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

LEE MIDDLE AND HIGH SCHOOL - CORE VALUES & BELIEFS
   Lee Middle and High School is a community of learners dedicated to supporting academic success, individual growth, and social responsibility.

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

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

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

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

Welcome to the 2015-2016 school year. Welcome to your school. Middle and high schools are, almost by definition if not necessity, pretty strange places. After all, where else do you need a permission slip to go to the bathroom? There are differences in every school, though, as to their procedures, traditions, and ways of doing things that make up the “culture” of a school. For example, schools differ in how they run pep rallies or whether they have a Peace Day celebration or a Spirit Week. They differ in the number of credits they require for a diploma or in, say, the foreign languages they offer for study. The most important differences, however, are found in the kinds of relationships that exist between students and teachers or in the ways students treat one another in the hallways and in the lunchroom. All these things taken together, however, should add up to defining a place in which students – that would be you – feel physically and emotionally safe, are encouraged and motivated toward defining and working toward their goals and dreams, and feel part of a genuine community – with all the joys and responsibilities that come with belonging to any community. The bottom line is this: do you feel like just an anonymous number moving through six years of middle and high school or do you feel that people know you, care about and support you? Now I would suggest that this caring and support can show itself in a number of ways. Certainly when a teacher talks with a student about, say, her potential as an artist or when a guidance counselor suggests to a student interested in nursing that he may want to think about medical school as well or when an administrator notices dramatic changes in a student’s personality or behavior, these are signs that kids are cared about and supported. But even when a student is spoken to about his use of inappropriate language or clothing, this too is a sign that students are cared for and that the health of our school community is being supported.

You and your family are part of this Lee Middle and High School community. That means first and foremost that you attend a terrific school that reflects the values and commitment to education of the parents who support it. Why do I say that LMHS is a terrific school? For two main reasons. First, we have an outstanding faculty of talented and dedicated teachers. Sure, every student is always going to have favorite and not-so-favorite teachers. But my point is that you’re not going to have any teachers at LMHS who are not dedicated to your academic and personal success. So take advantage of this invaluable resource by working diligently in your classes but also through getting to know your teachers as people. They’re teachers first and foremost because they like and want to work with young people. Secondly, we’re a fine school because we have a genuinely outstanding group of students who have consistently shown themselves to be among the most thoughtful, compassionate and talented kids any school or community could hope to have. As important and valued as academic success is, it will never be as important as the essential goodness and decency that defines the vast majority of students at LMHS.

Both you and your parents should take some time to read through this handbook, which is designed to outline LMHS’ expectations and ways of doing things. Remember, though, that the most important thing we’re going to do is to respect and care about one another and work together toward your having a successful year. Let’s get that done.

Gregg M. Brighenti
Principal
# Table of Contents

**MISSION, CORE VALUES & BELIEFS** ........................................... 2  
**PRINCIPAL’S MESSAGE** ......................................................... 3  

**TABLE OF CONTENTS** .......................................................... 4

## PART I – ORGANIZATION
- **COMPLIANCE NOTICE** ....................................................... 6  
- **DAILY SCHEDULE** ............................................................ 6  
- **NOTICE OF NONDISCRIMINATION** ....................................... 6  
- **PTO / PARENT GROUPS** .................................................... 7  
- **PROCEDURE for CONCERNS** .............................................. 7  
- **SCHOOL COUNCIL** .......................................................... 8  
- **SCHOOL PROFILE** .......................................................... 8  
- **SPECIAL ED PARENT ADVISORY COUNCIL** ......................... 9

## PART II – ACADEMICS
- **ACADEMIC HONESTY** ...................................................... 9  
- **ACADEMIC PERFORMANCE** ............................................... 10  
- **ADD/DROP and COURSE WITHDRAWALS** ......................... 10  
- **ADVANCED PLACEMENT COURSES** .................................... 11  
- **ADMISSION TO VOCATIONAL-TECHNICAL ED** ................... 11  
- **ADMISSION TO COURSE OF STUDY – TITLE IX** ............... 11  
- **ALTERNATIVE CREDIT OPTIONS** ....................................... 12  
- **COURSE CREDIT** ............................................................ 13  
- **DISTRICT CURRICULUM ACCOMMODATION PLAN** ............ 13  
- **EARLY GRADUATION** ....................................................... 13  
- **EDUCATION FOR PREGNANT STUDENTS** ......................... 13  
- **ENGLISH LANGUAGE LEARNING** ..................................... 14  
- **FIELD TRIPS** ............................................................... 14  
- **GRADE DESIGNATION (GRADES 9-12)** ......................... 14  
- **GRADE POINT AVERAGES and CLASS RANK** .................. 14  
- **GRADE SCHEDULES** ...................................................... 15  
- **GRADES and GRADE REPORTING** .................................... 15  
- **GRADUATION REQUIREMENTS** ....................................... 16  
- **HOME SCHOOLING** ....................................................... 16  
- **HOMEBOUND STUDENTS** ................................................. 17  
- **HOMELESS STUDENTS** .................................................. 17  
- **HOMWORK POLICY** ....................................................... 17  
- **HONOR ROLL** ............................................................... 18  
- **MID-YEAR and FINAL ASSESSMENTS** ............................. 18  
- **NATIONAL HONOR SOCIETY** ......................................... 19  
- **SECTION 504 PLANS** ..................................................... 19  
- **SPECIAL EDUCATION** .................................................... 20  
- **STUDENT RECORDS and TRANSCRIPTS** ......................... 21  
- **TRANSFER GRADES** ...................................................... 21

## PART III – INFORMATION & PROCEDURES
- **AFTER SCHOOL REGULATIONS** ....................................... 22  
- **ALCOHOL and DRUGS** .................................................... 22  
- **ASBESTOS MANAGEMENT PLAN** ....................................... 23  
- **ATTENDANCE** ............................................................. 24  
- **ATHLETICS** ................................................................. 26
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTOMOBILE and PARKING REGULATIONS</td>
<td>26</td>
</tr>
<tr>
<td>BEHAVIORAL EXPECTATIONS</td>
<td>26</td>
</tr>
<tr>
<td>BULLYING POLICY</td>
<td>27</td>
</tr>
<tr>
<td>CAFETERIA SERVICES</td>
<td>40</td>
</tr>
<tr>
<td>CARE OF PROPERTY AND EQUIPMENT</td>
<td>40</td>
</tr>
<tr>
<td>CELL PHONES and ELECTRONIC DEVICES</td>
<td>40</td>
</tr>
<tr>
<td>CIVILITY POLICY</td>
<td>40</td>
</tr>
<tr>
<td>CLASSROOM BEHAVIOR</td>
<td>42</td>
</tr>
<tr>
<td>COMMUNICATION SYSTEMS</td>
<td>42</td>
</tr>
<tr>
<td>COMPUTER NETWORK – ACCEPTABLE USE</td>
<td>42</td>
</tr>
<tr>
<td>CORRIDOR CONDUCT</td>
<td>45</td>
</tr>
<tr>
<td>DANCES (INCLUDING PROM)</td>
<td>45</td>
</tr>
<tr>
<td>DETENTION</td>
<td>46</td>
</tr>
<tr>
<td>DUE PROCESS for SUSPENSIONS</td>
<td>47</td>
</tr>
<tr>
<td>EMERGENCY DRILLS</td>
<td>52</td>
</tr>
<tr>
<td>EMERGENCY SCHOOL CLOSING</td>
<td>52</td>
</tr>
<tr>
<td>EXTRA-CURRICULAR CODE</td>
<td>52</td>
</tr>
<tr>
<td>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT...</td>
<td>55</td>
</tr>
<tr>
<td>FUND RAISING</td>
<td>58</td>
</tr>
<tr>
<td>GAMBLING</td>
<td>59</td>
</tr>
<tr>
<td>HATE CRIMES and BIAS INCIDENTS</td>
<td>59</td>
</tr>
<tr>
<td>HAZING</td>
<td>64</td>
</tr>
<tr>
<td>HEALTH / MEDICAL POLICIES</td>
<td>66</td>
</tr>
<tr>
<td>HIGHLY QUALIFIED STATUS DISCLOSURE</td>
<td>68</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>68</td>
</tr>
<tr>
<td>LOST and FOUND</td>
<td>69</td>
</tr>
<tr>
<td>MANDATED REPORTERS</td>
<td>69</td>
</tr>
<tr>
<td>M.O.U. with LEE POLICE DEPARTMENT</td>
<td>69</td>
</tr>
<tr>
<td>MIDDLE SCHOOL RULES</td>
<td>74</td>
</tr>
<tr>
<td>PERSONAL PROPERTY and VALUABLES</td>
<td>74</td>
</tr>
<tr>
<td>PHYSICAL RESTRAINT OF STUDENTS</td>
<td>75</td>
</tr>
<tr>
<td>PROTECTION OF PUPIL RIGHTS AMENDMENT</td>
<td>76</td>
</tr>
<tr>
<td>PUBLIC DISPLAYS OF AFFECTION</td>
<td>78</td>
</tr>
<tr>
<td>RISK / THREAT ASSESSMENT</td>
<td>78</td>
</tr>
<tr>
<td>SAFETY</td>
<td>78</td>
</tr>
<tr>
<td>SCHOOL CLOSING / DELAY INFORMATION</td>
<td>78</td>
</tr>
<tr>
<td>SCHOOL INSURANCE</td>
<td>79</td>
</tr>
<tr>
<td>SEARCH POLICY</td>
<td>79</td>
</tr>
<tr>
<td>SELECTIVE SERVICE</td>
<td>79</td>
</tr>
<tr>
<td>SENIOR PRIVILEGES</td>
<td>79</td>
</tr>
<tr>
<td>SEXUAL HARASSMENT</td>
<td>80</td>
</tr>
<tr>
<td>SPECIAL NEEDS DISCIPLINE POLICY</td>
<td>83</td>
</tr>
<tr>
<td>SPECTATOR CONDUCT CODE</td>
<td>84</td>
</tr>
<tr>
<td>STUDENT ACTIVITIES</td>
<td>84</td>
</tr>
<tr>
<td>STUDENT COUNCIL</td>
<td>84</td>
</tr>
<tr>
<td>STUDENT DRESS</td>
<td>85</td>
</tr>
<tr>
<td>TOBACCO USE</td>
<td>85</td>
</tr>
<tr>
<td>TRANSPORTATION &amp; BUSES</td>
<td>85</td>
</tr>
<tr>
<td>VISITOR ACCESS</td>
<td>85</td>
</tr>
<tr>
<td>VOTER REGISTRATION</td>
<td>86</td>
</tr>
<tr>
<td>WITHDRAWAL or TRANSFER FROM SCHOOL</td>
<td>86</td>
</tr>
</tbody>
</table>

| Tentative Testing Schedule                         | 87   |
| School Calendar                                    | 88   |
PART I – Organization

COMPLIANCE NOTICE
In compliance with Chapter 71, Section 37H of the General Laws of the Commonwealth of Massachusetts, the Lee School Committee has published its rules and regulations governing student and teacher conduct and makes them available to any person upon request through the principal in every school. This publication summarizes many laws, policies, regulations and practices that are important to the Lee-Tyringham School District students and their parents and guardians. It is not intended to be a complete directory of all laws and policies relating to students and parents. Federal and state laws, Lee School District policies, regulations and practices at the system-wide and school building levels are subject to change.

DAILY SCHEDULE
Lee Middle and High School operates on an eight period, fixed schedule. Each student is scheduled for eight periods, with either period 5 or 6 designated as a lunch period. There is a 4-minute passing time between periods when students are expected to secure materials for the next class and to use the restroom facilities if necessary. The schedule meets the “time on learning” requirements of the Massachusetts Educational Reform Act.

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Regular School Day</th>
<th>Half Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:00 – 8:48</td>
<td>8:00 – 8:24</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:52 – 9:40</td>
<td>8:28 – 8:52</td>
</tr>
<tr>
<td>Period 5</td>
<td>if a class period</td>
<td>9:52 – 10:16</td>
</tr>
<tr>
<td></td>
<td>… 11:28 – 12:16</td>
<td>no lunches</td>
</tr>
<tr>
<td>Period 6</td>
<td>if a lunch period</td>
<td></td>
</tr>
<tr>
<td></td>
<td>… 11:24 – 11:54</td>
<td></td>
</tr>
<tr>
<td>Period 7</td>
<td>12:49 – 1:37</td>
<td>10:20 – 10:44</td>
</tr>
<tr>
<td>Period 8</td>
<td>1:41 – 2:29</td>
<td>10:48 – 11:12</td>
</tr>
</tbody>
</table>

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

NOTICE OF NON-DISCRIMINATION
The Lee School District, pursuant to Title II of the American’s with Disabilities Acts (ADA), Section 504 of the Rehabilitation Act of 1973, M.G.L. c. 76, sect. 5, M.G.L. c. 151B, M.G.L. c. 151C, Title IX of the Civil rights Act of 1972, and Titles VI and VII of the Civil rights Act of 1964, does not discriminate against:
1. Any adult on the basis of race, color, sex, religion, age, national origin, sexual orientation, gender identity, disability, marital status or veteran status in any employment status or access to programs available to such adults; and
2. Any student on the basis of race, color, sex, religion, national origin, sexual orientation, gender identity, or disability, be denied equal access or admission to school programs, courses, and/or extracurricular activities.

Any student, parent, or guardian who believes he or she has been discriminated against, denied a benefit or excluded from participation in any district program or activity on the basis of race, color, sex, religion, national origin, sexual orientation, gender identity, or disability in violation of this policy may file a written grievance with superintendent of schools or designee. Copies of the laws and regulations may be obtained from the office of Civil Rights, Region I, 33 Arch Street, Boston, MA (617) 289-0111.

The Lee School District does not discriminate on the basis of disability. Program applicants, participants, members of the general public, employees, job applicants, and others are entitled to participate in and benefit from all agency programs, activities and services without regard for disability. Copies of this notice are available, upon request. Inquiries, requests, and complaints should be directed to the superintendent of schools or designee. Copies of the laws and regulations may be obtained from the office of Civil Rights, Region I, 33 Arch Street, Boston, MA (617) 289-0111.

**Coordinators:** Harassment, Title IX, Title VI - Gregg Brighenti, 243-2781 ext. 2002
Section 504, Homeless Liaison, ESL, ADA - Andrea Larmon, 243-2781 ext. 1008

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

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

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

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

SCHOOL PROFILE

Lee Middle and High School consists of a two-year middle school (grades 7 and 8) and a four-year comprehensive high school (grades 9 through 12), serving the educational needs of primarily Lee and Tyringham. Students from other neighboring towns attend through the Massachusetts school choice program. LMHS is comprised of 335 students who are taught by a professional staff of 40.

Mailing address: Lee Middle and High School
300 Greylock Street
Lee, MA 01238

Telephone: (413) 243-2780 (connecting all departments)
FAX (413) 243-4105

Founded: 1837 as Lee Academy
1851 as Lee High School
2002 as Lee Middle and High School

CEEB: 221-145

School mascot: Wildcat

School colors: Orange and black

School committees: Lee
Andrea Wadsworth, Chair
Robert Lohbauer, Vice Chair
Nelson Daley, Sr.
Kathleen Hall
Susan Harding
Loren Kinnaman
Kelly Koperek

Tyreingham
Pam Curtin, Chair
Maureen Lenti, Vice Chair
Kyle DeSantis

Superintendent: Alfred Skrocki
Director of Special Ed: Andrea Larmon

Principal: Gregg Brighenti
Dean of Students: Arthur Reilly
SPECIAL EDUCATION PARENT ADVISORY COUNCIL
The Lee SEPAC is an organization that provides support and networking for parents with children who have special needs, disabilities or learning disorders. Parent volunteers act as Special Needs Liaisons to each school to facilitate the exchange of ideas and information and act as a resource for the parents with questions.

PART II – Academics

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

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

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

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

ACADEMIC PERFORMANCE

Student academic success is determined by several factors; most important of these are student attendance, student class performance, and homework. Continuity of learning requires daily attendance in school. If a student is absent from school, it is the student's responsibility to arrange after school make up sessions with the teacher. Make up work is expected to be done immediately upon returning to school and completed in a timely fashion. The teacher has the right to set make-up work deadlines; a student may be given up to five days to complete make-up work or suffer a failing grade for the work.

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

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

Academic Assistance

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

ADD/DROP and COURSE WITHDRAWALS for students in grades 9-12

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

Schedule Changes After June

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

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

2. Petition: A student may petition the principal to change a course for extensive medical or extensive personal reasons. A dropped course will be designated on the transcript as W plus P or F, indicating that the student was passing or failing at drop time. Proper paperwork must be completed through the student’s guidance counselor.

ADVANCED PLACEMENT COURSES
Advanced Placement courses are the most rigorous academic experiences secondary schools offer; indeed, AP courses are designed to replicate the scope and intensity of a college course and, as such, require a considerable commitment on the part of students who elect them. Each AP course culminates in a standardized examination developed and scored by the Educational Testing Service, the same organization that offers the Scholastic Achievement Test (SAT). Because these exams form a natural culmination and focus for students’ academic experience in these courses and because they offer a reliable vehicle for instructors to gauge the effectiveness of the curricula, LMHS strongly encourages all students enrolled in AP courses to take the appropriate AP exam(s) in the spring. Consequently, any student not taking the Advanced Placement exam in a course in which he or she is enrolled will not receive AP designation for the course on his/her transcript. The AP testing fee must be paid prior to the end of semester 1.

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

ADMISSION TO COURSE OF STUDY – TITLE IX CHAPTER 622
“Each and every course of study offered should be open and available to students regardless of their race, sex, national origin, color or religion.”

“The 622 Coordinator ... should regularly examine the system of access to each course of study, advantage and privilege provided within the school and should take any necessary affirmative action and adopt any necessary changes to insure that all obstacles to access for all students regardless of race, color, sex, religion, or national origin no matter how subtle or unintended are removed. Special care should be taken when information or evidence indicates the absence of the markedly disproportionate participation of students of either sex or of any racial, national or
religious group present in the school, in any course of student, advantage or privilege offered by or through the school."

“The 622 Coordinator should inform students in a manner certain to reach all students of the existence of the law (Chapter 622) and its implications. The Coordinator should inform them of all courses of study, extra-curricular activities and services offered by the school that are available without regard to race, sex, color, national origin, or religion.”

*Chapter 622: Grievance Procedures*

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

**Level One** - A student, employee, or the Association having a grievance will first discuss it with his/her immediate supervisor or principal with the objective of resolving the matter informally.

**Level Two** - If the grievance is not resolved to the satisfaction of the aggrieved person or Association within four (4) school days after submission at Level One, the aggrieved person or Association may present the grievance in writing to the superintendent.

**Level Three** - If the grievance is not resolved to the satisfaction of the aggrieved person or Association within ten (10) school days after submission at Level Two, the aggrieved person or Association may present the grievance in writing to the school committee.

**Level Four** - If the grievance is not resolved to the satisfaction of the aggrieved person or Association within ten (10) school days after submission to Level Three, the aggrieved person or Association may submit the grievance to the State Board of Conciliation or Arbitration or to a mutually agreed upon arbitrator for disposition. The decision of the arbitrator shall be final and binding on both parties. The grievant, however, reserves the right to a court determination of the arbitrator’s jurisdiction.

**ALTERNATIVE CREDIT OPTIONS**

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

Before registering for an **online course**, student must meet with their guidance counselor to determine if the course will meet LMHS requirements. LMHS offers courses through Virtual High School; other online providers may be available as well.

In certain circumstances, students may receive credit through **extended learning opportunities**. These ELOs provide students with an educational alternative that takes place beyond the usual classroom environment. Examples of ELOs are our internship program; apprenticeships; independent study; and our Senior Varsity Sports class. ELOs are approved by guidance and the principal on an individual basis.
Students may take college courses and receive dual credit at both the college and LMHS. See your guidance counselor for details.

Credit recovery may be available in some circumstances. This program allows students who failed some quarters of a class to repeat only those quarters which are necessary to recover the credit that was lost. This is handled on an individual basis between the student, guidance counselor, and principal. Recovery may be made through online sources, repeating part of the course, or other appropriate means.

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

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

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

EDUCATION FOR PREGNANT STUDENTS
It is recommended that a student who becomes pregnant inform her guidance counselor of her condition. School counseling services will be available as appropriate. Pregnant students are
eligible to take part in support programs that are provided by the district. When programs exist outside the district, the district’s guidance counselor will make arrangements through the superintendent’s office for appropriate placement and funding, and the student/parent will provide the transportation. Support programs will be correlated with the student’s core program of studies. The district’s guidance department will authorize and arrange academic credit.

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

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

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

GRADE LEVEL DESIGNATION for grades 9-12
To be promoted from one high school grade to the next, students must earn credits. The following chart represents the minimum number of credits that must be earned for promotion.

<table>
<thead>
<tr>
<th>Minimum credits</th>
<th>credits to be grade 10</th>
<th>5.5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>credits to be grade 11</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>credits to be grade 12</td>
<td>16</td>
</tr>
</tbody>
</table>

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

- Honors level course: 5 points
- Advanced Placement level course: 10 points
- College level course: 10 points
The raw grade, without any weight being added, will be what appears on the report card and transcript. A cumulative weighted GPA will be reported on the report card and transcript beginning freshman year.

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

GRADE SCHEDULES
First Marking Period
Grades close for progress reports: Friday, September 25, 2015
Grades close for end of quarter: Friday, October 30, 2015

Second Marking Period
Grades close for progress reports: Friday, December 4, 2015
Grades close for end of quarter: Tuesday, January 19, 2016
Mid-year assessments: Wednesday, January 20 – Friday, January 22, 2016

Third Marking Period
Grades close for progress reports: Friday, February 26, 2016
Grades close for end of quarter: Friday, March 25, 2016

Fourth Marking Period
Grades close for progress reports: Friday, April 29, 2016
Grades close for end of quarter (seniors): Tuesday, May 24, 2016
Final assessments (seniors): Wednesday, May 25 – Friday, May 27, 2016
Graduation: Saturday, June 4, 2016
Grades close for end of quarter (all other grades): Last day of classes
Final assessments (9-11): Last 3 days of school

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

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

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

For yearlong courses, final averages will be determined based on all 4 quarter grades, plus the midyear and final assessment grades. Each quarter grade will be worth 22% of the final average, and the assessments will be worth 6% each. For those courses which do not have midyear or final assessments, each quarter will be worth 25%. For semester courses, final averages will be determined based on 2 quarter grades (44% each), plus the final assessment (12%). For those courses which do not have final assessments, each quarter will be worth 50%.

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

Earning Credit (Grades 9-12)
High school students earn credit by earning a minimum final average of 60 in a course.

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

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

HOME SCHOOLING
The Lee policy requires that parents explain their request to homeschool their student(s) in writing, and specifically address the following questions:
1. What is the proposed curriculum and projected gross number of hours of instruction per subject for the year?
2. What is the competency of the individual who will be instructing your child?
3. What instructional materials will be used along with lesson plans and teaching manuals?
4. What procedures will be used to assess student progress and maintain a student record?

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

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

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

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

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

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

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

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

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

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

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

MID-YEAR and FINAL ASSESSMENTS
Mid-year and final assessments offer students the opportunity to demonstrate what they genuinely understand, know and can do with the information, skills, and concepts presented in a particular course of study. With this in mind, all students are expected to take mid-year and final assessments in their core courses, and in specials when deemed appropriate by the faculty. (Core courses are defined as all courses in the English, Math, Science, and Social Studies departments as listed in the Program of Studies, including semester-long electives.) All students must be notified at the beginning of the course of the status of final assessments for the grading scheme of that course. Special note for Advanced Placement courses: All AP courses must have a mid-year assessment during the regularly-scheduled time; the teacher will have discretion as to whether to use the regularly scheduled final assessment period, or an alternate final assessment.

Mid-term and final assessments will be conducted on a schedule that allows for all assessments for a particular department to be given during the same assessment period; assessments will be given over a three-day period as shown below. Note that the order of subjects is subject to change.

<table>
<thead>
<tr>
<th>Day</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00 – 9:30 ... English</td>
</tr>
<tr>
<td></td>
<td>10:00 – 11:30 ... World Languages</td>
</tr>
<tr>
<td></td>
<td>12:30 – 2:00 ... Makeups</td>
</tr>
<tr>
<td>2</td>
<td>8:00 – 9:30 ... Science</td>
</tr>
<tr>
<td></td>
<td>10:00 – 11:30 ... Social Studies</td>
</tr>
<tr>
<td></td>
<td>12:30 – 2:00 ... Makeups</td>
</tr>
<tr>
<td>3</td>
<td>8:00 – 9:30 ... Math</td>
</tr>
<tr>
<td></td>
<td>10:00 – 11:30 ... Specials</td>
</tr>
<tr>
<td></td>
<td>12:30 – 2:00 ... Makeups</td>
</tr>
</tbody>
</table>
Specials may also be scheduled during makeup periods.

Middle school classes will not follow the mid-year / final assessment schedules. They maintain regular schedules during these days. Teachers of middle school specials will continue to meet with their MS classes during these days.

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

Requirements for membership:
- In order to be considered for active membership as a junior or a senior, a student must have a cumulative scholastic average of 87 or higher.
- Any student who meets the requirements for scholastic consideration shall be eligible for candidacy for membership in the National Honor Society.
- Students who qualify scholastically will be notified by the Chapter Advisor, who will explain the procedures necessary to complete candidacy requirements.
- In addition to having the required scholastic average, a student must:
  - Have shown and be showing leadership qualities in the school and community
  - Have been involved and continue to be involved in school and community activities.
  - Be honest, dependable, and of unwavering good character.
- Any and all candidates will be selected by members of a faculty council, who in turn will be chosen by the Chapter Advisor.

Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the Chapter Advisor. In the event that a member's scholastic average falls below 87, the member will be placed on probation for one marking period. Both the member and the member's parents or guardian will be notified in writing by the advisor. If the member is unable to obtain the 87 average after the marking period of probation, he or she will be dismissed from the Society.

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

SECTION 504 PLANS
Section 504 of the Rehabilitation Act of 1973 states, "No otherwise qualified individual with a disability shall be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance."
Students are eligible for accommodations and/or related services when the student meets the definition of qualified handicapped person: (1) has or has had a physical or mental impairment that substantially limits a major life activity, or (2) is regarded as handicapped by others. Major life activities include walking, learning, hearing, speaking, breathing, working, caring for oneself, and performing manual tasks. The handicapping condition need only substantially limit one major life activity in order for the student to be eligible.

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

For further information regarding Section 504, please contact 504 Coordinator, Andrea Larmon at 243-9715.

SPECIAL EDUCATION

Special Education services are provided to students ages 3 through 21 who, as the result of a diagnosed disability, are unable to progress effectively in regular education programs even with accommodations. A disability means one or more of the following: Autism, Developmental Delay (ages 3-9), Specific Learning Disability, or Intellectual, Sensory (vision, hearing), Neurological, Emotional, Communication, Physical, or Health-related Impairments. A specialized screening program for all preschool and kindergarten students is conducted annually to detect any potential handicapping conditions early in the student's educational career.

Students suspected of having a disability which impacts their ability to make effective progress in school may be referred for an evaluation by a parent or guardian, the student (18 years or older), a teacher, an administrator, support personnel, or other agencies involved with the student. If someone other than the parent or guardian refers the child for an evaluation, the parent or guardian will be notified of the referral and asked for consent to evaluate. Examples of evaluations include: psycho-educational assessments, speech/language assessments, occupational or physical therapy assessments, or any others that may help answer why the student is experiencing difficulties. Once the evaluations are completed, a meeting will be scheduled with the parent or guardian to review the assessment results. Other members of the team will include the student's teacher, the individuals who have conducted the assessments, the student (if age 14 or older), and any other person, advocate or specialist the parent chooses to invite.

If a student is determined eligible for special education services, the team will write an Individual Education Plan (IEP) outlining the services the student will receive. If a parent or guardian disagrees with the special education program proposed for their child, they can access the appeals procedure, which is outlined in the Parents’ Rights Brochure.

For more information regarding special education services, please contact:
- Lee Public Schools Special Education Office at 243-9715
- Lee Middle and High School Administration at 243-2781
STUDENT RECORDS and TRANSCRIPTS

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

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

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

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

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

TRANSFER GRADES

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

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade</th>
<th>4.0 Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>94</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>86</td>
<td>3.3</td>
</tr>
</tbody>
</table>
Part III – Information and Procedures

AFTER SCHOOL REGULATIONS
All students are excused from the building at their dismissal time on each school day with the exception of those students who are assigned to a detention, or activity, or after session assistance with a faculty member. The school is closed to all students at 3:15 p.m. The only exceptions are students who are scheduled for an activity or who have the permission of an administrator. An adult advisor must supervise all student activities.

ALCOHOL AND DRUGS
Drug Free School Zone - Chapter 94
Effective July 11, 1989, anyone convicted of dealing drugs within 1,000 feet of an elementary, vocational or secondary school will face a two-year mandatory prison sentence. It will not matter whether the dealer knew he was near a school, whether it is a public or private school, or in session. The law will pertain to drug distributors, manufactures, or persons possessing a controlled substance with intent to distribute it. A fine of up to ten thousand dollars may also be imposed but not in lieu of the two-year term of imprisonment.

Any person who violates the provision of the law while in an area, within 1,000 feet of the real property comprising a public or private elementary, vocational, or secondary school whether or not in session shall be punished by a term of imprisonment in the state prison for not less than two and one-half nor more than fifteen years or by imprisonment in a jail or house of correction for not less than two nor more than two and one-half years. No sentence imposed under the provision of this section shall be for less than a mandatory minimum term of imprisonment of two years.

A fine of not less than one thousand nor more than ten thousand dollars may be imposed but not in lieu of the mandatory minimum two-year term of imprisonment as established herein.
Lack of knowledge of school boundaries shall not be a defense to any person who violates the provisions of this section.

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

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

School Regulations – Drug & Alcohol Procedures
The faculty and staff are asked to report to the principal or dean of students any student whom they suspect of being under the influence of or in possession of a controlled substance or alcohol. The principal or designee will immediately summon appropriate personnel (i.e. nurse, guidance counselor, and psychologist). Together they will interview the student. If, in their judgment, there is reasonable suspicion of possession or influence of a controlled substance or alcohol, the principal will be summoned (if not present). They will then conduct a search (in accordance with the MA Department of Education guidelines) of the student and student's possessions. One of the following steps will be taken after this interview:

Students found to be under the influence of, or in the possession of a controlled substance or alcohol are referred to the school's principal. If, in the principal's judgment, the student is in need of outside counseling or rehabilitation, he/she and their parents are referred to appropriate agencies.

A medical examination may be suggested by the administration for any student suspended for a controlled substance or alcohol violation. In accordance with the Educational Reform Act of 1993 and the Massachusetts General Laws, the principal shall determine whether the student will be expelled or readmitted after suspension.

ASBESTOS MANAGEMENT PLAN AVAILABILITY / NOTIFICATION
This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act).

Asbestos management plans have been developed for the following list of educational facilities grades K-12 which have asbestos containing materials present. These plans are available and accessible to the public at each individual facility as well as the LEA administrative office.

Educational Facility Name and Address:
Lee Middle and High School, 300 Greylock St., Lee, MA 01238
Lee Elementary School, 310 Greylock St., Lee, MA 01238
Superintendent's Office, 14 Park St., Lee, MA 01238
ATTENDANCE

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

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

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

- Parents may leave a message on the school voice mail prior to 8:00 a.m. on the day the student will be absent. Homework requests can be made at this time. We cannot guarantee that homework requests made after 11:00 a.m. will be completed. It is important that this work be picked up.
- An automated message or office personnel will call parents, if notification from home is not received.
- If no communication is possible, the absent student, on returning to school, must bring a written note from a parent/guardian stating the reason for such absence(s).
- A student will not be permitted to attend any activities if he/she has not been in school the day of the event.
- Students who anticipate an absence for an academic purpose such visiting a college or shadowing at another school must complete a Notice of Absence form for administrative approval prior to date of this planned absence.
- Students who anticipate extended absences for a non-academic purpose such as a family vacation also must complete a Notice of Absence form for administrative review prior to the date(s) of this planned absence.

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

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

**Excessive Absenteeism**

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

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

**Tardiness**

After the third tardy to school per quarter, a student will be required to make up the time missed after school in detention.

**Permission to Leave**

Students are dismissed from school in the following three ways:

A. A written note from the parent is presented to the main office staff prior to 8:00 A.M. with an acceptable reason for the dismissal stated. The student will be excused from class at the appropriate time. The student’s parent or authorized person must accompany the excused student from the school. If the student returns to school that same day, the student must sign in at the office.

1. Notes must be received in the office before school begins. Acceptable reasons for leaving school include: illness, death or emergency at home, or doctor’s appointment. All other excuses are not acceptable except by judgment of the administration. Students will not be dismissed from school via a phone call to the office. In the case of an emergency, a parent must report to the office, write a dismissal note, and accompany the student from school.

2. Students who are eighteen years old are responsible for their own dismissals after Form C has been completed ensuring parental awareness has been presented and approved by the office. Acceptable reasons for dismissal must still be presented.

B. A student is excused by the school nurse because of illness only when parents have been notified. Unexcused dismissals will result in the student’s loss of makeup privileges and
teachers assistance. Students leaving school without following the correct procedure will face disciplinary consequences.

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

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

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

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

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

BEHAVIORAL EXPECTATIONS

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

In administering its behavioral expectations, the LMHS faculty and administration strive to balance fairness and compassion for the individual student with the need to maintain consistent and equitable treatment for all its students.
Chronic Violations
LMHS tracks student violations. If a student shows repeated violations of school rules, the student and parent must have a mandatory meeting with the principal and dean of students. The purpose of this meeting is to discuss the student’s behavior; explain further consequences if the misbehavior continues; and develop any plans necessary for the student to be successful in school.

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

BULLYING POLICY
Introduction
The Lee Public School District is committed to providing a safe and respectful environment that supports individual academic success, personal growth, and social responsibility for all learners free from bullying and cyber-bullying. This commitment is essential to the district’s vision to create and support a community of student scholars who have the competence, capacity and confidence to pursue post-secondary education and realize their personal aspirations without remediation. The commitment is further strengthened by M.G.L. c. 71, § 37O, Act Relative to Bullying in Schools, prohibiting all forms of bullying and retaliation in all Massachusetts public and private schools. In accordance with this legislation, the district has developed the following Bullying Prevention and Intervention Plan.

Lee Public Schools has developed the Bullying Plan with the ideals that the community, families, and school personnel have come to expect from their most cherished commodity. The plan serves as a community guide to the activities, curriculum, and training the district is or will commit to the intervention and prevention of bullying. The school district realizes it must be partners with the community, parents, and students to continue our mission of a safe and respectful environment so our young people can grow, aspire, and achieve.

Bullying Intervention and Prevention Plan
I. Leadership
A. Public Involvement in Developing the Plan
As required by M.G.L. c. 71, § 37O, sec. 5 (d) the Plan will be developed in consultation with various constituencies. This involvement will include: Lee Public Schools administration, staff, professional support personnel, school students, parents and guardians, local law enforcement agencies, and community representatives. This process will be conducted biennially. Consultation will include, at a minimum, notice and a public survey period prior to adoption.

B. Assessing Needs and Resources
The district’s administrative team, with input from families and staff, will assess the adequacy of current programs. This may include the following:
• Review of current policies and procedures
• Review of available data on bullying and behavioral incidents
• Assessment of available resources including curricula, training programs, and behavioral-health services
• Reading of current and relevant articles and research on best methodology to prevent and intervene to address bullying and cyber-bullying
• Research and review of ‘field-tested’ and research-based anti-bullying curricula and instructional guides
• Development of a resource bank of relevant materials for both parents and students
• Review of the MA comprehensive Health and Wellness Curriculum Frameworks to provide a working curriculum context for anti-bullying curriculum
• Assessments of initial and periodic needs by surveying students, staff, parents, and guardians on school climate and school safety

C. Planning and Oversight
The building principals or designee will be responsible for the following tasks under the Plan:
• Receiving reports on bullying
• Collecting and analyzing building and/or school-wide data on bullying to assess the present problem and to measure improved outcomes
• Creating a process for recording and tracking incident reports and for accessing information related to targets and aggressors
• Implementing the district plan for the ongoing professional development that is required by the law
• Identifying and recommending supports that will respond to the needs of targets and aggressors
• Implementing the curricula that each school will use
• Amending student and staff handbooks and codes of conduct
• Leading the parent or family engagement efforts and drafting parent information materials

The Director of Technology will be responsible for updating the Internet Safety Use Policy. The superintendent will be responsible for reviewing and updating the Plan biennially or more frequently.

II. Policy
A. It is the policy of the Lee Middle and High School to provide a learning and working atmosphere for students, employees, and visitors free from bullying, hazing, harassment, and intimidation. These terms are collectively referenced as “harassment.” Such action may occur on the basis of race, color, religion, national origin, age, gender, sexual orientation, genetics, disability, or for any other reason.

B. It is the responsibility of every employee, student, and parent to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.
C. It is a violation of this policy for any administrator, teacher, or other employee, or for any student to engage in or condone harassment in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment. All employees are mandated to report all cases of harassment as required by this policy and state law.

D. This policy is not designed or intended to limit the school's authority to take disciplinary action or take remedial action when such harassment occurs out of school but has a nexus to school, or is disruptive to or materially and substantially interferes with an employee's work, personal life, a student's school work, or participation in school-related opportunities or activities. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

Reports of cyber-bullying by electronic or other means occurring in or out of school will be reviewed, and when a nexus to work or school exists, it will result in discipline. Parents of students alleged to have engaged in cyber-harassment will be invited to attend a meeting at which the activity, words, or images subject to the complaint will be reviewed.

E. Any employee or student who believes that he or she has been subjected to harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.

F. The Building principal/designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment.

III. Training and Professional Development
The Lee Public Schools will meet the requirements under M.G.L. c.71, S 370 to provide ongoing professional development for all staff including but not limited to educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and Paraprofessionals.

A. Annual Staff Training on the Plan
Annual training for all LPS staff on the Plan will include staff duties under the Plan, an overview of the steps that the building principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school.

B. Ongoing professional development
The Plan should state the content and frequency of staff training and ongoing professional development as determined by the school's or district's needs and list other topics to be included in these staff programs. The locally identified additional areas of training should be based on needs and concerns identified by school and district staff. Plans should also identify which trainings will be provided district wide and which will be
school based. The law lists the following six topics that must be included in professional development:

- Developmentally (or age-) appropriate strategies to prevent bullying:
  - The Lee Public Schools will annually provide professional development via the Berkshire County District Attorney's Office, the MARC and other providers including local resources in means of preventing and stopping bullying. This professional development will include, but not be limited to, sending staff to train-the-trainer events and making use of in-district experts in this area. This professional development will be delivered to all district and school based staff.
  - The Lee Public Schools will provide professional development and information on the complex interaction and power differential among aggressors, targets, and witnesses.

- Developmentally (or age-) appropriate strategies for immediate, effective interventions to stop bullying incidents:
  - The Lee Public Schools will annually provide professional development via the Berkshire County District Attorney's Office, the MARC, and other providers including local resources in interventions for stopping bullying. This professional development will include, but not be limited to, sending staff to train-the-trainer events and making use of in-district experts in this area. This professional development will be delivered to all district and school based staff.

- Research findings on bullying including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment:
  - The Lee Public Schools will annually provide professional development via the Berkshire County District Attorney's Office, the MARC, and other providers including local resources to provide staff with information on students who are most at-risk for bullying. Activities will include in-class presentations from students and staff on the need to monitor and report on bullying involving special populations such as special education students and the risk associated with GLBT students including the use of the SPLC produced film “Bullied” with all district staff. This professional development will include, but not be limited to, sending staff to train-the-trainer events and making use of in-district experts in this area, and will include training on the special care that must be taken when addressing bullying prevention issues through a student’s IEP, 504, or other school based plan. This professional development will be delivered to all district and school based staff.

- Information on the incidence and nature of cyber-bullying:
  - The Lee Public Schools will annually provide professional development via the Berkshire County District Attorney’s Office, the MARC (including printed materials), and other providers (including local resources) to provide staff with information on cyberbullying. The district will likewise continue to make use of the Massachusetts State Police resources and
training for online safety and cyberbullying prevention/avoidance. The district will continue to use its own technology and media center staff to reinforce areas of cyberbullying and internet safety for students, staff, and parents.

- Internet safety issues as they relate to cyber-bullying:
  - The Lee Public Schools will annually provide professional development via the Berkshire County District Attorney's Office, the MARC (including printed materials), and other providers (including local resources) to provide staff with information on cyberbullying. The district will likewise continue to make use of the Massachusetts State Police resources and training for online safety and cyberbullying prevention/avoidance. The district will continue to use its own technology and media center staff to reinforce areas of cyberbullying and internet safety for students, staff, and parents.

C. Written notice to staff
The Lee Public Schools will provide all staff with an annual written notice of the Plan by publishing information about it including sections related to staff duties in the school employee handbook and the code of conduct.

IV. Access to Resources and Services
A. Identifying Resources
Resources for targets, aggressors, and their families may include, but are not limited to, adopting new curricula, reorganizing staff, establishing safety planning teams, and identifying other agencies that can provide services.

The Lee Public Schools Administrative team will be responsible for finalizing anti-bullying resources that may include, but are not limited to, the LPS Bullying Policy; curriculum and instructional guides and materials; LPS Bullying Prevention and Intervention Plan; adopted related curricula; relevant articles for professional, student, and parent use; data on the prevalence and characteristics of bullying and behavioral issues; parent and student brochures; curriculum and books that help foster a sense of positive and pro-active school community and culture; relevant and useful web-sites; and linkages with community based organizations.

B. Counseling and other Services
A list of staff and service providers assisting schools in developing safety plans for students who have been targets of bullying or retaliation, providing social skills programs to prevent bullying, and offering education and/or intervention services for students exhibiting bullying behaviors is available to all students and their families. School Psychologists and School Adjustment Counselors are trained in more intensive interventions. School-based mental health staff are also trained to assist the building principal in developing safety plans for students who have been targets of bullying or retaliation, providing social skills programs to prevent bullying, and offering education and/or intervention services for students exhibiting bullying behaviors. These resources include behavioral intervention plans, social skills groups, and individually-focused curricula. When appropriate, interventions include collaboration with other
community agencies and service providers in support of students with more targeted needs

C. Students with Disabilities
As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when an IEP Team determines a student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student’s skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

On August 20, 2013 the Office of Special Education and Rehabilitative Services (OSERS) and the Office of Special Education Programs (OSEP) issued guidance making it clear that peer bullying can lead to a denial of a free, appropriate public education (FAPE) for a special education eligible student, whether or not the bullying is disability related.

The fact that whether the bullying is disability related it is not relevant to the FAPE denial analysis marks a change from the previous 2000 guidance jointly issued by OCR and OSEP which advised that, "harassment of a student based on disability may decrease the student’s ability to benefit from his or her education and amount to a denial of FAPE.” (Dear Colleague Letter, 113 LRP 33753).

With this new guidance, OSERS and OSEP have clarified as follows:

"Whether or not the bullying is related to the student's disability, any bullying of a student with a disability that results in the student not receiving meaningful educational benefit constitutes a denial of FAPE under the IDEA that must be remedied."

What is the practical impact of this change for schools?
This new guidance cautions that a change in placement or services for an eligible student who is either the target or aggressor of bullying, made in response to findings of bullying, can result in FAPE denial if those changes run afoul of the IDEA and/or state special education laws and regulations. For example, a decision to place a target of bullying in a more protective school setting may result in a violation of the student’s right to a least restrictive environment (LRE). The guidance further clarifies that, "schools may not attempt to resolve the bullying situation by unilaterally changing the frequency, duration, intensity, placement, or location of the student's special education and related services. These decisions must be made by the IEP Team and consistent with the IDEA provisions that address parental participation."

D. Referral to outside services
The Lee Public Schools have established a referral protocol for families to access appropriate and timely services. Referrals will comply with relevant laws and policies. Current local referral protocols will be evaluated to assess their relevance to the Plan, and revise it as needed.
V. Academic and Non-academic Activities

A. Specific Bullying Prevention Approaches

Bullying prevention curricula will be informed by current research that, among other things, emphasizes the following approaches:

- Using scripts and role plays to develop skills
- Empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation including seeking adult assistance
- Helping students understand the dynamics of bullying and cyber-bullying including the underlying power imbalance
- Emphasizing cyber-safety including safe and appropriate use of electronic-communication technologies
- Enhancing students’ skills for engaging in healthy relationships and respectful communications
- Engaging students in a safe, supportive school environment that is respectful of diversity and difference
- Initiatives will also teach students about the student-related sections of the Bullying Prevention and Intervention Plan.

B. General teaching approaches that support bullying prevention efforts

The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of the WPS bullying intervention and prevention initiatives:

- Setting clear expectations for students and establishing school and classroom routines
- Creating safe school and classroom environments for all students, including for students with disabilities, and lesbian, gay, bisexual, and transgender students, and homeless students
- Using appropriate and positive responses and reinforcement even when students require discipline
- Using positive behavioral supports
- Encouraging adults to develop positive relationships with students
- Modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors
- Using positive approaches to behavioral health including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development
- Using the Internet safely
- Supporting students’ interest and participation in non-academic and extracurricular activities particularly in their areas of strength

VI. Policies and Procedures for Reporting and Responding to Bullying and Retaliation

To support efforts to respond promptly and effectively to bullying and retaliation, Lee Middle and High School has implemented the following policies and procedures for reporting and responding to bullying and retaliation.
The following is based on the requirements of M.G.L. c. 71, § 37O.

A. Reporting Bullying or Retaliation.
Oral or written reports of bullying or retaliation may be made by staff, students, parents or guardians, or others. Oral reports made by or to a staff member shall be recorded in writing. A school staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members may be made anonymously. The school will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form in the Student Handbook.

Use of an Incident Reporting Form is not required as a condition of making a report. The school will: 1) include a copy of the Incident Reporting Form in the beginning of the year in the Student Handbook for students and parents 2) make it available in the school's main office, the guidance office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website.

At the beginning of each school year, the school or district will provide the school community including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources including the name and contact information of the principal or designee will be incorporated in student and staff handbooks, on the school or district website and in information about the Plan that is made available to parents or guardians.

1. Reporting by Staff
A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

2. Reporting by Students, Parents or Guardians, and Others
The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member or with the principal or designee.

B. Responding to a Report of Bullying or Retaliation

1. Safety
Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

2. Obligations to Notify Others
   a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target, and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

   b. Notice to another school or district. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations and 603 CMR 49.00.

   c. Notice to law enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law-enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency.

C. Investigation
The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known including the nature of the allegation(s) and the ages of the students involved.
During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor as appropriate. To the extent practicable and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

D. Determinations
The plan shall apply to students and members of a school staff including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.

The principal or designee will make a determination based upon all of the facts and circumstances. If after investigation bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required if any and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students’ teacher(s) and/or school counselor, and the target’s or aggressor’s parents or guardians to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social-skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a “stay away” order or other directive that the target must be aware of in order to report violations.

E. Responses to Bullying
   1. Teaching Appropriate Behavior through Skills-Building.
Upon the principal or designee determining that bullying or retaliation has occurred, the district will use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O(d)(v). Skill-building approaches that the principal or designee may consider include:

- Offering individualized skill-building sessions based on the school's/district's anti-bullying curricula
- Providing relevant educational activities for individual students or groups of students in consultation with guidance counselors and other appropriate school personnel
- Implementing a range of academic and non-academic positive behavioral supports to help students understand pro-social ways to achieve their goals
- Meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curriculum and social skills building activities at home
- Adopting behavioral plans to include a focus on developing specific social skills
- Making a referral for evaluation

2. Taking Disciplinary Action

If the building principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the building principal or designee including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the code of conduct for the school. Discipline procedures for students with disabilities are governed by the Federal Individuals with Disabilities Education Improvement Act, which will be considered in conjunction with state laws regarding student discipline.

If the building principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

3. Promoting Safety for the Target and Others

The building principal or designee will consider what adjustments if any are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the building principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the building principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive
measures are needed. If so, the building principal or designee will work with appropriate school staff to implement them immediately.

VII. Collaboration with Families
   A. Parent Education and Resources
      The district will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curriculum and social competency curriculum used by the district or school.

   B. Notification Requirements
      Each year the district will inform parents or guardians of enrolled students about the anti-bullying curriculum that is being used. This notice will include information about the dynamics of bullying including cyberbullying and online safety. The district will send parents written notice each year about the student-related sections of the Plan and the school's or district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats and will be available in the language(s) most prevalent among parents or guardians. The district will post the Plan and related information on its website.

VIII. Prohibition of Bullying and Retaliation
      Acts of bullying which include cyber-bullying are prohibited:
      • On school grounds and property immediately adjacent to school grounds; at a school sponsored or school-related activity, function, or program whether on or off school grounds; at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by the school district
      • At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by the Lee Public Schools, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school

      Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited. As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the Lee Public Schools to staff any non-school related activities, functions, or programs.

IX. Definitions
   Several of the following definitions are copied directly from M.G.L. c. 71, § 37O
   Aggressor is a student or a member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying or retaliation.
**Bullying**, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof directed at a target that:

- Causes physical or emotional harm to the target or damage to the target’s property
- Places the target in reasonable fear of harm to himself or herself or of damage to his or her property
- Creates a hostile environment at school for the target
- Infringes on the rights of the target at school
- Materially and substantially disrupts the education process or the orderly operation of a school

**Cyberbullying**, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

**Hazing** means any conduct or method of initiation, even if consented to into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep, rest, or extended isolation.

**Hostile environment**, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

**Retaliation** is any form of intimidation, reprisal, or harassment directed against a student or a member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

**Target** is a student or a member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional against whom bullying, cyberbullying, or retaliation has been perpetrated.

**X. Relationship to Other Law**
Consistent with state and Federal laws and the policies of the Lee Public Schools, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, or gender identity. Nothing in the Plan prevents the Lee Public Schools from taking action to remediate discrimination or
harassment based on a person’s membership in a legally protected category under local, state, or Federal law, or Lee Public Schools policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the schools to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H1/2, other applicable laws in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

CAFETERIA SERVICES
A monthly menu and calendar will be available on the district website and posted in the school. Free and reduced meal applications will be distributed to all students at the beginning of the year. Families may also apply for benefits by contacting the office at any time during the school year. Students are expected to have either cash or money on their account in order to receive lunch. Students will be notified when the student's balance falls below ten dollars. Students that fail to repay their charges or let their accounts go more than three lunches in the negative may be offered an alternative lunch until the debts are paid.

CARE OF PROPERTY AND EQUIPMENT
A student is financially responsible for the damage, loss or destruction of any and all materials, including textbooks, that are received.

CELL PHONES AND ELECTRONIC DEVICES
1. Cell phones and any wireless communication devices are to be turned off and put away out of sight while class is in session unless the teacher specifically authorizes their use.
2. Portable music and video players are to be turned off and put away during all academic times unless with specific permission by classroom teacher.
3. No recording device (audio, video or other forms of imaging) of any type is allowed during school hours or in the building any time without specific permission.
4. Cell phone search: Search of cell phones for pictures, text messages and video that is pertinent to a specific investigation is permissible if search is reasonable in its inception and justified in its scope. Acceptable searches may include but are not limited to:
   a. Video and pictures of assaults and fighting
   b. Graffiti
   c. Evidence of harassment and intimidation
   d. Arrangements of drug deals and exchanges
   e. Identification of ownership upon recovering of stolen or lost devices

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

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

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

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

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

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

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

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

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

CLASSROOM BEHAVIOR

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

COMMUNICATION SYSTEMS

Blackboard Connect is an automated phone and e-mail notification system that supports school to family communication efforts. Through this system, families receive important messages about emergencies, events, or other school matters. To maintain effectiveness, please notify the school office if there are changes in emergency contact information.

SchoolWay is a communication tool that allows school personnel to send brief messages to students and families. Parents and students are encouraged to download the app to receive important “pushes.” SchoolWay is available for Apple, Android, and any other device with the ability to access the internet. You can download from the app store. Refer to the following website: http://www.myschoolway.com for more information.

COMPUTER NETWORK – ACCEPTABLE USE POLICY (AUP)

The Lee Public Schools has established a CIPA (Children’s Internet Protection Act) and COPPA (Children’s Online Privacy Protection Act) compliant network and is pleased to offer Internet Access for all stakeholders. The following document is a legal and binding document and must be signed in order to use computers and/or the network. The network will allow all stakeholders access to a variety of network and Internet resources. In order to use the Internet, students and their parents or guardians must first read, understand, and sign the following acceptable use policies.
A. Personal Safety

• Users will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification information like social security numbers, etc.

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

• Users will immediately report to the Lee Public School authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

B. Safety Guidelines for Students

• Never give out your last name, address, or phone numbers.

• Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.

• Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.

• Your parent(s) or guardian(s) should instruct you if there is additional material that they think it would be inappropriate for you to access and notify the school of any additional site access limitations.

C. Illegal and/or Unacceptable Usage

• User agrees not to access, transmit, or retransmit any material (s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/or school district policy. The Lee Public Schools will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through the user’s Internet account.

• User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.

• Users shall not access, transmit, or retransmit copyrighted material (including plagiarism), threatening, harassing, or obscene material, or material protected by trade secret, and/or any other material that is inappropriate to minors in compliance with COPPA:
  
  • any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
  
  • information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
  
  • information that harasses another person or causes distress to another
  
  • any material that violates United States or local and state laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.

• The network may not be used:
  
  • to download, copy, or store any software, shareware, or freeware without prior permission from the district technology coordinator;
  
  • for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the district technology coordinator;
  
  • for advertising or political lobbying
• Network users may not:
  o use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
  o log on to someone else’s account or attempt to access another user’s files, Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/ or administrator. This will assist in protecting user against a claim of intentional violation of this policy.
  o access e-mail or instant messaging and shall not post chain letters or engage in “spamming” (that is sending an annoying or unnecessary message to large numbers of people).

D. User Responsibility
The computer network at the Lee Public Schools has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, message boards, and other means. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.

Material created and/or stored on the system is not guaranteed to be private. The district technology coordinator or assigned personnel may review the system from time to time to ensure that the system is being used properly. Authorized staff will periodically inspect folders, and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that the user has violated this policy, school codes, municipal, state or federal law. For this reason, students should expect that work that is created on the network may be viewed by a third party.

Use of the Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension, and/or cancellation of the user’s privileges as well as disciplinary action imposed by school officials.

Network users shall:
• Respect resource limits and must remain within an allotted disk space of number of megabytes. Users are responsible for deleting old files that may take up excessive amounts of storage space.
• Keep their password private. Accounts and/or passwords may not be shared. Pre-K thru 3 students will not have individual accounts; rather they are assigned a class account by the classroom teacher. All students are expected to use the class account only when authorized by their classroom teacher.
• Adhere to the safety guidelines listed above.

E. System Resource Limits
• User shall only use the Lee Public Schools for educational and career development activities and limited high quality, self-discovery activities as approved by the Lee Public Schools faculty for a limited amount of time per week.
• User shall have the responsibility to use computer resources for academic purpose only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet.

F. Consequences for Failure to Follow Terms and Conditions of AUP
There will be consequences for any user who fails to follow the Lee Public Schools and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion, or other remedies applicable under the school disciplinary policy, and state, or federal law. At the discretion of the Lee Public Schools, law enforcement authorities may be involved, and any violations of state and/or federal law may result in criminal or civil prosecution.

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

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

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

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

Dance regulations:
• All dances must be approved by the administration.
• The administration reserves the right to require additional regulations for any dance.
• At least one administrator will be present at the event.
• A minimum of one police officer must be present for all high school dances. It is the responsibility of the club advisor to contact the Lee Police Department to arrange this coverage.
• The class or club advisor assumes responsibility for all aspects of dance planning. He/she must relay details about chaperones, police coverage, and other event-specific details to the administration in a timely matter.
• Facility use form must be completed, submitted 14 days prior to the event and approved by building and district administration.
• One advisor and five additional staff members must be present at any school dance. The advisor or designee must submit the names of the chaperones to the administration on 24-hours before a regular school dance and three-days prior to a semi-formal or middle DIT.

• Any arrangements to event special groups of students such as the Grade 6 class from LES must be worked out one month in advance of the event. Appropriate chaperones for these guests will be arranged by special invitation.

• All guests must register in writing prior to the dance in the dean of students’ office. Forms will be available for this purpose. Students are required to provide the name, age, school, home address and phone number as an emergency contact for each guest. No personal cell phone numbers will be accepted. Administration and/or advisors reserve the right to deny access of any guest to a dance for lack of information or mitigating circumstances.

• Any student who is absent, tardy, suspended, or expelled school from the day of a school dance including prom is prohibited from attending. Appropriate attendance lists will be used at the door. The administration and/or chaperones will check in students. An adult must be at the door for initial check-in. No student will be charged with the responsibility of admitting peers to the dance.

• The doors to the dance will close one-half hour after the beginning of the dance. No admittance will be allowed after that time. Exceptions may occur only if prior arrangements are made with the administrator on duty during the school day of the event. No negotiations will be done at the door.

• Proper dance attire is required as is appropriate, respectful dancing on the dance floor.

• Any student who leaves the dance for any reason will not be re-admitted.

• A student who attends under the influence of or in possession of drugs and/or alcohol or any other illegal or dangerous substance will be disciplined with the involvement with the Lee Police Department beginning with the officer on duty. The parent(s), including those of guests, will be contacted to come to the dance and get his/her child.

• Any student who acts inappropriately at a dance will be restricted from attending future dances.

**DETENTION**

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

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

Detentions are to be served on the day assigned. Failure to serve detention will result in suspension, loss of extra-curricular privileges, and/or suspension.
DUE PROCESS FOR SUSPENSIONS

NOTICE OF PROPOSED SUSPENSION

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H½ or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and parent/guardian with written and oral notice of the proposed out-of-school suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

A. the disciplinary offense;
B. the basis for the charge;
C. the potential consequences, including the potential length of the student's suspension;
D. the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
E. the date, time, and location of the hearing;
F. the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

The principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the principal must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Out-of-school short-term suspensions which do not cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

Principal Hearing. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.
Based on the available information, including mitigating circumstances, the principal will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal will provide notification in writing of his/her determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

If the student is in grades pre-k through 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

**LONG-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION**

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

i. In advance of the hearing, the opportunity to review the student’s record and the documents upon which the principal may rely in making a determination to suspend the student or not;

ii. the right to be represented by counsel or a lay person of the student’s choice, at the student’s and or parent’s/guardian’s expense;

iii. the right to produce witnesses on his or her behalf and to present the student’s explanation of the alleged incident, but the student may not be compelled to do so; and

iv. the right to cross-examine witnesses presented by the school district;

v. the right to request that the hearing be recorded by the principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on the evidence submitted at the hearing the principal shall make a determination as to whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs,
such as mediation, conflict resolution, restorative justice, and positive interventions and supports)
what remedy or consequence will be imposed. If the principal decides to impose a long-term suspension, the written determination shall:

i. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
ii. Set out key facts and conclusions reached by the principal;
iii. Identify the length and effective date of the suspension, as well as a date of return to school;
iv. Include notice of the student’s opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provided more detailed information.
v. Inform the student of the right to appeal the principal's decision to the superintendent or his/her designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

If the student is in grades pre-k through grade 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or by other means of communication where appropriate.

APPEAL OF LONG-TERM SUSPENSION
A student who is placed on a long-term suspension shall have the right to appeal the principal's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.

The student and parent/guardian shall have the same rights afforded at the long-term suspension principal hearing. Within five (5) calendar days of the hearing the superintendent shall issue his/her written decision which meets the criteria required of the principal's determination. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal. The superintendent's decision shall be final.

EMERGENCY REMOVAL
A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or
property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency removal the principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's determination in a long-term suspension.

IN-SCHOOL SUSPENSION UNDER 603 CMR 53:02(6) & 603 CMR 53.10
In-school suspension is defined as the removal of a student from regular classroom activities, but not the school premises, for not more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions over the course of the school year.

A Principal may impose an in-school suspension as defined above according to the following procedures:

The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.
SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. 71 §§37H and 37H½

The due process notification and hearing requirements in the preceding sections do not apply to the following disciplinary offenses:

- **Possession of a dangerous weapon, possession of a controlled substance, or assault of staff**
  A student may be subject to expulsion if found in possession of a dangerous weapon, possession of a controlled substance, or the student assaults a member of educational staff, and the principal determines the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school.

  The Principal shall notify the student and parent(s)/guardian(s) in writing of the opportunity for a hearing, and the right to have representation at the hearing, along with the opportunity to present evidence and witnesses. After said hearing, a principal may, in his/her discretion, decide to levy a suspension rather than expulsion. A student expelled for such an infraction shall have the right to appeal the decision to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student was guilty of the alleged offense.

- **Felony complaint or issuance of felony delinquency complaint**
  Upon the issuance of a criminal complaint charging a student with a felony, or the issuance of a felony delinquency complaint against a student, the Principal may suspend a student for a period of time determined appropriate by the Principal if the Principal determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school.

  The Principal shall notify the student in writing of the charges, the reasons for the suspension (prior to such suspension taking effect), and the right to appeal. The Principal will also provide the student and parent(s)/guardian(s) the process for appealing the suspension to the Superintendent. The request for appeal must be made in writing within five (5) calendar days. The hearing shall be held within three (3) days of the request. The suspension shall remain in effect prior to any appeal hearing before the Superintendent. At the hearing, the student shall have the right to present oral and written testimony, and the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

- **Felony conviction or adjudication/admission in court of guilt for a felony or felony delinquency**
  The Principal may expel a student convicted of a felony, or has an adjudication or admission of guilt regarding a felony, if the Principal determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school.
The student shall receive written notification of the charges and reasons for the proposed expulsion. The student shall also receive written notification of his right to appeal the decision to the Superintendent, as well as the appeal process. The expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall notify the Superintendent in writing of his/her request for an appeal the decision no later than five (5) calendar days following the date of the expulsion. The Superintendent hearing shall be held with the student and parent(s)/guardian(s) within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony, and shall have the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

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

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

EXTRA-CURRICULAR CODE
Lee Middle and High School has adopted a code that contains rules and regulations for participation in extracurricular activities. A copy of the code will be distributed to all students at the time they join a particular activity. Before signing the code card, it is the responsibility of the student and her/his parent/guardian to read and understand it.

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

<table>
<thead>
<tr>
<th>Season</th>
<th>Eligibility Rule/Time Frame</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Fall Sports</td>
<td>Pass (receive credit for) 5 full-year, academic, full-credit courses at the end of the previous school year+</td>
<td>+Summer school recovery credits may count toward eligibility if earned prior to the start of the season (team tryouts).</td>
</tr>
<tr>
<td>All Winter Sports</td>
<td>Pass 5 full-year, academic, full-credit courses at the end of first marking period (usually November)* Continued eligibility for the remainder of the winter season will be reassessed at the close of the 2nd quarter marking period (Late Jan. / early Feb.).</td>
<td>*Once a student has been deemed academically ineligible for the winter season, they remain ineligible for the entire winter season.</td>
</tr>
<tr>
<td>All Spring Sports</td>
<td>Pass 5 full-year, academic, full-credit courses at the end of second marking period (Late Jan. / early Feb.) * Continued eligibility for the remainder of the spring season will be reassessed at the close of the 3rd quarter marking period (usually April)</td>
<td>*Once a student has been deemed academically ineligible for the spring season, they remain ineligible for the entire spring season.</td>
</tr>
</tbody>
</table>

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

C. To be eligible to attend or participate in any extracurricular activities, students must, unless excused by the principal, attend school on the day of participation or on the day prior to an activity scheduled for a non-school day. Failure to do so may result in suspension from play up to immediate dismissal.

D. In order to practice, students must be in school, in class, at the start of the school day.
E. Students dismissed from school during the day are subject to the regulations in our
school’s student handbook. To participate in an activity, a note containing a valid reason
must be given to, and accepted by, our dean of students (i.e. funeral, medical
appointment, home emergency). Students who are dismissed are expected to return
during the school day.

F. Students, who are dismissed by the school nurse for injury or illness, may not attend or
participate in any extracurricular activity that day.

G. Student-athletes must attend all official team practices and games, unless specifically
excused by their coach. Cutting practice results in a minimum one game suspension.

H. Chemical Use/Abuse: A student participating in extracurricular activities shall not,
regardless of the quantity, use or consume, possess, buy or sell, or give away:

- Any drink containing alcohol. (Includes products such as “NA” beer.)
- Any tobacco product. (Athletics only.)
- Marijuana, steroids, or any other controlled substance.

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

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

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

<table>
<thead>
<tr>
<th>Season Game Schedule</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-10</td>
<td>4</td>
</tr>
<tr>
<td>11-13</td>
<td>5</td>
</tr>
<tr>
<td>14-16</td>
<td>6</td>
</tr>
<tr>
<td>17-18</td>
<td>7</td>
</tr>
<tr>
<td>19-20</td>
<td>8</td>
</tr>
</tbody>
</table>

- Second and subsequent violation(s): the student shall lose eligibility for the
next consecutive interscholastic contests totaling 60% of all interscholastic
contests in that sport. The suspended student must attend an evaluation
meeting with a qualified counselor. If, after the second or subsequent violation(s),
the student chooses to become a participant in an approved chemical dependency
program or treatment program, the student may be certified for reinstatement in
M.I.A.A. activities after a minimum period of six (6) weeks. The director, or
counselor, of a chemical dependency treatment center must issue such
certification.
<table>
<thead>
<tr>
<th>Season Game Schedule</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>5-6</td>
<td>3</td>
</tr>
<tr>
<td>7-8</td>
<td>4</td>
</tr>
<tr>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>10-11</td>
<td>6</td>
</tr>
<tr>
<td>12-13</td>
<td>7</td>
</tr>
<tr>
<td>14</td>
<td>8</td>
</tr>
<tr>
<td>15-16</td>
<td>9</td>
</tr>
<tr>
<td>17-18</td>
<td>10</td>
</tr>
<tr>
<td>19</td>
<td>11</td>
</tr>
<tr>
<td>20 or over</td>
<td>12</td>
</tr>
</tbody>
</table>

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

**Honesty Clause:** If a student/athlete violates the chemical health policy, the agreement both athlete and parent signed, they face the school’s penalty. However, if the student/athlete contacts the athletic director, principal, or dean of students and admits their violation in writing and orally within one school day of the violation, then the MIAA minimum penalty will be assessed.

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

---

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

**General Provisions**

The student record contains all information concerning a student that is kept by the school district and which personally identifies the student; it consists of the temporary record and the student’s transcript. For purposes of these procedures, custodial parent refers to a divorced or separated parent who has physical custody of the child, and the non-custodial parent is the parent who does not have physical custody of the child. Non-custodial parents may not be eligible to access their child’s student record or may have to follow certain procedures in order to access the student record. See Section 3 below.

The rights outlined below may be exercised by the custodial parent(s)/guardian(s) for a student under the age of 14 years or jointly by the student and custodial parent(s)/guardian(s) of a child over the age of 14 years. A student over the age of 14 is called “an eligible student.” A student 18 years or older may in writing deny his custodial parent(s)/non-custodial parent(s) access to his/her student record with the exception of transcripts, report cards, and/or progress reports.
Each eligible student and custodial parent/guardian except as limited herein for certain parents has the right to see the student record for that student within ten (10) days of submitting a written request to see the records. Copies of any records may be obtained upon request and shall be provided within ten (10) days of the request. The district may charge for the cost of reproducing copies.

The student’s record is available to authorized school personnel who work directly with the student or administrative/clerical personnel who need to have access to records in order to carry out their responsibilities. The term “authorized school personnel” includes, but is not limited to, administrators, teachers, counselors, therapists, paraprofessionals, administrative office, staff and clerical personnel. Authorized school personnel include those employed by the district or under contract with the district as an independent contractor. Authorized school personnel do not need permission to see student records.

No information in the student’s record is available to anyone outside the school system without written permission from the eligible student and/or parent and/or guardian, unless the requesting party has listed an exception as provided by the Student Records Regulations. Exceptions to the requirement of written permission include, but are not limited to, a probation officer, court order, subpoena, where health or safety requires the disclosure of student information/records, or upon transfer to another school district. However, eligible students and/or their parents/guardians will generally be notified before these records are released. A written release must be signed to have any part of the school record sent outside the school. This includes, but is not limited to, prospective employers, other technical schools, and colleges.

An eligible student and parent/guardian have the right to request to add relevant information to the student’s record as well as the right to request removal of information believed to be untrue or incorrect.

**Directory Information Notice**
The Lee Public School District has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 et seq.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post high school plans of the student.

Directory information may be disclosed for any purpose in the discretion of the school system without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information; such refusal must be in writing and made annually. In that case, this information will not be disclosed except with the consent of a parent, or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq. You are hereby notified that pursuant to this notification, the school system will provide requested directory information to military recruiters.
unless the parent or eligible student specifically directs otherwise as required by the No Child Left Behind Act.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal on or before the 15th day of each September. In the event that a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information designated.

Rights of Certain Divorced or Separated Parents
It is necessary for divorced parents to submit a copy of the custody agreement or order and any subsequent changes made thereto to the district so that district personnel may identify which of the parents has physical custody of the child. The non-custodial parent may access his/her child's record unless the parent has been denied legal custody or has been ordered to supervised visitation based on a threat to the safety of the student, and the threat is specifically noted in the order pertaining to custody or supervised visitation, or the parent has been denied visitation, or the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

The district shall place in the student's record any documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

Non-Custodial Parent Access: In the case of a non-custodial parent who is eligible to access the student record, i.e., does not fit any of the four (4) categories under 1-4 above, the non-custodial parent must submit a written request for the student record to the school principal. Upon receipt of the request, the principal and/or his/her designee shall immediately notify in English and the primary language of the custodial parent by certified and first class mail that it will provide the non-custodial parent with access after 21 days unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth under 1-4 above.

When the student record is released to the non-custodial parent, the school will delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records will be marked to indicate that they shall not be used to enroll the student in another school.

Amending Your/Your Child's Record
A parent has the right to add information, comments, data, or any other relevant written material to the student's record. The parent should submit the additional information in writing to the principal with a written request that the information be added to the student record.

A parent has the right to request in writing deletion or correction of any information contained in the student's record except for information which was inserted into that record by the TEAM. Such information inserted by the TEAM shall not be subject to such a request until after the acceptance
of the Individual Educational Plan (IEP), or, if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:

If a parent is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the student's record, the parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known. The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent a decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect. If the principal's decision is not satisfactory to the parent, the parent may file an appeal to the superintendent. Such appeal shall be in writing and submitted to the superintendent within five (5) business days of receipt of the principal's decision. The superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.

If the superintendent's decision is not satisfactory to the parent, the parent may appeal to the school committee by filing a written appeal within five (5) business days of receipt of the superintendent's decision. The school committee shall conduct a hearing as required on the appeal as required by 603 CMR §23.09(4).

Notice on Transfer to Other Schools
Pursuant to 603 CMR 23.07(g), notice is hereby given to parents and eligible students that the district forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student.

Destruction of Records
Notice is hereby given that the temporary record of a student will be destroyed no later than seven (7) years after that student transfers, graduates, or withdraws from the school system. When the student transfers, graduates, or withdraws from school, and if the eligible student or the parent/guardian want the temporary record, they must request in writing prior to the last day of school that the documents be provided to them. No additional notice, other than this Notice in the handbook, will be provided to the student or his parent/guardian of such destruction.

In addition, each year, the principal and/or teachers and/or other service providers may destroy the following documents that are considered part of the student’s temporary record: disciplinary records (other than documentation of suspensions/expulsions/exclusions), any notes from the parent/guardian or other documents concerning absences, early dismissals, late arrivals, as well as examples of student work. If the eligible student or the parent/guardian want those records, they must request, in writing, prior to the last day of school that the documents be provided to them, rather than be destroyed. No additional notice, other than this Notice in the handbook, will be provided to the student or his parent/guardian of such destruction.

**FUND RAISING**

**Rationale**

LMHS continually strives to provide the best learning environment and opportunities for their
students. We recognize that some school fundraising projects and donations from parents and the school community go beyond money to reflect the collaborative efforts of teachers, students, parents, and the school community. The Lee School Committee recognizes both the contributions to the community and to school spirit made by students, and the growth and learning experienced by students when they are actively involved in fundraising for community and school projects. Underlying these efforts is the belief that it is not the responsibility of parents or school communities to raise funds for basic educational requirements but rather that school communities may raise funds to enhance program and support school initiatives.

Policy

1. It is the policy of Lee School Committee to support a variety of fundraising activities. Fundraising may be defined as the direct solicitation of funds and/or goods through sponsorship activities, athletics, the sale of products through vending machines or canvassing, and the sale of tickets for raffles. Fundraising procedures should at all times demonstrate the values endorsed by the school committee.

2. Organizations; i.e., School Councils/Parent Associations, and Home and School Associations which are related to the operation of the Board and its schools may engage in fundraising activities provided that the activities have been approved by the school principal and that the activities abide by other appropriate policies of the school committee. All fundraising activities will respect:
   (1) the voluntary nature of fundraising activities;
   (2) student and staff time, and school programs;
   (3) age-appropriate activities;
   (4) supervision of students - safety precautions;
   (5) school council recommendations regarding the planning and implementation of fundraising activities;
   (6) all appropriate legislation including but not limited to The Education Act
   (7) accounting policies and procedures for fundraising as established by the superintendent's office with oversight by the school committee.
   (8) that participation in fundraising activities does not guarantee a student's roster spot on a team, club, or seat on any trip.

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

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

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

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

This policy applies to hate crimes, bias incidents, civil rights violations, and bias-related harassment, which occur in school buildings or on school grounds, or during the course of any and all school-sponsored activities including those which take place outside of school, or in any situation where there is a detrimental effect on the school or the educational climate.

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

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

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

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

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

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

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

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

Students, staff, or any interested third party may report incidents. Students should report any incidents to an adult with whom they feel most comfortable – a teacher, guidance counselor, or other staff member. Staff members would report incidents to the building principal or the school district's Civil-Rights Administrator for investigation and handling. Confidentially will be maintained to the extent possible, but it should be understood that where a serious crime is involved, the police and other governmental agencies such as the Office of the Attorney General will be alerted. When a student has complained of a bias incident but does not wish to file a written complaint, school officials or the designated administrator will conduct an informal inquiry into the circumstances of the incident and will keep a written record of the inquiry in the event that further incidents involving the complaining student and the alleged harasser take place.
INVESTIGATION:
Upon receiving notice that a hate crime or bias incident is alleged to have taken place, the building principal and/or his/her designee will immediately take steps to ensure that the victim or victims are safe and secure and will notify the Civil Rights Administrator of the allegation. All victims and witnesses will be interviewed within five (5) days following the incident, followed by interviews with any other individuals who may have knowledge pertaining to the incident and the persons involved in it. Physical evidence, if any, will be gathered. The investigator will then make a determination as to whether a hate crime or bias incident has occurred, taking into consideration the definitions contained above, the surrounding circumstances, the relationships of the parties involved, and the context in which the incident(s) took place. In addition, the investigator will determine whether there are, or have been, any related incidents of harassment and will evaluate the kinds of damage that may have been caused both to the victim(s) and to the school environment. The investigator will issue his/her report within five (5) days. In the event that the alleged hate crime or bias incident involved the Civil Rights Administrator or principal, the investigation shall be conducted by the superintendent of schools. If the event is alleged to have been committed by the superintendent of schools, the investigation shall be conducted by the school committee.

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

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

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

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

If an involved student is under the age of 18, his or her parents or legal guardian will be notified immediately after consultation with the student unless such notification is determined not to be in the best interests of the student.
An investigation will take place within five (5) school days of the date of the complaint or report. The investigator may determine that immediate steps need to be taken to protect the complaining student, the alleged harasser, and any potential witnesses, and will notify school administrators of such a determination.

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

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

**DISCIPLINARY ACTION:**
Disciplinary and/or corrective action will be taken as soon as possible following completion of the investigation of an incident of a hate crime or a bias-related incident, and reoccurrences, and the re-establishment of a healthy school environment, especially for the victim(s). Such action will take into account the severity of the incident, the age identity of the victim and harasser, and the affect upon the victim. Disciplinary and/or corrective action may include one or more of the following:

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

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

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

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

HAZING

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

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

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

Commonwealth of Massachusetts: Anti-Hazing Law
Chapter 269: Section 17. Hazing; organizing or participating; hazing defined
Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

Chapter 269: Section 18. Failure to report hazing
Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report
Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

**HEALTH / MEDICAL POLICIES**

**General Information**

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

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

**Nurse**

Lee Middle & High School has a nurse available during the school day. She attends only to illness or injury that occurs during school hours. Any student desiring medical services must have the permission of the adult in charge before going to the nurse's office.

**Medication**

Under Massachusetts General Law (M.G.L.) Chapter 112, section 80B, a licensed nurse must have a medication order from a physician, dentist, nurse practitioner, or physician's assistant in order to administer any medication whether it is a prescription drug or over-the-counter medication.
A form is available from the school nurse that will authorize the dispensing of medication in school. A physician, dentist, nurse practitioner, or physician's assistant must complete this form, and it must be returned to the school nurse.

- If it is necessary for your child to take a prescription medication (such as an antibiotic) temporarily during school hours, please adhere to the following procedure: Place the medication in a labeled pharmacy container. (The local drug stores will give you a second one.) Send in a note stating the time the drug should be given. It needs to be dropped off at the school health office.
- No psychotropic medication (e.g. Ritalin, Adderall, Clonidine, and Dexedrine) may be carried to school by a student. An adult must bring the medication in a labeled prescription container to the nurse. At the end of the school year, an adult must pick up all unused medication. If not, it will be discarded.
- Students will be allowed to keep their asthma medication with them if they have written parental and physician approval. If an inhaler is used, the student needs to report its use to the school nurse.

**Accidents**
It is mandatory that any student who has been injured during school hours report this injury to the school nurse. This regulation pertains to all students who are and are not covered by school insurance.

**In Case of Emergency**
If the school nurse determines that further treatment is necessary, the child's parent (or emergency contact) will be notified and advised. Although rare, emergencies do happen. In these instances, Lee Ambulance is called and the child is transported to Berkshire Medical Center. A copy of the child's emergency file card, including health information, will be given to the transporting EMT as well. If parents cannot be reached, the nurse will accompany the child.

**Criteria For Excluding An ill Or Infected Child From School**

- Chicken pox for five days after the onset of the rash or when all lesions have dried and crusted, whichever is later.
- Diarrhea (more than the child's normal number of stools, with increased stool water or decreased form) that is not contained by diapers or controlled by toilet use, or stools that contain blood and/or mucus.
- Fever of 100.5 degrees or greater.
- Hepatitis A virus infection for 1 week after onset of illness, and jaundice (if any) has disappeared, or until immune serum globulin has been administered to appropriate children and staff in the program within 2 weeks of exposure as directed by the health department.
- Impetigo for 24 hours after treatment has begun.
- Intestinal Tract Diseases: Infectious Diarrheal Diseases (Giardia, Shigella, Salmonella, Campylobacter). Children or staff who have uncontrolled diarrhea while attending child care must be removed from the program; children or staff who have uncontrolled diarrhea with fever or vomiting should be kept home until the fever and diarrhea are gone, and there is documentation of three (3) negative stool samples.
- Measles for 4 days after the rash appears.
• Mouth sores in a child who cannot control his or her saliva, unless the child's physician or local health department states the child is noninfectious.
• Mumps for 9 days after onset of gland swelling.
• Pertussis, until 5 days of appropriate antibiotic therapy has been completed.
• Pinworm infection, for 24 hours after treatment has begun.
• Purulent conjunctivitis (pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, and eye pain or redness of the eyelids or skin surrounding the eye), for 24 hours after treatment was begun.
• Rash with fever or behavior change, until a physician has determined that the illness is not a communicable disease.
• Ringworm infection until after treatment has begun.
• Rubella, for 7 days after the rash appears.
• Scabies until after treatment has been completed.
• Strep throat, for 24 hours after treatment has begun and the child has had a normal temperature for 24 hours.
• Tuberculosis until the child's physician or local health department authority states the child is noninfectious.
• Vomiting twice or more in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
• Any other contagious disease, virus or conditions that warrant a physician's care and/or the expertise and authority of the local health department and/or the MA Department of Public Health.
• Children do not need to be excluded for other minor illnesses unless:
  o They are too sick to participate comfortably in program activities.
  o They need more care than the staffing level allows.
  o They have unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness.

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

LIBRARY
Students are encouraged to come to the library to use the resources for special projects, book reports, reference materials, periodicals, and leisure reading. The student is responsible for all materials signed out in his or her name. The student must pay for any materials that are lost, stolen, or damaged.
LOST AND FOUND
All lost and found articles may be turned in or claimed from the lost and found box located in the main office. Unclaimed items will be donated to a local organization three times during the school year.

MANDATED REPORTERS
School personnel are mandated reporters in accordance with the Massachusetts General Laws, Chapter 119, section 51A, and must report cases of sexual abuse, including rape and indecent assault and battery involving students under the age of eighteen. The law mandates that school personnel who have reasonable cause to believe that a child under the age of eighteen is suffering serious physical or emotional abuse/neglect inflicted upon him/her including sexual abuse must immediately report such incidents to the Department of Social Services. A staff member, as a Mandated Reporter of a public or private school, must immediately notify the designated person in charge or responsible for receiving such information. Failure to comply with the statute may result in a fine of $1000.00. Designated persons for Lee Middle and High School are Diane Carroll, School Nurse; Gregg Brighenti, Principal; Arthur Reilly, Dean of Students; and Andrea Larmon, Special Education Director.

MEMORANDUM OF UNDERSTANDING BETWEEN THE LEE PUBLIC SCHOOLS AND THE LEE POLICE DEPARTMENT
I. GENERAL PRINCIPLES
The Lee Public Schools and the Lee Police Department agree to coordinate their efforts to intervene and prevent violence involving the students of the Lee Public Schools; to prevent the improper and/or illegal use, abuse and distribution of alcohol and other illegal drugs involving the students of Lee Public Schools; and to promote a safe and nurturing environment in the school community.

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

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

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

- in a school setting;
- during any school-sponsored activity even if the event is off school grounds;
- or in the community involving students of the Lee Public Schools.
It will be the sole prerogative of school officials to impose internal school discipline for infractions of school rules and policies. See the school handbook for specific policies and procedures.

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

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

B. The Lee Public Schools designated liaisons are
   Lee Middle & High School
   1. Gregg Brighenti, Principal
   2. Art Reilly, Dean of Students
   Lee Elementary School
   1. Kate Retzel, Principal
   2. Andrea Larmon, Special Education Administrator

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

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

B. Prevention Strategies:
In addition to the above responsibilities, the designated liaisons from the school, the police department and the Berkshire District Attorney’s Office will meet regularly for the following purposes:
1. to discuss incidents of violence; any use, abuse or distribution of alcohol and/or other drugs; criminal activity affecting students; or any other activity detrimental to the school community;
2. to identify strategies to reduce such activities and to promote a safe and nurturing school;
3. to discuss resources available for students at risk of harm from violence, abuse, or neglect;
4. to develop and be involved with prevention and intervention programs focused on anti-violence and corresponding strategies as required by M.G.L. c. 12 § 32; and
5. to help outline necessary action plans for implementation of such strategies.

IV. REPORTING GUIDELINES

A. School Reports to Police Department

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

B. Police Department Reports to the School
The appropriate police department designated liaison will inform the appropriate school designated liaison, subject to applicable statutes and regulations governing confidentiality, of:

1. any activity which may be classified as a Mandatory Reportable Incident as listed in section IV. A(1) of this document;
2. any arrest of a student or the filing of a complaint application or other police or court action taken against any student of Lee Public Schools; and
3. any occurrence involving a student of the Lee Public Schools if the
   a. activity poses a serious and imminent threat to the safety of the student, other students, faculty, or school personnel;
   b. making of such report would facilitate supportive intervention by school personnel on behalf of the student; or
   c. activity involves actual or possible truancy.

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

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

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

D. Necessary Follow-Up
A teacher or other school employee with knowledge of facts pertinent to the reportable act shall:

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

E. Responsibility of the Designated School Liaison
Once a designated school liaison has been made aware of a mandatory reportable incident, it is her/his responsibility to:

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

VI. IMPLEMENTATION

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

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

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

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

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

David Capeless  Berkshire District Attorney

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

Electronics
- Between 7:55am and 2:29pm, electronic devices (including phones) are not allowed to be used. This includes lunch, recess, and passing time between classes.
- Electronics should be in your locker during the school day.
- If a student needs to use a phone, they must ask a teacher for permission and make the call in the middle school office.
- If a student has an electronic device out, it will be taken away and given to the dean of students, who will call home.

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

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

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

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Lee Public Schools. Further, students of the district are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used with extreme caution and only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate. School personnel shall use physical restraint with two goals in mind:

- To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious physical harm; and
- To prevent or minimize any harm to the student as a result of the use of physical restraint.

The following definitions appear in 603 CMR 46.02:

- Extended Restraint: A physical restraint the duration of which is longer than twenty (20) minutes.
- Physical Escort: Touching or holding a student without the use of force for the purpose of directing the student.
- Physical Restraint: The use of bodily force to limit a student’s freedom of movement.

The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs.

Mechanical restraint is: – The use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered a mechanical restraint.

Seclusion restraint is: – Physically confining a student alone in a room or limited space without access to school staff. The use of “Time out” procedures during which a staff member remains accessible to the student shall not be considered “seclusion restraint.”

Chemical restraint is: – The administration of medication for the purpose of restraint.

The superintendent will develop written procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide;
- Descriptions and explanations of the school’s method of physical restraint;
- Descriptions of the school’s training and reporting requirements;
- Procedures for receiving and investigating complaints.

Each building principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the Department of Education recommends be at least 16 hours in length. Only school personnel who have received training pursuant to 603 CMR 46.00 shall administer physical restraint on students. Whenever possible, the administration of physical restraint shall be administered in the presence of at least one adult...
who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm.

In addition, each staff member will be trained regarding the school's physical restraint policy. The principal will arrange training to occur in the first month of each school year or for staff hired after the beginning of the school year within a month of his/her employment.

Physical restraint is prohibited as a means of punishment or as a response to destruction of property, disruption of school order, refusal of a student to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

A member of the school committee or any teacher or any employees or agent of the school committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons, or themselves from an assault by a pupil.

The program staff shall report the use of physical restraint that lasts longer than five minutes or results in injury to a student or staff member. The staff member shall inform the administration of the physical restraint in a written report as soon as possible, and no later than the next school day. The principal or director or his/her designee shall maintain an ongoing record of all reported instances of physical restraint which shall be made available to the Department of Education upon request.

When a restraint has resulted in serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the required report to the Department of Education within five (5) school working days of the administration of the restraint.

In special circumstances waivers may be sought from parents/guardians either through the Individual Education Plan (IEP) process or from parents/guardians of students who present a high risk of frequent, dangerous behavior that may require frequent use of restraint.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  - Political filiations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
• Religious practices, affiliations, or beliefs of the student or parents; or
• Income, other than as required by law to determine program eligibility.

receive notice and an opportunity to opt a student out of –
• Any other protected information survey regardless of funding;
• Any non-emergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
• Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

inspect, upon request and before administration or use –
• Protected information surveys of students;
• Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
• Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Lee School District will develop and adopt policies in consultation with parents regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing sales, or other distribution purposes. The Lee School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Lee School District will also directly notify such as through U.S. Mail or email parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Lee School District will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or survey at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement.

• Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
• Administration of any protected information survey not funded in whole or in part by ED.
• Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
PUBLIC DISPLAYS OF AFFECTION
Public displays of affection have no place in the school building. Students will refrain from hugging and kissing while in the school building or on the school grounds. If there are any violations, the parents of the involved students will be immediately notified to assist school authorities in enforcing this regulation.

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

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

- Do not run in the classrooms or corridors.
- Do not try to push your way when going through the exits in the main corridor.
- Use caution when entering and leaving the cafeteria.
- No article that has flames will be permitted in any classroom.
- The location of fire extinguishers is to be learned by each student.
- No gas jets are to be lit and no experiments are to be performed in laboratories without a teacher’s presence.
- No power equipment is to be operated in the shops without a teacher’s presence and without proper safety equipment.
- Building evacuation procedures must be learned and observed.
- Any safety hazards that are detected by the students are to be reported to a custodian or the safety administrator. (i.e. the dean of students or principal)

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

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

TV Stations: WRGB– Channel 6; WTEN– Channel 10; WNYT– Channel 13; WWLP Channel 22; WSHM– Channel 3; and WGGB Channel 40
Radio Stations: Live 105.5 FM; WUPE-FM 100.1; WUHN-AM 1110; WBRK– AM 1340; WBEC– AM 1420; WSBS-AM 860; and 94.1-FM

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

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

SEARCH POLICY
The school administration retains control over lockers and desk space loaned to students. The administration has the right and duty to inspect and search students’ lockers and desks. Such searches will be conducted if the administration reasonably suspects upon information received that drugs, weapons, dangerous, illegal or prohibited matter, or goods stolen from the school or from members of the staff or student body, are likely to be found therein. The administration also has the right and duty to search a student's person if it has suspicion that drugs, weapons, dangerous, illegal or prohibited matter, or such stolen goods are likely to be found on the student's person, in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or student body. The items of such search may, nevertheless, be turned over to the police for inspection or examination and may be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings.

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

SENIOR PRIVILEGES
General Information
Seniors must be eligible for these privileges, and have the signed permission form submitted to the office prior to taking advantage of any of these privileges; parental permission on the form is required even if a student is 18 years old. Senior privileges can be suspended or revoked by the administration due to academic or behavioral concerns, or due to abuse of the privilege (such as regularly returning to school late, or taking underclassmen off-campus). Parents can revoke their permission for senior privileges at any time by contacting the dean of students or principal. The administration reserves the right to cancel privileges on any day due to inclement weather or other safety concerns. Senior privileges begin on the first full week of school, provided that the proper form(s) have been completed and submitted.
Late Arrival / Early Dismissal  
Seniors in good standing, who are not scheduled for a class during period 1, may arrive to school for the start of period 2. Seniors in good standing, who are not scheduled for a class during period 8, may leave school after the end of period 7. Seniors taking advantage of this privilege must sign in or out at the main office.

Off-campus Lunch  
Seniors in good standing may leave campus for their scheduled lunch period on Fridays. If school is not scheduled for a Friday (or there are no lunch periods scheduled on a Friday of any given week), the off-campus lunch privilege will occur on the last school day of the week when lunch is scheduled. To earn this privilege, the student must have passed all classes for the previous marking period. Seniors must sign out at the main office, and sign back in upon return to school.

SEXUAL HARASSMENT  
Sexual harassment in public schools is sex discrimination, and therefore is prohibited by federal and state laws. Sexual harassment is any unwanted sexual attention from any person the victim may interact with in order to fulfill job or school duties. In instances of sexual harassment the victim's responses may be restrained by fear of revenge. The range of behaviors include: verbal comments, subtle pressure for sexual activity, leering, pinching, patting, or other forms of unwanted touching, as well as rape and attempted rape. Verbal sexual harassment includes sexual innuendoes, comments, sexual jokes, or ridicule. In accordance with the Massachusetts Safe Schools Act, and the Department of Education regulations, any comments, accusations, or ridicule toward people for their sexual choices, orientations, or preferences are violations of these laws. The victim's enjoyment of and pride in work and/or school is often negatively affected because the victim is forced to spend time and energy fending off humiliating sexual advances or ridicule.

A student is being harassed or victimized when he or she is exposed repeatedly to negative actions on the part of one or more students (i.e. intentional infliction of injury or discomfort by physical means, verbal abuse, gestures, and intentional exclusion, commonly referred to as "bullying." Any retaliation against a student who files a complaint will be dealt with appropriately. Title VII of the Civil Rights Act of 1964, and the provisions of Title IX protect all those in school from harassment. All complaints will be thoroughly investigated and stringent disciplinary action taken. The local Chief of Police will determine resulting criminal action. Any student grievances regarding sexual harassment should be directed to the administration that will contact the Title IX and Chapter 622 Coordinator.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SPECIAL NEEDS DISCIPLINE POLICY – CHAPTER 71B
All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws requires that additional provisions be made for students who have Individual Education Plans (IEP). The following additional requirements apply to the discipline of students with special needs:

- The principal (or designee) will routinely notify the Special Education Director of each offense for which a student with special needs is suspended, and a record will be kept of such notices.
- When it is known that the suspension(s) of the student with special needs will accumulate to 10 (ten) days in a school year, the IEP team will meet to review the student's education plan and determine:
  - if the misconduct was caused by or had a direct and substantial relationship to, the child’s disability or
  - if the misconduct was the direct result of the district's failure to implement the IEP.
- If there is a determination that the behavior was related to the student’s disability, the IEP must be amended to reflect a new program designed to meet the student’s needs. The team will conduct a functional behavior assessment, and the school will implement a behavior plan for the student if a behavior plan is currently in use, the team will review the existing behavior plan and modify it as necessary to address the behavior.
- If the behavior was related to the student's disability, the student may not be removed from the current educational placement except in the case of weapons or drug possession or infliction of serious bodily injury to another person unless the parent and school agree upon a new placement.
If the team determines the behavior was not related to the student’s disability, the student may be suspended or otherwise disciplined according to the school’s code of student conduct. During the suspension, the student will continue to receive instruction and special programs.

The school district is permitted to remove a child with a disability to an alternative educational setting for not more than 45 days regardless if the behavior is determined to be a manifestation of the child’s disability when a child:

- Possesses a weapon on school premises or at a school-sponsored function;
- Knowingly possesses, uses, sells or solicits illegal drugs while on school premises or at a school-sponsored function; or
- Has inflicted serious bodily injury upon another person while on school premises or at a school-sponsored function.

**SPECTATOR CONDUCT CODE – SPORTING EVENTS**

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

**STUDENT ACTIVITIES**

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

- Drama Club, Band, Chorus, Yearbook, National Honor Society, National Junior Honor Society, Quiz Team, Academic Decathlon, Literary Journal – Orange Ink, Student Council, Helping Hands, GSA, Middle School Student Council, TV Team, Art Club, and Woodshop Club.

**STUDENT COUNCIL**

The Student Council is an organization formed to assist administration, faculty, and students in running school related activities and in solving school related problems. There is a High School Student Council as well as a Middle School Student Council. It monitors many school events as well as sponsors many social activities throughout the year. High School Student Council is comprised of 17 members (2 freshmen, 3 sophomores, 4 juniors, and 4 seniors). Four elected officers are in charge of directing the activities. Middle School Student Council members are
determined by the faculty advisors. All students are encouraged to run for election, which is held in the fall of each year.

STUDENT DRESS
In accordance with the Massachusetts legislation, a student's dress is the student and parent's concern. However, student dress must not distract from the school's operation. This includes offensive words or symbols, costumes, see-through clothing, and torn clothing that deliberately expose a student's underclothing. Students will not wear clothing that exposes the midriff or undergarments. A student will be made to change his/her clothing if it is felt to be disruptive. For high school students, hats will be permitted in student common areas, hallways, cafeteria, and in the classroom at the teacher's discretion. No chains will be worn or carried. By law all students must wear footwear.

TOBACCO USE – MGL CHAPTER 71
LOCAL POLICY: Lee School Policy Regarding Prohibited Use of Tobacco Products
Use of any tobacco products within the school facilities or on school grounds or school buses by any individual including school personnel and students is prohibited at all times. Students determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code. Staff determined to be in violation of this policy shall be subject to disciplinary action.

This policy shall be promulgated to all staff and students in appropriate handbooks and publications. Signs will be posted in all school buildings informing the general public of the district policy and requirements of state law.

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

VISITOR ACCESS
All guests should expect to follow the following procedures when entering the building. First, press the button to alert the receptionist. When requested, state your name and the purpose of your visit and wait until the receptionist instructs you to come in. When you enter the building, you will be asked to sign in, and the receptionist will direct you to your destination. These are necessary steps to provide a safe and secure learning environment.
VOTER REGISTRATION
Upon reaching 18 years of age, students may obtain voter registration forms in the Guidance Office. Forms must be turned in to the Town Clerk in your town of residence.

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

In the case of a transfer to another school, the school office should be notified at least one week in advance, if possible, when a student will be transferring from school. Parents must sign a release form to allow the school to forward student records. The following information will be needed to complete the transfer:
1. Date of departure
2. Name/address of new school
3. New residence, town/city, street and number
4. Updated immunization record
TENTATIVE TESTING SCHEDULE: 2015-2016
* indicates that LMHS will determine exact dates for testing
within this window at a later date

October 2015
October 14: PSAT – All sophomores and juniors

November 2015
November 4 - 6: MCAS 10th grade ELA retest
November 9 - 10: MCAS 10th grade mathematics retest

January 2016
January 7 - February 10: ACCESS for ELLs (all grades)

February 2016
February 1 - 2: MCAS Biology retest
February 29 - March 2: MCAS 10th grade ELA retest

March 2016
March 3 - 4: MCAS 10th grade mathematics retest
March 22: MCAS ELA Composition test (grades 7 and 10)
March 23 - April 5: window for MCAS ELA Reading Comprehension test (grades 7 and 8)*
March 23 - 24: MCAS ELA Reading Comprehension test (grade 10)
March 31: deadline for completion of MCAS-Alt portfolios (all grades)

May 2016
May 2: AP Chemistry and AP Environmental Science exams
May 3: AP Computer Science and AP Physics 1 exams
May 4: AP English Literature and Composition exam
May 5: AP Calculus exam
May 6: AP United States History exam
May 9: AP Biology exam
May 9 - 24: window for MCAS Mathematics test (grades 7 and 8)*
May 10: AP French Language exam
May 10 - 24: window for MCAS Science/Technology/Engineering test (grade 8)*
May 11: AP English Language and Composition exam
May 12: AP Statistics exam
May 17 - 18: MCAS 10th grade Mathematics test (grade 10)

June 2016
June 1 - 2: MCAS Biology test (primarily grade 9)

SAT Testing Dates
Note that LMHS is not an SAT testing site.

Current SAT: October 3, November 7, December 5, January 23
Redesigned SAT: March 5, May 7, June 4

ACT Testing Dates
September 12, October 24**, December 12, February 6**, April 9, June 11

**LMHS will be a testing site for the October 24 and February 6 ACT tests

Additionally, students in all grades will participate in STAR Reading and STAR Math computer-based testing at least in September and May, with some students participating in more frequent assessment.
### Lee Middle and High School
#### 2015-2016 School Calendar

**August / September 2015**

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>T</td>
<td>½</td>
<td>½</td>
<td>28</td>
</tr>
<tr>
<td>31</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>X</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**February 2016**

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**October 2015**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>X</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

**March 2016**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>½</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

**November 2015**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>T</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>X</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**April 2016**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
</tr>
</tbody>
</table>

**December 2015**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**May 2016**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>X</td>
<td>31</td>
</tr>
</tbody>
</table>

**January 2016**

<table>
<thead>
<tr>
<th></th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>X</td>
<td>19</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
</tr>
</tbody>
</table>

**June 2016**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

Note: June 8 is the 180th day of school. Snow days will be made up after this date.

**Semester 1 Grade Reporting**
- Q1 Progress Reports close: 9/25
- Q1 Grades close: 10/30
- Q2 Progress Reports close: 12/4
- Q2 Grades close: 1/19
- Midyear assessments: 1/20 – 1/22

**Semester 2 Grade Reporting**
- Q3 Progress Reports close: 2/26
- Q3 Grades close: 3/25
- Q4 Progress Reports close: 4/29
- Q4 Grades close (seniors): 5/24
- Final assessments (seniors): 5/25 – 5/27
- Graduation: 6/4
- Q4 Grades close (9-11): Last day of classes
- Final assessments (9-11): Last 3 days of school

---

T = teacher workshop day – no school
X = holiday or vacation – no school
½ = half day (dismissal time: 11:20)