consideration must be taken for life-threatening food allergies. The ingredients of all food served should be carefully labeled and care should be taken to exclude the use of any potentially harmful allergens for that particular school-community population. Responsibility for monitoring these events rests with the sponsor and not the Lexington Public Schools.**

School based:

- The school principal, in consultation with the school nurse, will be responsible for notifying classroom teachers, classroom aides, teacher aides, specialists, and parents of students in the class of the nature of life-threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of, and a concise list of foods and materials to avoid.
- The principal in each school will be responsible for monitoring the implementation of the LTA policy, and supporting the implementation through staff, student, and parent education when necessary.
- EpiPens belonging to the school and those prescribed to the students will be available in the nurse's office and in other clearly designated locations as specified in the IHCPs. At the beginning of each school year or upon assuming a staff position, all staff (including substitutes) will be informed of the location of the EpiPens. At the secondary school level, all students with life-threatening allergies are allowed and encouraged to carry on their person their own EpiPens, as stated in the LPS medication policy.
- At the elementary school level, photographs of students with LTAs may be attached to the IHCP, with permission of the parent(s)/guardian(s).
- LTA-free tables will be maintained in the cafeterias of the elementary schools as necessary. These tables will be designated by a universal symbol and it will be the responsibility of the principal to ensure that these tables are not contaminated. The principal may designate an adult staff member to carry out this duty.
- Schools can not guarantee that hand washing will occur before or after lunch and snack consumption. Parents who are concerned about the issue of pre and post food consumption hand washing may supply hand wipes to their child's classroom, or include individual wipes in their child's snack and lunch. Good hand washing techniques are incorporated into the elementary health education curriculum and encouraged in the school workplace.
- Parents of children with life-threatening food allergies will be encouraged to provide safe snack foods to be kept in the classroom for their children so that there will never be a question of safe food available when routine snacks are forgotten.

LEXINGTON SCHOOL COMMITTEE POLICY

POLICY PROHIBITING HARASSMENT

Date Approved by
School Committee:

2/25/03

Signature of Chair:

On File

Page 1 of 4

I. BACKGROUND OF POLICY

The Lexington Public Schools is committed to maintaining a school environment free of any harassment based on, but not limited to, age, color, disability, gender, national origin, race, religion or sexual orientation. Such harassment in the workplace or school environment is unlawful and is absolutely prohibited. This includes harassment by administrators, certified and support personnel, students, vendors, and other individuals in school or at school-related events. Further, any retaliation against an individual who has complained about harassment or against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

II. PURPOSE AND SCOPE

Harassment is defined as any communication or conduct that is sufficiently serious to limit or deny the ability of a student to participate in or benefit from the educational program or the ability of a staff member to perform his/her duties. It includes, but is not limited to, any communication, written, spoken or otherwise, such as jokes, comments, innuendoes, notes; material placed on the internet or other electronic media such as email, web page, and voice mail; writing placed on school property, the display of pictures or symbols, graffiti, gestures, or other conduct that offends or shows disrespect to others based upon age, color, disability, gender, national origin, race, religion, or sexual orientation.

By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person; therefore, individuals should consider how their words and actions might be viewed by other individuals.

It should be noted that, while this policy sets forth the goal of the Lexington Public Schools to maintain a work and educational environment that is free of harassment based upon age, color, disability, gender, national origin, race, religion or sexual orientation, the policy is not designed or intended to limit the authority of school officials to discipline or take remedial action for conduct which is deemed unacceptable, whether or not that conduct satisfies the definition of harassment.

LEXINGTON SCHOOL COMMITTEE POLICY

POLICY PROHIBITING HARASSMENT Reformatted 2/25/03

Page 2 of 4

Sexual Harassment

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education, or
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student, or
3. Such conduct interferes with an individual's job duties, education, or participation in extracurricular activities, or
4. The conduct creates an intimidating, hostile or offensive work or school environment.

The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work or educational environment that is hostile, offensive, intimidating or humiliating to individuals of either gender may also constitute sexual harassment. While it is not possible to list all circumstances that may constitute such harassment, examples may include references to sexual conduct, comments on an individual's body, unwelcome leers, and suggestive or insulting comments.

III. APPLICATION

Employee Complaints

An **employee**¹ who believes that he/she is the victim of harassment should contact:

Robert Harris
Assistant Superintendent for Human Resources
Lexington Public Schools
146 Maple Street
Lexington, MA 02420
(781) 861-2580

If an employee does not wish to discuss the issue with the Assistant Superintendent for Human Resources or feels that she is not addressing the problem in an effective manner, the employee should contact the Superintendent of Schools (781) 861-2550.

¹ Refer to Lexington Public Schools: Grievance Procedure

LEXINGTON SCHOOL COMMITTEE POLICY

POLICY PROHIBITING HARASSMENT Reformatted 2/25/03

Page 3 of 4

Student Complaints

A **student** who believes that he/she is the victim of harassment should report the matter to a teacher, counselor, or administrator who in turn will notify a complaint manager in the school. As an alternative, a student may report directly to a complaint manager. Notice of each school's complaint managers will be posted in a prominent location in the school.

All employees of the Lexington Public Schools must respond to complaints by students of harassment by notifying the building principal or an appointed complaint manager. Employees are required to take every report of harassment seriously.

A **student**² may also file a complaint alleging harassment by contacting:

Linda Chase
Director of Student Services
Lexington Public Schools
146 Maple Street
Lexington, MA 02420
(781) 861-2490

If a student does not wish to discuss the issue with a teacher, counselor, administrator, complaint manager, or the Director of Student Services, or if the student feels that the aforementioned people do not address the problem in an effective manner, the student should contact the Superintendent of Schools (781) 861-2550.

The Assistant Superintendent for Human Resources, Director of Student Services, and Superintendent as listed above are also available to provide information about this policy and the Lexington Public Schools' complaint process.

Investigation and Closure of a Complaint

The Lexington Public Schools urges all individuals in the school community to bring any complaint of harassment to the attention of school personnel so that they can resolve the issue. The Lexington Public Schools will promptly investigate every complaint, observing all relevant state and federal laws and regulations and school system policies and procedures, as well as applicable contractual requirements. If it determines that harassment has occurred, Lexington Public Schools will take appropriate action to end the harassment and to ensure that it is not repeated.

² Refer to Lexington Public Schools: Student Complaint Procedure

LEXINGTON SCHOOL COMMITTEE POLICY

POLICY PROHIBITING HARASSMENT

Reformatted 2/25/03

Page 4 of 4

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Assistant Superintendent for Human Resources, Coordinator for Title IX, Coordinator for Section 504 of the Rehabilitation Act and for M.G.L. Chapter 76 Section 5 (commonly known as Chapter 622).

Retaliation against any individual who has filed a complaint of harassment or who cooperates in an investigation is unlawful and will not be tolerated.

Penalties

Persons who engage in harassment or retaliation will be subject to suspension, termination/expulsion or other sanctions, subject to applicable school system policies and procedures, as well as applicable contractual requirements.

In certain cases, harassment of a student, and in particular, sexual harassment of a student, may constitute child abuse under Massachusetts law³. Verbal sexual harassment of any child by anyone, including school district employees/volunteers, is recognized as a form of child abuse and a warning sign of actual physical or sexual abuse. Such abuse must be reported immediately to the Department of Social Services in accordance with the requirements of M.G.L. c. I 19, s. 51A. A matter reported under this section shall be screened to determine whether an investigation is pursuant to the Child Abuse and Neglect Policy, the Sexual Harassment Policy, or both. The Lexington Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

References

State agencies that enforce laws prohibiting harassment or receive complaints thereunder include the Massachusetts Commission Against Discrimination (MCAD), which is located at One Ashburton Place, Boston, MA 02108, telephone (617) 727-3990, and the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148-5023, telephone (781) 338-3300.

Federal agencies responsible for enforcing federal laws prohibiting harassment include the Equal Employment Opportunity Commission (EEOC), One Congress Street, Boston, MA 02109, telephone (617) 565-3200, TDD Users (617) 565-3204; and the U.S. Department of Education, Office for Civil Rights (OCR), J.W. McCormack POCH, Boston, MA 02109-4557, telephone (617) 223-9662, TDD Users (617) 223-9695.

Voted 2/25/03

Reformatted: 2/03

³ See Lexington Public Schools: Child Abuse Policy

LEXINGTON SCHOOL COMMITTEE POLICY

POLICY FOR RELIGION IN THE LEXINGTON PUBLIC SCHOOLS

Date Approved by
School Committee:

November 1990

Signature of Chair:

On File

Page 1 of 3

I. BACKGROUND

Throughout history religion has been a significant element in human culture and in modern society it plays an important role in the lives of many individuals. It would be neither possible nor desirable for the public schools simply to ignore religion and avoid all materials with religious theme or implication. Such a policy would distort the teaching of history, create an awkward division between the child's life at school and the child's life at home and in the community, and drastically reduce the acceptable and available examples of art, music, and literature.

The Lexington Public Schools should operate on the basis of a policy which reflects and balances the academic and instructional mission of the schools, the law and legal guidelines relating to the separation of church and state, the richness and diversity of the population, and sensitivity to the rights and dignity of every individual in the Lexington community. In guiding children to assume positive roles in a pluralistic society, it is essential to teach them to be appreciative and respectful of each other's differences while also affirming similarities. Yet, it must be stated clearly that the risk of schools is to educate about religion, not in religion.

A well-defined policy, carefully implemented, can insure that the Superintendent of Schools and the Lexington School Committee will not knowingly endorse or condone any practice which has its intent or as its effect a challenge to or trivialization of the convictions of any individual.

The right to hold any or no religious beliefs is guaranteed by the United States Constitution and the resulting separation of church and state has been interpreted in a variety of ways, particularly in education, throughout the years.

There will always be the potential for controversy wherever religion and the public schools interact and the Constitution does not supply clear-cut answers. However, the Supreme Court established a three-part test for the treatment of religion in the curriculum in the Lemon v. Kurtzman (403 U.S. 602) decision:

- (1) the activity must have a secular purpose;
- (2) the principal or primary effect of the activity must be one that neither advances nor inhibits religion;
- (3) the activity must avoid excessive governmental entanglement with religion.

POLICY FOR RELIGION IN THE LEXINGTON PUBLIC SCHOOLS

**Date Approved by
School Committee:**

November 1990

Signature of Chair:

On File

Page 2 of 3

II. PURPOSE AND SCOPE

It is the policy of the Lexington Public Schools that religion generally, as well as specifically, may be included in any curriculum so long as the subject matter is presented objectively as part of a secular program of education.

Therefore, any time the subject of religion becomes a part of either the classroom or school program, through the determination of the instructor or the administration, the criteria for inclusion must be secular in nature and responsive to the feelings and perspectives of all. A distinction must be made between activities that acknowledge religion and related holidays and those that celebrate, thereby, elevating or emphasizing a particular tradition to the detriment of those for whom the occasion holds no special significance.

At the start of each year, it is the obligation and responsibility of the administration in each building to review the intention of this policy with building personnel, insuring that any and all programs planned for the ensuing year are in accord with the policy. The review may provide a forum for selection, planning, and design of these programs. Further, the policy shall be evaluated on a yearly basis in light of changing demographics and other related issues, and shall make appropriate recommendations to the Superintendent regarding possible modification.

III. APPLICATION

- The right of parents to excuse their children from school attendance for purposes of religious observance is understood, and such absence should entail no penalty, academic or otherwise. A calendar listing major religious holidays will be available to teachers at the beginning of the year. In keeping with Lexington policy teachers should consider this calendar when planning homework assignments and class activities. Tests, major reviews, and other unique and unrepeatable educational events should not be scheduled on such days whenever possible. (Refer to the Lexington Policy on School Attendance for an explanation of parent responsibility with regard to informing school offices in advance of such absences.)
- Religious objects or symbols may be displayed as integral parts of a curriculum unit, but should not be presented in a manner that promotes or encourages any view concerning religion.
- Music, art, literature, and drama related to religious holidays may be studied and performed in programs if they are of intrinsic artistic worth and are presented in an objective and neutral manner. The duration of such programs and activities, which

POLICY FOR RELIGION IN THE LEXINGTON PUBLIC SCHOOLS

**Date Approved by
School Committee:**

November 1990

Signature of Chair:

On File

Page 3 of 3

should form part of a curriculum unit, should not exceed a period of time equivalent to the academic value of the program or activity.

- Musical performances and programs during and immediately preceding winter and spring holiday seasons can create difficult circumstances in which specific religious beliefs receive undue attention. So that the potential for this situation is eliminated and that music is presented for its aesthetic and musical merit and not because of any associated significance with a specific religion, it is strongly recommended that such concerts and programs be offered at other times of the year.
- No person shall be allowed to recruit students for a religious purpose or organization on school properties or at school sponsored activities, except as provided by other related school policies (reference: school activities and school facilities usage).
- Whenever possible, the Lexington Public School will offer opportunities for professional development to address the need for awareness and sensitivity when dealing with issues of religion and education about religion.

Reformatted: 4/2003

LEXINGTON SCHOOL COMMITTEE POLICY

SCHOOL COUNCILS POLICY

Date Approved by
School Committee:

2/15/94

Signature of Chair:

On File

Page 1 of 5

I. BACKGROUND

This policy is designed to implement the provisions of Chapter 71 of the Acts of 1993, Section 53, which requires the establishment of school councils in all of the public schools in the Commonwealth of Massachusetts.

The Lexington School Committee supports and encourages the intent and purpose of School councils. The Committee believes that parents, teachers, high school students and other members of the community working collaboratively to assist the principal will enhance the education of all the children in Lexington. In fulfilling their statutory responsibility, school councils should adopt a leadership role in creating a climate in the schools in which faculty, parents, administrators, students (where appropriate), and other community participants, working together, share responsibility for school improvement, better student performance, increased satisfaction among professional educators and greater commitment to, and involvement with, parents and the broader community.

While the School Committee supports the attempt to foster a collaborative effort at the local school level, it also recognizes its responsibility to provide a common direction for all the students in Lexington, regardless of which school they attend. To that extent, it is the expectation of the Lexington School Committee that school councils, when developing school improvement plans, will address the areas contained within the Reform Act in the context of the system-wide goals, known as the core values of the school system.

The purposes of the school councils are to:

- 1) assist the principals in adopting educational goals for the schools;
- 2) assist principals in the identification of the educational needs of the students;
- 3) assist principals in the review of the annual school budget; and
- 4) assist principals in the formulation of a school improvement plan.

SCHOOL COUNCILS POLICY

Date Approved by
School Committee:

2/94

Signature of Chair:

On File

Page 2 of 5

II. PURPOSE AND SCOPE

Background: School-Based Management

As school systems move toward shared decision making, traditional roles and responsibilities of various stakeholders and participants will change. In particular, the role and responsibility of the Central Office (including the School Committee); curriculum coordinators; constituents at the local site, including principal, teachers and parents; and the local association will experience particular review.

At the Central Office, increased participation at the site level in decision making generally will require that the Central Office and its personnel move from a role of enforcer and monitor to one of facilitator, encourager and coordinator. In moving decision making closer to the classroom, research shows that school committees and superintendents have an increased responsibility to articulate a vision for the system as a whole. A strong central vision combined with a variety of implementation strategies at individual sites should become the operating norm. In this context, the School Committee and Superintendent will retain legal responsibility for the system and for the compliance with various state and federal mandates. Schools will operate within the larger vision and core values for the system. Individual means to achieve the vision and the values will necessarily vary from school to school depending upon the local context.

Perhaps the greatest changes will occur at local schools. Here the roles of teachers, the principal, parents and even the community at large must be explicitly considered. Once again, the articulation of a shared vision for a school that is consistent with the vision for the system is important. Although the extent to which the various stakeholders will participate in decisions at the school will vary, changes in role will likely be the most dramatic for the principal. The experience of principals involved in the reform of decision making processes indicates that they often spend greater time promoting effective teaching and learning in their buildings. Changes for teachers and parents also will be significant. Teachers and parents will have greater say and concomitant responsibility for activities that affect teaching and learning.

The third group directly affected by a move toward shared responsibility is the local teachers' association. Once again, a key role for the leadership of the association is to promote shared values and visions. Previously litigious relationships with the Superintendent and School Committee will now be enhanced by a process that is characterized by trust, respect and open communication. However, as in the case of the ultimate legal responsibility residing with the school board and the Superintendent,

SCHOOL COUNCILS POLICY

Date Approved by
School Committee:

2/94

Signature of Chair:

On File

Page 3 of 5

school based management does not replace the process and benefits of a collective agreement between the association and the school committee.

Throughout any reform, individual parties must keep a close eye on why the reform is being undertaken. The loci of control and responsibility within this system is not being changed for the sake of change, but rather to enhance the learning of students in the schools. Specialized knowledge and leadership from individuals, parents, teachers, principals, the Superintendent and the School Committee will continue to be important to the creation of successful learning opportunities for all children, but the relative roles and responsibilities may necessarily change.

III. APPLICATION

Membership

Each school council will be composed of the school principal who will serve as co-chair; teachers elected by the professional staff of the school; parents elected from a process identified by the school parent-teacher association in consultation with the principal; non-parent community persons recruited by the principal, with informal assistance from the Lexington Town Meeting Members' Association (TMMA); support staff, including custodians, secretaries, and aides; and at the secondary level, at least one student elected by the student council. The number of parents has to equal the number of teachers plus the principal. The selection/election of parents, staff, students and other community members should produce a council that is broadly representative of the racial and ethnic diversity of the school building and the community.

Each school council shall determine its own procedure for electing members, provided that the procedure shall be approved initially by the Superintendent. A term of office is either two (2) years or (3) years, with each school council having the prerogative to decide term lengths. Members may serve, but are not limited to, two (2) consecutive terms in office. After a lapse of at least two years (one term), former members are eligible for re-election. Provisions for staggering terms and conditions for re-election should be considered.

Meeting Procedures

At the first meeting of a council, a member will be elected to serve as co-chair with the principal. All meetings are to be conducted according to the requirements of the Open Meeting Law. In addition, an agenda for each meeting, prepared by the co-chairs, will be provided to the council members and posted prior to the meeting date. Every effort will be made to inform the parent community of the agenda prior to the meeting in a timely manner. The Superintendent, any member of the staff, any parent, any student, or any member of the council who wishes to have an item included on an agenda

SCHOOL COUNCILS POLICY

Date Approved by
School Committee:

2/94

Signature of Chair:

On File

Page 4 of 5

may request its inclusion to the principal no later than three days prior to the meeting. Any item of interest may be placed on the council's agenda, and the council will decide whether individual items will actually be discussed. All meetings will be conducted in accordance with the prepared agenda. Decisions should be reached only on agenda items; other issues may be brought up for discussion, but decisions should not be reached on them until they are formally placed on a future agenda. Minutes of each meeting should be available for distribution to the school community. The official records for each school council meeting will be kept at the school.

Ground Rules

It is expected that a council will operate by consensus. Lack of agreement will be viewed as a signal that the best option may not yet have been developed and put forth. If the council cannot reach an agreement by consensus, and a majority decision needs to be reached, the decision of the council will require a majority vote.

In the event that a council reaches a deadlock on some important issue or repeatedly fails to reach consensus on issues, any three (3) members may request that the Superintendent designate a mediator to help improve the council's process. In the event that mediation is requested, the Superintendent may seek a mediator from among the members of another council. All members of a council are obligated to cooperate in good faith with any such mediation.

School Improvement Plans/Educational Goals

The principals, in consultation with school councils, shall adopt educational goals for the schools and shall formulate a school improvement plan to advance such goals. Each school's educational goals must include the student performance standards adopted by the Massachusetts Board of Education and, consistent with any educational policies established for the district, shall assess the needs of the school in light of these goals. The school improvement plan also shall be consistent with the system-wide goals/core values.

The plan shall identify ways to meet the diverse learning needs of children; the establishment of a welcoming school environment characterized by tolerance and respect for all groups; professional development for the school community; the allocation of resources toward enhancement of parental involvement in the life of the school; safety and discipline; extracurricular activities; and such further subjects as the principal, in consultation with the school council, shall consider appropriate.

Each school improvement plan shall be submitted to the School Committee for review and approval every year. If the school improvement plan is not reviewed by the School Committee within thirty days, the plan shall be deemed to have been approved.

SCHOOL COUNCILS POLICY

Date Approved by
School Committee:

2/94

Signature of Chair:

On File

Page 5 of 5

Training

The School Committee will include in its annual budget a plan to train members of school councils. Training will be arranged by a system-wide Steering Committee whose purpose will be to support and encourage the continued operation of school councils. The Steering Committee shall be composed of the Superintendent or his/her designee, the President of the teachers' association or his/her designee, and a member of the School Committee. They shall jointly appoint up to four additional members representing school principals, teachers, parents, and community members. Steering committee members may serve up to two (2) consecutive two-year terms, with a possibility of re-election following a two-year absence from the Steering Committee.

In addition, the Steering Committee will coordinate and stimulate the flow of information among the councils and various stakeholders; review the overall implementation of school-based management in the context of the system-wide core values as well as the education reform law; distribute occasional newsletters and informational items to school councils; and provide technical assistance to the councils as requested.

Reformatted: 4/2003

LEXINGTON SCHOOL COMMITTEE POLICY

USE OF TOBACCO PRODUCTS POLICY

Adopted: June 18, 2002

Date Approved by
School Committee:

Signature of Chair:

Page 1 of 1

PURPOSE AND SCOPE

Use of any tobacco products within all school buildings, school facilities, school grounds, or school buses of the Lexington Public Schools by any individual is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

APPLICATION

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings and facilities informing the general public of the district policy and requirements of state law.

LEGAL REF: M.G.L. 71, §37H

**Standards for Acceptable Use of
Technology in the Lexington Public Schools
(August 2, 2010)**

1.0 Purpose and Acceptable Use

- 1.1 The Lexington Public School (LPS) district provides and maintains sophisticated computer systems and network resources to support the delivery of education and the administration of the district's operation. The computer systems and network resources include desktop workstations, laptops, handheld computer devices, applications, internal networks (both wired and wireless), servers, online databases, and access to outside networks, including the Internet, all of which are referred to hereinafter as "computing systems." This policy and guidelines apply to all users of LPS computing systems including students, staff, and, where applicable, guests and adult learners.
- 1.2 The policy defines the educational and administrative purpose of using computers in the Lexington Public Schools and applies to all LPS staff.
- 1.3 The technology mission of the LPS is to ensure access to appropriate technology in our educational community to support and enhance student learning, staff instruction, school communication and data management. The Lexington Public Schools fulfills this mission by offering an institutional network between the schools, as well as internet access to staff and students. Our goal in providing this service to staff and students is to promote the educational excellence by facilitating resource sharing, innovation, and communication.
- 1.4 LPS permits its staff to use the LPS computing systems for incidental personal use as long as the computing systems are not used in a manner that violates this policy and such use is limited to times before or after work hours, during non-assigned teaching or duty time, and lunch periods.
- 1.5 This policy describes acceptable and unacceptable uses of LPS computing systems, but these descriptions are not exhaustive lists of all acceptable or unacceptable uses. Any user who has a question regarding whether or not a particular activity is acceptable should seek guidance from the Building Principal or the Superintendent.

2.0 Roles

- 2.1 The **Director of Educational Technology and Assessment** (or designee of the Superintendent) will oversee and approve the

programmatic direction, selection, and distribution of technology services and tools to support the overall goals of the district.

2.2 The **Director of Technology** (or designee of the Superintendent), working with the technology staff, will oversee access to all network and computer systems and will establish processes for setting up user access protocols, accounts, authorization of installation of all software and hardware architectures, required disk quota and usage on the system, backup, retention and archive schedules, virus protection, infrastructure configuration, security, web content filtering and other necessary activities to support the educational goals of LPS.

2.3 **Principals** (or designee of the Building Principal) will serve as the building coordinator for all computing systems and network related activities. The building coordinator, in partnership with the Director of Educational Technology (and the Director of Technology, as needed) and applicable curriculum leaders, will coordinate building level technology activities. Together they will ensure that staff receives training in the use of all systems and this policy. They will establish a system to ensure that students using any computing resources receive appropriate supervision and understand how to use all systems responsibly.

2.4 **Teachers**, when using the Internet for instruction, are responsible for selecting materials that are relevant to curriculum objectives and are appropriate for students. Teachers are responsible for previewing all sites and resources to determine appropriateness to the classroom. Teachers also are responsible for modeling effective and appropriate use of technology and will assist students in developing skills to ascertain the reliability of information, distinguishing bias and quality of information as it relates to their research.

2.5 LPS will develop a coordinated web presence to provide information about the district. LPS will develop and inform parents of expected channels of communication.

3.0 Access to the System and Resources

3.1 **Staff.** LPS will provide this policy to new staff at the time of hire. Any staff member who signs the computing systems access agreement will have access, with the permission of his/her supervisor, to the following computing resources through their classrooms, offices, library

media centers, and/or computer and mobile labs: e-mail including conferencing and collaboration tools, web hosting, online subscription databases and information services, LPS servers for secure file storage, and all resources and tools found on the internet/world wide web. Resources may change as technology develops; these, too, however, will fall within the purview of this policy. Building principals (or designee) will ensure that computing systems access agreements are signed and maintained.

3.2 **Students.** Students will have appropriate access to the Internet and LPS network through the schools' computers.

3.3 **Other Users.** Guest accounts may be established for, for example, temporary staff (e.g. long term substitutes, service vendor, interns, student teachers, community education instructors). A guest's access may be limited.

4.0 **Disclaimer**

4.1 LPS makes no warranties of any kind, either express or implied, that services provided through its computing systems will be error-free or without defect. LPS is not responsible for the accuracy or quality of the information obtained through the system. Users of LPS's computing systems assume full responsibility for their use of the system including, but not limited to, loss of data, interruptions of service, costs, liabilities, or damages.

5.0 **Ownership/Privacy**

5.1 The LPS computing systems are the property of the LPS. As such, a user's activities and files are subject to inspection by the administration at any time. LPS has the right to monitor and log any and all aspects of its computing systems including, but not limited to, monitoring Internet usage, file downloads, and all communications.

5.2 Users should not have an expectation of privacy regarding any use of the LPS computing systems.

5.3 E-mail that is created or received by a public school employee is a matter of public record and may be subject to public production in accordance with the Massachusetts public records law.

6.0 Unacceptable Uses

- 6.1 LPS computing systems may not be used for political or social advocacy or solicitation. This prohibition includes fund raising or advocacy for any non-school organization or group.
- 6.2 LPS computing systems may not be used for entertainment, illegal purposes (or support of illegal activities), or commercial purposes such as, but not limited to, offering, providing or purchasing goods and/or services for personal use or gain. In addition, the computing systems cannot be used as a public access service or a public forum. As such the district reserves the right to place reasonable restrictions on the materials users can access or post through the LPS computing systems.
- 6.3 Users may not use the LPS computing systems to obtain or share information about staff, students or families for any non-school purpose.
- 6.4 Users are prohibited from copying copyrighted material without authorization from the copyright holder unless the copies are used for teaching (including multiple copies for classroom use), scholarship or research. If there is uncertainty as to the extent of copyright protection for Internet materials, users must obtain permission to use material from the copyright holder.
- 6.5 Users shall not attempt to gain unauthorized access to files or accounts using LPS computing systems or network.
- 6.6 Users shall not vandalize the LPS computing systems by, for example, causing physical damage, reconfiguring the computer system, attempting to degrade or disrupt the computing systems, or destroying data by spreading computer viruses or by any other means. Anyone who vandalizes the LPS computing systems may be responsible for the costs associated with hardware, software and/or system restoration. This covers equipment, materials, software and/or data.
- 6.7 Users shall not pretend to be someone else when sending or receiving electronic communications.
- 6.8 Use of another person's password or account is strictly prohibited.

- 6.9 It is unacceptable to attempt to read, delete, copy, or modify the electronic communications of other users or to interfere with other users' ability to send or receive communications.
 - 6.10 Users shall not access, send, or forward materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, profane, or inflammatory.
 - 6.11 Users shall not download or install any commercial software, shareware, freeware or similar types of materials on the LPS computing systems without prior approval and authorization from the technology department.
-

7.0 Internet Safety

- 7.1 Use of the Internet has potential dangers. Users are encouraged to read information that the Massachusetts Office of the Attorney General has published on Cyber Crimes and Internet Safety which is found on the Commonwealth of Massachusetts government website (www.mass.gov; search "attorney general" to find website for Office of the Attorney General, where you will find "Cyber Crimes and Internet Safety" under "Community Safety" heading).
 - 7.2 All users are granted individual accounts and agree to keep passwords secured. Users are responsible for their accounts, credentials, security codes, and passwords and will not share or allow others access to them. Users are responsible for keeping these secured and for reporting any suspected breach to the Building Principal.
 - 7.3 Users will refrain from revealing private information (e.g. addresses, phone numbers) in any school-related electronic communications including email, web, or other network tools.
 - 7.4 When accessing schools resources and data from any systems (including outside the LPS network) , staff will use due caution to protect the privacy and integrity of student data.
-

8.0 Data and Control

- 8.1 LPS has the right to re-image any computer as necessary.
- 8.2 LPS is responsible for the provision, installation and maintenance of all software and maintaining proper licensure.

- 8.3 No personal data or files should be stored on the local machine, which is the property of LPS.
- 8.4 The school district provides all users with network accounts and storage. It is the users' responsibility to insure that all files and data are stored on the network servers. The District conducts regularly scheduled backups to prevent against loss or corruption. However, the school district cannot guarantee that all information can be recovered in the event of a catastrophic failure.
- 8.5 The district maintains a disaster recovery plan to insure against loss of data and or services.
- 8.6 Responsibility for backing up any hand held or mobile device issued to a school district user falls upon the user. The District is not responsible for providing backups for these devices.
-

9.0 Hardware/Software

- 9.1 Any and all equipment issued by LPS for use by any user must be treated with due care. We are all responsible for ensuring equipment is not damaged or stolen. Abuse, damage or improper use should be reported immediately to the Building Principal and the Director of Technology.
- 9.2 Any LPS owned (or leased) computer or device (including but not limited to laptop computers, netbooks, iPod, projectors, digital cameras, hand held devices, etc.) that are to be taken off the building premises may be checked out of the library (with standard lending agreements in place) or loaned from the building or district office when (and only when) there is a signed agreement in place which specifies responsibilities and care for the device.
- 9.3 Any and all issues or problems related to any hardware, software, system or network must be reported to the technology department using the LPS reporting system.
- 9.4 LPS does not support equipment brought in from the outside by any user.
- 9.5 A user who wishes to use outside equipment (i.e. equipment not owned or provided by LPS) on school premises must complete an application form before bringing such outside equipment onto school premises. In addition, the Director of Technology must give advance

written permission before any outside equipment is used on school premises. Student users also must obtain advance written permission from their Building Principal and parent/guardian.

- 9.6 Users understand that the district accepts no liability or responsibility for outside equipment brought into the system.
- 9.7 The District reserves the right to confiscate or disable any outside equipment that interferes with the operation of the network, systems, or provided services.
- 9.8 LPS is not responsible under any circumstances for damage to, or loss of, equipment brought in from the outside.

10.0 Violations

- 10.1 Access to LPS's computing systems is a privilege not a right. LPS reserves the right to deny, revoke, or suspend specific user privileges and/or to take disciplinary action up to, and including, suspension, expulsion (students), and dismissal (staff) for violations of this policy.
- 10.2 LPS will advise appropriate law enforcement agencies of any illegal activities conducted using LPS's computing systems. LPS also will cooperate fully with local, state and/or federal officials in any investigation related to any illegal activities conducted through the LPS computing system.

LEXINGTON SCHOOL COMMITTEE POLICY

CONDUCT AND DISCIPLINE POLICY

Date Approved by
School Committee:

July, 1994

Signature of Chair:

On File

Page 1 of 3

I. PURPOSE AND SCOPE

The Lexington Public Schools strive to provide all students with a quality education in a safe school environment. Students are expected to conduct themselves in a manner which promotes a safe, orderly learning environment within the schools and may be subject to disciplinary action if they fail to do so. In imposing disciplinary action, school staff should consider the need to maintain or restore an orderly learning environment, the overall disciplinary record of the individual student, and the need to improve the student's behavior. Because effective discipline involves the participation of staff, parents or guardians, and students, school officials are required to contact parents or guardians of students under age 18 for offenses of this discipline policy, which may result in students' suspension or expulsion.

A student whose safety or learning at school is jeopardized by other students is expected to report the matter to a professional staff member. Retaliation in any form against a person who makes a complaint is forbidden. Staff members who are aware of disruptive students should take appropriate action, including immediately reporting matters, which cannot be appropriately handled in the classroom to the school administration.

II. APPLICATION

A. School Rules

Each school principal, in conjunction with the school council, will prepare a student handbook setting forth the school rules and possible consequences of violation of such rules. In addition to addressing matters specific to the individual school, such rules should address students' possession of controlled substances (including drugs and alcohol) or dangerous weapons, use of force, theft, vandalism, **knowingly making a false accusation**, and violation of other students' civil rights. The school council shall review the student handbook each spring to consider changes to take effect the following September, but may also consider changes at other times.

B. Procedural Due Process

No student shall be disciplined without being afforded appropriate due process. Prior to discipline, which does not involve exclusion from school or school-related activities, the student should be informed of the charges against him and given an opportunity to present his or her side of the story. For discipline involving exclusion, the following procedures will be followed:

LEXINGTON SCHOOL COMMITTEE POLICY

CONDUCT AND DISCIPLINE POLICY

Date Approved by
School Committee:

July, 1994

Signature of Chair:

On File

Page 2 of 3

1. Short-Term Suspension and Exclusion from School-Related Activities

Unless a student presents a danger or substantial disruption to the educational process, the student shall receive the following prior to suspension of one to ten days or exclusion from school-related activities: (1) oral or written notice of the charges against the student; (2) an oral or written explanation of the facts which form the basis for the accusation; and (3) an opportunity to present the student's side of the story. In the case of danger or a substantial disruption, this process will occur immediately after rather than before suspension.

2. Expulsion or Long-Term Suspension

Prior to expulsion or suspension longer than ten days, the student shall receive (1) written notice of the charges against him or her; (2) written notice of the underlying facts which form the basis for the charges; (3) an opportunity for a hearing, including an opportunity to hear the evidence against him or her, to present witnesses and other evidence on his/her own behalf, and representation by a parent, attorney, or other adult.

In the case of a student who is charged with possessing a dangerous weapon or controlled substance at school or school-related events, assaulting educational staff, or who is lawfully charged with or convicted of a felony, the hearing shall be held before the principal, with appeal to the superintendent. The principal who serves as hearing officer may not conduct the investigation of student wrongdoing.

Except as specified in the paragraph above, hearings from long-term suspension or expulsion will be held before the School Committee.

C. Special Education Laws

The discipline of a student who has been identified as having special needs pursuant to Chapter 766 or the Individuals with Disabilities Education Act (IDEA) is subject to the requirements of the student's Individualized Education Plan. If it becomes apparent that a student identified as having special needs or referred for a special education evaluation may be excluded from school for a total of ten days in any school year (including both in-school and out-of-school suspensions), the student's special education TEAM must be convened prior to exclusion beyond the ten days and the requirements of Chapter 766 followed. (See Policy on Discipline of Students with Special Needs.)

LEXINGTON SCHOOL COMMITTEE POLICY

CONDUCT AND DISCIPLINE POLICY

**Date Approved by
School Committee:**

July, 1994

Signature of Chair:

On File

Page 3 of 3

The school principal shall comply with the requirements of Chapter 766 regulations in the case of regular education students. (Such chapter 766 regulation currently states that the principal must consider referring for evaluation any regular education student who is suspended for more than five days during a school quarter and must inform the parent whether a referral is being made and of the parent's right to make such a referral.)

D. Prohibition of the Use of Tobacco Products

The use of any tobacco product is prohibited within school buildings or school facilities, on school grounds, or on school buses by any individual. A student who violates this provision may be suspended.

E. Reporting Possible Crime to Police

When school staff have a reasonable basis for believing that a crime has been or is being committed by a student on school property or at school related events, such matters shall be reported to the police. Reportable crimes include, but are not limited to, possession of a controlled substance or dangerous weapon, assault, vandalism, stalking, and hazing.

Adopted: 7/94

Reformatted: 10/10/02

LEXINGTON SCHOOL COMMITTEE POLICY

WELLNESS POLICY

First Reading: May 30, 2006

Second Reading: June 6, 2006

**Date Approved by
School Committee: June 20, 2006**

**Date Amended by
School Committee: June 19, 2007**

Signature of Chair: _____

Page 1 of 3

I. BACKGROUND

Section 204 of PL 108-265, the Child Nutrition and WIC Reauthorization Act of 2004, states:
“Not later than the first day of the school year beginning after June 30, 2006,
each local educational agency participating in a program authorized by the
Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.) or the
Child Nutrition Act of 1966 (U.S.C. 1771 et seq.) shall establish a local school
wellness policy for schools under the local educational agency...”¹

II. PURPOSE AND SCOPE

The Lexington Public Schools (LPS) is committed to promoting health and wellness for the students and staff within the school community. LPS supports guidelines for nutrition education, physical activity, food and beverages sold and served within our schools, and the establishment of a wellness advisory board.

Nutrition Education and Physical Activity

- The health education curriculum will include nutrition education following the Massachusetts Department of Education (DOE) Curriculum Frameworks at all levels consistent with our system’s goal of offering elementary, middle, and high school health education.
- LPS will strive to have time allotted for physical activity within the school day be consistent with research and national and state standards.
- Physical Education requirements will meet or exceed the minimum Massachusetts DOE requirements at all levels.
- LPS is committed to providing daily recess at the elementary school level, recognizing the importance of recess to this age group.
- LPS will proactively encourage lifetime physical activity and wellness through education.
- LPS will collaborate with local groups and agencies to provide parent education around healthy choices, good nutrition, a balanced and healthy use of screen time, and the benefit of increased physical activity for children.

¹ PL 108-265, The Child Nutrition Act and WIC (Special Nutrition Program for Women, Infants and Children) Act of 2004.

Guidelines for Foods and Beverages Served

- At the elementary level all parties and celebrations will be food free.
- At the secondary level, particularly at the middle schools, food free parties and celebrations will be strongly encouraged and promoted.
- Food as a reward will be eliminated in all classrooms.
- The use of food within the curriculum or for special school events must be approved by the building Principal and school nurse, and only when it has been determined that other instructional tools and accommodations cannot be substituted.

Guidelines for Foods and Beverages Sold

- All foods and beverages sold individually by the contracted food service provider, à la carte or in vending machines, will serve to enhance a student's school lunch with the focus on healthier food and beverage choices. These choices will follow the guidelines to be developed by the Wellness Advisory Board.
- Meals served through the National School Lunch and Breakfast Programs will be appealing and attractive to children, served in clean and pleasant settings, meet or exceed nutrition requirements established by local, state, and federal statutes and regulations, and offer a variety of fruits and vegetables. Portion control and nutritious food choices will be considered in the pricing of our school lunch.
- Breakfast programs at all schools will be supported and encouraged.
- There shall be no discrimination in any manner within the National School Lunch and Breakfast Program sold and served to students.
- Schools will provide students with adequate time to eat lunch, appropriate to each age group. Lunches will be scheduled at times consistent with our students' need for nutrition, fluids, and socialization opportunities within the school day.
- Student vending machines will be available only at the high school level.
- No soft drinks (soda/pop) will be available for sale to students at any school.
- Schools will promote the use of non-food items for fundraising activities and will make available to the school community a list of alternative ideas for fundraising activities.

III. IMPLEMENTATION

Principals

- Principals, in collaboration with the school system's business manager and the contracted food services manager, will have oversight of the school lunch program within their buildings.

Wellness Advisory Board

- The Superintendent will establish a Wellness Advisory Board that will foster physical activity, wellness, and good nutrition in our schools.
- This advisory board will consist of at least nine members:
 - Four parents appointed by the Superintendent
 - A school administrator to be appointed by the Superintendent

- A representative from the Town of Lexington Board of Health, and people holding the following positions or their equivalents:
 - Food Services Director,
 - Coordinator of Physical Education and Wellness, and
 - Coordinator of School Health Services
- The Advisory Board’s role and responsibilities will include but not be limited to:
 1. Recommend procedures to the Superintendent and Principals to implement this policy.
 2. Review the policy and the implementation procedures annually.
 3. Monitor and evaluate the progress LPS is making toward compliance with the goals of the policy.
 4. Measure the outcomes of the changes implemented by various tools such as student satisfaction surveys, parent satisfaction surveys, school health statistical data collected in compliance with the Department of Public Health (DPH), and other data collection and monitoring mechanisms.
 5. Provide an annual report to the Superintendent of Schools regarding the policy and its implementation, including recommendations and measures to take to improve student wellness.
 6. Advise the contracted food services provider on meeting the goal of offering healthy, attractive, and student-acceptable breakfast, lunch, and à la carte food items that meet or exceed federal and state guidelines.
 7. Support school based wellness initiatives as they develop
 8. Act as a liaison to municipal agencies that are collaborating with LPS on wellness programs.
 9. Promote parent and staff education around the Wellness Policy.

IV. EVALUATION

The Superintendent will provide a report to the School Committee by the end of 2007 describing the implementation of this Wellness Policy. The report will include, but is not limited to information about staff assigned nutrition and wellness responsibilities, available statistics about the health and wellness status of students, successes and challenges implementing the wellness policy provisions, goals and specific actions for improving nutrition and wellness, achievement of the goals and actions, and any recommendations for future revisions to the Wellness Policy itself.

V. REFERENCES

- Massachusetts Public Health Association www.mphaweb.org/
Roberta Friedman, Director of Education rfriedman@mphaweb.org
"Community Action to Change School Food Policy: An Organizing Kit"
- National Alliance for Nutrition and Activity (NANA) www.nanacolatition.org
"Model Local School Wellness Policies on Physical Activity and Nutrition"
- National School Boards Association www.nsba.org/
"Acton Guide for School Nutrition and Physical Activity Policies"
- Action for Healthy Kids www.ActionForHealthyKids.org
- Massachusetts Department of Education www.doe.mass.edu/
- Massachusetts Department of Public Health www.mass.gov/dph