NATICK PUBLIC SCHOOLS

School Committee Meeting October 23, 2023 6:00 PM

School Committee Room, Third Floor, Town Hall

Posted Date: Thursday, October 19, 2023 @ 3:30

Open Meeting 6:00PM, Executive Session 6:05PM, Open Session 6:45PM Virtual Meeting Accessed Via: https://us06web.zoom.us/j/2038566119?pwd=TmtsdXgxenQ0YXRLN1FIcHVpd3hEZz09 Meeting ID: 203 856 6119 Passcode: 987179 One tap mobile +13126266799,,2038566119# US (Chicago) +16465588656,,2038566119# US (New York) Dial by your location +1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York) Meeting ID: 203 856 6119 Find your local number: https://us06web.zoom.us/u/keAEm9sL. If any member of the public, attending the meeting virtually, wishes to take advantage of public speak, they should email the School Committee Chair, Shai Fuxman (sfuxman@natickps.org), one hour prior to the start of the meeting. Your email should include your name, town and your request to be called upon during the public speak portion of the agenda. The School Committee Chair will then announce your name and you will be unmuted and prompted to turn on your video for your opportunity to share your remarks. Per our public speak policy, each speaker will have up to 3 minutes.

Posted In Accordance with Provisions of M.G.L. Chapter 30A, Sections 18-25

OPEN SESSION

- Roll Call
- Pledge of Allegiance
- Moment of Silence
- Announcements

EXECUTIVE SESSION - this portion of the meeting is not open to the public

PUBLIC SPEAK

Public Speak is scheduled for a period of fifteen minutes. Each speaker will be permitted a maximum of three minutes during which time they can speak about topics within the scope of responsibility of the School Committee. All remarks will be addressed through the School Committee Chair. Public Speak is not a time for debate or response to comments by the School Committee.

SUBCOMMITTEE/LIAISON UPDATES

CONSENT AGENDA

1. Approval of School Handbooks

ACTION ITEMS

1. Approve 2023-2024 School Committee Goals

SUPERINTENDENT'S REPORT

1. 2023 MCAS Report

FINANCE

1. New Booster Recognition and Application

CHAIRMAN'S REPORT

1. 2023-2024 School Committee Goals

Agenda items will be addressed in an order determined by the chair. Times are approximate.

ITEM TITLE: Approval of School Handbooks

DATE: 10/23/2023 **ITEM TYPE:** Action

ITEM SUMMARY: Preschool Handbook

Ben Hem Handbook

Brown Handbook

Johnson Handbook

Lilja Handbook

Memorial Handbook

Kennedy Handbook

Wilson Handbook

High School Handbook

BACKGROUND INFORMATION: RECOMMENDATION:

ATTACHMENTS:

Description	File Name	Type
Preschool Handbook	Preschool_Handbook_10.2.pdf	Cover Memo
Ben Hem Handbook	Bennett_Hemenway_School_Handbook_2022-2023.pdf	Cover Memo
Brown Handbook	Brown_School_Handbook2022_to_2023.pdf	Cover Memo
Johnson Handbook	Johnson_School_Handbook_23-24.pdf	Cover Memo
Lilja Handbook	Lilja_Handbook_2022-2023.pdf	Cover Memo
Memorial Handbook	Memorial_School_Handbook_22-23.pdf	Cover Memo
Kennedy Handbook	Kennedy_Student_Handbook_2022_2023Updated_11.15.22.pdf	Cover Memo
Wilson Handbook	Wilson_Student_Handbook_2022_2023.pdf	Cover Memo
High School Handbook	NHS_Student_Handbook.docx.pdf	Cover Memo

Natick Preschool Handbook



Phone: (508) 647-6583

Nurse: (508) 647-6600, Ext. 1632

Website: http://preschool.natickps.org/

Attendance Line (Pick Up Patrol)

MAILING ADDRESS 15 West Street

Natick, MA 01760

Natick Public Schools does not discriminate in employment nor its educational programs, services, and activities based on race, creed, color, age, sex, gender identity, religion, nationality, sexual orientation, disability, pregnancy and pregnancy-related conditions, physical and intellectual differences, immigration status, homeless status, or any other basis prohibited by law.

> Title IX Coordinator (Staff): Suzanne Kenny, suzkenny@natickps.org Title IX Coordinator (Students): Sue Balboni, subalboni@natickps.org

> > 504 Coordinator: Tim Luff, tluff@natickps.org

Physical Location: Natick Public Schools, 13 East Central Street, Natick, MA 01760 (Third Floor, Natick Town Hall



Dear Natick Preschool Families,

It is our shared goal that all preschool aged children of the Natick Preschool community family are safe, happy, and achieve age appropriate academic and play skills. We believe that the partnership between home and school is essential to attaining this goal and greatly enhances a child's learning experience. We hope that our Natick Preschool Handbook will be a useful tool in fostering the home-to-school connection between your child and his/her preschool program.

This handbook has been compiled to provide valuable information about our school's policies and procedures, as well as an overview of the academic program and opportunities for parental involvement. In advance, we appreciate you taking the time to read over the handbook information to become familiar with its contents. Of course, at any time if you ever need clarification or have questions regarding our program and its policies please do not hesitate to contact us immediately. Communication is always a priority between your family and our program.

We are looking forward to sharing a wonderful school year with you and your child. Please review Parent/Guardian One-Stop for valuable information regarding Natick Preschool.

Sincerely,

MaryBeth Kinkead

MaryBeth Kinkead, M.Ed. Principal, Natick Preschool at Ben-Hem, East, and NHS

Please click **HERE** to help translate our Natick Preschool Handbook.

If you need further assistance, please contact the preschool office.

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Mission Statement

Our mission is to provide children with a high quality preschool education that meets the unique developmental needs of all preschool aged children. Our mission includes the following elements:

- Provision of rich opportunities to increase children's language, social play, motor and academic readiness.
- Maintenance of close communication and collaboration with families and guardians.

Philosophy and Vision of Natick Preschool

Natick Preschool believes that each child has individual needs. We believe that children need varied and rich learning opportunities that are developmentally appropriate, built upon success, and provided in a nurturing and safe environment. Because children develop and learn at different rates, Natick Preschool embraces diversity, providing a broad spectrum of learning opportunities and instructional strategies in language-based classrooms that address the needs of students with and without disabilities. Natick Preschool believes that children learn most effectively within natural social settings that include ample opportunities to play. Embedded in the everyday preschool routines are opportunities for children to increase their language, social skills, play and academic readiness. Natick Preschool believes that families/guardians play an integral part of a quality preschool experience. Maintaining close and ongoing communication and collaboration between families/guardians and staff is a high priority.

The Natick Preschool Program

Natick Preschool offers integrated language based preschool classrooms. An integrated preschool is one which serves typically developing children as well as children with special needs and disabilities. Our classrooms offer children the opportunity to work and play with age-appropriate peers as well as children with developmental challenges. Children with disabilities excel in some areas, affording all children the opportunity to be models in some realm. A flexible but consistent structure and routine is offered, including activities to promote language/listening skills, gross and fine motor development and opportunities for imaginative and creative play. Music, sensory activities, and a wide range of developmentally appropriate materials and activities are offered throughout the year. Whenever possible, outside play is a daily event. Each classroom is staffed with a licensed masters-level preschool Educator and at least one assistant Paraeducator. Additional staff members include Speech/Language Pathologists, Occupational and Physical Therapists, a School Psychologist, a Board Certified Behavior Analyst, and trained Behavior Technicians. Together, all therapists consult with the classroom teams and parents/quardians to provide therapy to children with special needs both within and outside the classroom. All therapy is based on developmentally appropriate play models. Throughout the school year, all children without special needs are offered the opportunity to participate in activities as a friend of their peers with special needs both in and outside of the classroom. Therapists in each classroom team will also lead small and whole group lessons within the classrooms designed to nurture the development of all children while supporting the curriculum.

Natick Preschool Faculty and Staff

Administration Team

PrincipalMaryBeth Kinkead

Administrative AssistantsApril M. Davenport (NHS & Ben-Hem)

Jill Guigli at East

Nurse

MaryAnne Lagan (508) 647-6600, Ext. 1632

Classroom Teachers

NHS 5 Day A Educator/Teacher Caryn Sonnenstuhl Para Educator	NHS 5 Day B Educator/Teacher Christina Kiebish Para Educator	NHS 5 Day C Educator/Teacher Amanda Curley Para Educator
Jean Morse	Michele Toomey	AnnMarie Theriault Sarah DeSimone
NHS 4 Day AM Educator/Teacher Kara Hunt	NHS 5 Day D Educator/Teacher Susan Earner	NHS 4 Day PM Educator/Teacher Gabby D/Eramo

East
4 Day AM/interventionist
Educator/Teacher
Amy O-Brien

Para Educator Sophia Valdez East 5 Day Educator/Teacher Meg Murphy

> Para Educator Kate Harris

Ben-Hem 5 Day Educator/Teacher Allison Barry

Para Educator
Dolores Rosenberg
Deb DaSilva
Bridget Mulholland

East 5 Day Educator/Teacher Maureen Morrissey

Para EducatorJennifer O'Shaughnessey

3 Day AM/PM B Educator/Teacher Kate Dwomoh

Para EducatorJoanne Babson

East
4 Day AM/interventionist
Educator/Teacher
Amy O-Brien

Para Educator Sophia Valdez

Special Education Team

Evaluation Team Leaders

MaryBeth Kinkead Hillary Hotchkiss

School Psychologist

Lizzie Noyes

BCBA

(Board Certified Behavior Analyst) Kate Meyer

Behavior Techs

Jill Ricardo Elizabeth Morin Mira Dov Jasmine Smith

Speech and Language

Amanda Nemeth Brooke Kapetanakos Morgan Kokol

Occupational Therapy

Ziva Rosenhand

Physical Therapy

Betsy Harrahy

School Communication

Maintaining open and ongoing lines of communication is an important way to foster the home-to-school connection. Parents/guardians are encouraged to connect with their child's teacher regarding a preferred method of ongoing communication. Your child's teacher will introduce you to our electronic communication tool for sharing photos and other happenings at school. On the first day of school we distribute red folders to all of the children. These folders are used to send home flyers and school communications. On a weekly basis the Principal will send out an electronic newsletter to your email address.

Curriculum and Play

Natick Preschool takes pride in providing a curriculum-enriched environment utilizing a transdisciplinary approach to education whereby Massachusetts' Frameworks/Common Core and Tools of the Mind are embedded within developmentally appropriate preschool activities. Educators are encouraged to use these themes as a guideline in developing their own activities, using multi-modality materials, hands-on/practical experiences, and Tools of the Mind methodology as well. Each classroom maintains a block area, art supplies, puzzles, manipulatives, a book corner with comfortable furniture and shelves with age-appropriate anti-bias books, a sensory table and sand/water table, and a writing center. Throughout the year, classrooms will have musical instruments as well as audio/media equipment to support music and movement opportunities. Children will engage in and learn important concepts through their imaginative and structured play. This also serves to build valuable skills such as choice making, self-advocacy, self-regulation, fairness, sharing, taking turns, and following another's lead. By utilizing our Social Thinking Curriculum we help to model the language children may need in order to join a peer in play. We teach children that playing means sharing, trading, and/or taking turns. We teach children to listen to their peer's ideas even when they differ from their own. The basic themes covered across the year include:

All About Me

- Body awareness
- Self-identification
- Emotions
- Likes and dislikes
- What is a friend?

Natural Environment

- Animals
- Habitats
- Weather
- Seasons

My favorite thing	
 Family Who is my family? Family life Where does my family live? Family occupations 	 Community People in my neighborhood Places in my neighborhood Events in my community Transportation
Summer: Planning for vacation and transition	ns

General School Information

Full Day Program Schedule at Ben-Hem and East Locations

Mondays, Tuesdays, Thursdays, Fridays: 8:45 AM - 2:45 PM Wednesdays: 8:45 AM - 11:15 AM

Early Release Days

At our Natick High School location, school will be dismissed for ALL students in ALL sessions at 10:20 AM on early release days. There will be no PM sessions on early release days. At our Ben-Hem and East School locations, class will be dismissed at 10:05 AM.

School Calendar

Our preschool programs follow the Natick Public Schools' calendar. For the most current, up to date district calendar, please visit the district's website. Weekly reminders will be sent out regarding important preschool dates. Please click HERE for this year's calendar.

Transitions

The beginning of school can be a difficult adjustment for some children as well as the parents/guardians. Our teachers are experienced at handling issues with separation and take special care to comfort these children, and to integrate them thoughtfully into activities. Over

time, most children adjust quite nicely into the program. To help ensure a smooth transition it would be helpful to prepare your child for school by encouraging "play dates" and generally being excited and enthusiastic about school and not prolonging your good-byes. It is important to make saying "good-bye" a part of your daily routine. Please know that if your child is inconsolable or is having a difficult time transitioning, we will call you.

Arrival and Dismissal

All of our locations use park and walk arrival and dismissal. At arrival, please park and walk your child to the school entrance. At dismissal, please park and then form a line holding your sign with your child's name on it so that we can dismiss children one at a time. Please **read** for more information regarding our **Arrival and Dismissal Procedures**. Please refrain from using cell phones during arrival/dismissal times. Please refrain from parking in the spaces marked Handicap.

Reporting Absences

By 8AM parents/guardians need to enter their child's absence or dismissal changes. Enter in Pick Up Patrol.

Written Permission for Dismissal

For the safety and protection of all children, staff members will only release your child to those persons listed on your child's "Emergency Contact" form. Positive identification may be required. Additional names can be added at any time, but only in person by the parent. Please use Pick Up Patrol to notify the school of changes in usual adult pick-up. Children feel safer if they know ahead of time who will be picking them up. If you need to have your child released from school early, please use Pick Up Patrol and enter the name of the authorized adult picking them up. If you are delayed in arriving for dismissal by an emergency or urgent matter, please call the office as soon as possible. Chronic lateness will be addressed accordingly by the Principal.

Important Links Regarding Health/Safety

https://www.natickps.org/departments/health_services

https://natickps.org/covid-19 updates

Nurse Guidelines

Absences Due to Illness

Health Services are responsible for treating students having illness or injuries occurring during school hours. Students should <u>not</u> come to school if they are ill. <u>They should be **FEVER-FREE** for 24 hours without the use of fever reducing medications, such as Tylenol, Motrin, Advil or Ibuprofen.</u>

Although perfect attendance is desirable, <u>a sick child should never be sent to school</u>. REASONS FOR KEEPING A CHILD HOME ARE:

- 1. Temperature over 99.6 degrees
- 2. Colds, coughs and runny nose
- 3. Nausea, vomiting, diarrhea
- 4. Undiagnosed rashes
- 5. Impetigo
- 6. Conjunctivitis (pink eye)
- 7. Untreated Pediculosis (head lice)
- 8. Scabies
- 9. Ringworm

When in doubt, please contact the school nurse, classroom teachers, and/or speak with your child's pediatrician.

Please note that after an absence of more than five (5) consecutive days, students must bring a signed physician's note regarding reason for absence to return to school

DISEASE PERIOD OF ISOLATION:

Fever and/or Influenza Like Illness: When a child has a fever of 99.6 degrees Fahrenheit or higher, he/or she should stay home until his/her temperature has been normal for 24 hours without the use of fever reducing medication (Acetaminophen, Tylenol, Motrin, Advil, Ibuprofen) for at least 24 hours.

Vomiting/Diarrhea: If a child is ill with vomiting or diarrhea 24 hours prior to attending school, he/she should remain home.

Strep Throat: A child with strep throat must stay home until he/she has been on an antibiotic for at least 24 hours.

Conjunctivitis: Causes may be bacterial, allergy, or viral. Child may return 24 hours after initiation of treatment with appropriate ointment or drops.

Chicken Pox: A child is contagious from 1-2 days before and shortly after the onset of the rash. Children must stay home until all lesions (blisters) are crusted over and dry, usually the 6th day after the rash starts. The period of isolation for Chickenpox is at least 7 days from appearance of the most recent eruptions as long as all lesions are crusted and dry.

Impetigo: A child with impetigo will be excluded from school until a physician has treated the child. A note from the physician must accompany the child upon the return to school, usually 24 hours after initiation of treatment with appropriate antibiotic topical or oral medication.

Lice/Pediculosis: Child must be treated and be seen by a school nurse before returning to school.

Scabies: 24 hours after initiation of treatment with appropriate topical medication.

Ringworm: 24 hours after initiation of treatment with appropriate topical medication.

Health Information/Emergency Form

In order to understand and safeguard your child's health, we ask each parent to complete an emergency form at the beginning of the school year. We ask that you update this form during the school year as needed. It is parents/guardians' responsibility to keep the school nurse apprised of relevant health information. In addition, all students are required to have a copy of a current physical with updated immunizations on file with the school nurse. Incoming preschool students must show documentation of the following immunizations:

4 Doses DTap 1 Dose Measles/Mumps/Rubella

3 Doses Polio 1 Dose Varivax 3 Doses Hepatitis B Lead screening

Health and Medication Policy

Our School Nurse is responsible for treating students having illnesses or injuries occurring during school hours. Each school maintains a Health Clinic and is staffed with a School Nurse. Only a physician is legally authorized to prescribe medication, this includes over the counter medication. If at all possible medication should be given at home before or after school hours. A student who needs to take any medication during school hours must have a signed permission slip from their parent/guardian and the physician. Medication (in a pharmacy labeled bottle) is kept locked in the health clinic and taken under the supervision of the nurse. Acetaminophen (Tylenol) may be given at the discretion of the School Nurse, if the parent/guardian has signed the permission form. CHILDREN ARE NOT ALLOWED TO TRANSPORT ANY MEDICATION, INCLUDING OVER-THE-COUNTER MEDICINES.

If a child is to require medication that needs to be administered during the school day, there are two forms that need to be completed prior to a student receiving the medication at school. The two forms are: "Physician Authorization for Dispensing Medication" and the parent "Authorization for Dispensing Medications." Both forms can be downloaded from the NPS website health section and/or are available in the health clinics. The parent/guardian is responsible for delivering medication to the health clinic and to retrieve it whenever necessary or at the end of the school year. All medication must be in a pharmacy labeled container with the following information:

- Name of student
- Name of medication
- Dosage
- Route-how administered
- Time of administration in school/how often it is to be administered
- Name of physician or licensed prescriber
- Date of prescription

Please refer to the Health Department section at_http://natickps.org/departments/health for up-to-date health information, policies, and health forms.

Parent/Guardian Permission Form for Medications

Physician Form for Medication Administration

Allergies and Anaphylaxis

Natick Public Schools recognize the potentially serious consequences of children with allergies. These allergies may include a condition known as anaphylaxis. Anaphylaxis is a severe, potentially life-threatening allergic reaction brought about by exposure to certain foods or other substances, such as latex or bee stings. While the Natick Public Schools does not purport to be, nor can it be deemed to be free of food items and non-food items that may lead to severe allergic or anaphylactic reaction, we will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis. If your child has a food allergy and requires an EpiPen, is the parent/guardian responsibility to:

Notify the school nurse and teacher what your child is allergic to

Provide the school nurse with the MD order for an EpiPen

Provide the school nurse with the parent/guardian permission slip to administer the EpiPen

Provide the EpiPen, which will remain in school

Provide the school nurse with a recent photo of your child

Meet with the school nurse to review your child's individual health care plan

Please refer to the following link. Please click **HERE** for more information regarding life threatening allergies.

When a Child Becomes Ill at School

Our staff is trained to recognize signs and symptoms of illness but it can be difficult for us to make a "sick child" diagnosis. Sometimes we will call you and enlist your help in making the decision. Children who exhibit symptoms of mild illness such as runny nose or slight cough will be evaluated for exclusion or inclusion according to the following: body temperature, ability to play, ability to take in solid food or liquids, general appearance and behavior. Additionally, if your child is having a difficult time taking care of his/her chronically runny nose or experiencing excessive and uncontrolled coughing, we will request that he/she be taken home, as not to spread germs. If a child becomes ill while at school and it is determined the child needs to go home, the parent/quardian will be notified immediately and the child will wait in an area that is separate from their classmates. A staff member will attend to the child until the parent and/or guardian arrives. If the symptoms require emergency care, emergency personnel will be summoned. In addition, any equipment the child has come in contact with during the course of the day shall be washed with water, soap and disinfectant. Your child may return to school when he/she is no longer ill. In the event a child is injured during the school day, the School Nurse will be called to treat the injury/wound. If a serious injury should occur, the parents/guardians will be contacted.

Insurance

An optional school insurance plan is available to all students. Information regarding this can be

obtained from the Central Office. They are located at the Natick Town Hall, 13 East Central Street. You may reach them by phone at 508-647-6500. Their office hours are Monday through Friday from 8:00 AM – 4:30 PM.

School Cancellations and Delays

Natick Preschool closes when Natick Public Schools close. Additionally, the afternoon preschool classes may be canceled at the Superintendent's discretion due to inclement weather. When there is a morning delay due to weather, there will be no AM programs.

The "No School" announcements or delayed school opening announcements will be broadcast starting at 6:00 AM. by radio stations WBUR (FM 90.9), WBZ (AM 103.0), WRKO (AM 68.0), by television stations Channel 4, 5, 7, Fox 25, CW56 as well as a recorded message on the "School Closing Line" (508) 647-6515 (after 6:00 AM).

<u>Handwashing</u>

The children and staff wash their hands with liquid soap and running water using friction and dry with individual disposable towels at least once at the following times:

- Before eating or handling food, after using the restroom, and before and after using the sensory/water table.
- After coming in contact with bodily fluids and discharges.
- Upon arrival to school. Teachers and children will be directed to wash their hands.
- Staff members before and after administering medication.

Toilet Training Procedures

Children do not need to be toilet trained to attend Natick Preschool, but we do encourage communication between the school and home to foster a common toilet training goal and procedure for each child. For all children, scheduled bathroom times are incorporated into the daily schedule. Please encourage your child to ask to use the bathroom when needed at school and at any time a staff member will be happy to assist them. Each of our sites is equipped with appropriately sized toilets, sink, diaper pail, and changing table. Children who wear diapers/pull-ups and use wipes, must bring these items to school. For preschoolers who are toilet training, we may need an extra change of clothes and ask that you dress your child in clothing that encourages self-help skills.

Toilet Training and Toileting Procedures are as follows:

- Children shall wash their hands with soap and running water after toileting, before snacks and/or handling food. Staff members shall also wash their hands with soap and running water after assisting children with toileting or toileting themselves. Disposable towels shall be used to dry hands.
- Clothing soiled by feces, urine, vomit, or blood shall be "double-bagged" in sealed plastic bags and stored apart from other items.
- A change of clothes shall be available for each child.
- Children must be toilet trained in accordance with the requests of their parents and in a manner that is consistent with the child's physical and emotional abilities. No child shall be punished,

- verbally abused, or humiliated for soiling, wetting, or not using the toilet.
- Children shall be supervised during toileting.

What to Wear/Change of Clothes

Please dress your child appropriately in comfortable play clothes, as there will be many activities that involve running, jumping, and climbing. In addition, as your child explores new media (paint, glitter, glue) we will provide smocks, but sometimes these activities can be messy and accidents can happen. Please have your child wear appropriate footwear. Sandals, crocs, flip flops, open back beach shoes are not ideal as they can easily get in the way of a child's movements and may be the cause of falls and slips. On rainy days children should bring or wear raincoats and boots. On cold days, we recommend a snowsuit or coat, a hat and boots. At the beginning of the school year, each classroom will request that you send in a change of clothing for your child to wear. Please place clothing in a sealed ziploc plastic bag labeled with your child's name on it. This extra set of clothing will be kept at school and should be changed out seasonally in accordance with the weather/season.

Outside Play

Weather permitting; children will play outside on a daily basis, unless it is raining or dangerously hot or cold. In the winter, your child's teacher will let you know about their specific snow attire policy. We encourage children to wear mittens, rather than gloves as it helps to permit children's self help skills. In addition, teachers at Natick Preschool may not apply sunscreen or insect repellent. Please apply a UVB/UVA sunscreen of an SPF of 15 or higher prior to your child coming to school. We also encourage families to apply insect repellent due to the high risk of insect-borne disease. In the event of an air pollution report from the Dept of Public Health, the Principal will alert the staff and take necessary precautions to protect children and adults from exposure. This may include limiting outdoor activities. Children will be asked to wash hands before and after using playground equipment.

Toys from Home

The school provides each classroom with toys and equipment that are age appropriate and educationally sound. At times, a child may have a security item which helps them transition from home to school but generally we ask that no toys be brought from home. As an exception, there may be days when children are requested to bring in special toys from home which may include items found in nature, special souvenirs, family photo albums, music, and/or special books. **Any kind of fighting toys or weapons are not allowed.**

Backpacks/Labeling Items

Your child's backpack should be able to fit an 8.5×11 folder, lunchbox, water bottle and craft projects being sent home. Backpacks with zippers or velcro are easier than ones with strings or clips. Please label the backpack with your child's name and their teacher's name. Please label all items that come to school with your child's name. Clothing that can be removed such as sweaters, coats, hats, and mittens, should be labeled as well. Many children do not know their own belongings or are unsure of their own things, especially as seasons change (i.e, a new spring coat).

Snack/Lunch/Nutrition Guidelines

Children who attend half day should bring a snack. Children who attend full day should bring two snacks and a lunch. Students are encouraged to bring in nutritious choices daily and to limit sweets. We do not offer refrigeration to store perishables. We also suggest a reusable drink or water bottle or containers that use a straw. Snack and lunch containers should be appropriate for your child to manage independently. Please let the teacher know if your child has specific dietary restrictions. Children younger than four years old should please refrain from having the following food items at school: hot dogs, whole grapes, nuts, popcorn, hard pretzels, and chunks of raw carrots as these items present a choking hazard.

Special Traditions/Birthdays/Holidays

At Natick Preschool we encourage diversity. We welcome families to share with us special family traditions. If you are interested in sharing a special family tradition, please contact your child's classroom teacher. Birthdays will be acknowledged with a birthday crown made in the classroom. Please do not send in birthday party invitations or goodie bags to hand out or share. Due to allergies, please do not send in any food items with your child for their birthdays. In addition, we demonstrate cultural sensitivity throughout the year by making our preschoolers aware that not all people celebrate the same holidays in the same ways. Please speak to the classroom teacher for specific information on how holidays will be observed in your child's class. If holiday celebrations conflict with your own beliefs, please discuss this with the teacher as well.

<u>Child Guidance/Behavior Management Plan</u>

Natick Preschool philosophy of child guidance and behavior management is to assist and guide children in the development of self–respect and the ability to respect others. Our caring educators serve as role models and administer the classroom rules in a consistent way, based on an understanding of each child's developmental level. Simple and understandable rules will be established so that expectations and limitations will be clearly defined. Should behavior management become necessary, educators will use methods which may include diversion, choice making, separating the child from the situation, encouragement, and reinforcements for appropriate behavior and effort. Children will always have the opportunity to verbalize/show their feelings. In addition to informal daily communications between parent/guardians and staff, the Principal and/or teacher will inform you of any unusual behavior that suddenly surfaces in the classroom. Our goals for behavior management include: having the children feel good about them, feeling safe, expressing feelings appropriately while respecting the needs of others, developing good self-control, utilizing simple problem solving skills, and becoming more independent.

Child Guidance/Behavior Management Policy as outlined by the Dept. of Early Education and Care: According to the EEC regulation, 7.05(8)(a-t), FCS Prohibits:

- Spanking or other corporal punishment;
- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remark;
- Depriving children of outdoor time, meals or snacks, force feeding children or otherwise making them eat against

their will, or in any way using food as a consequence;

- Disciplining a child for soiling, wetting, or not using the toilet, forcing the child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting;
- Confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision and excessive time-out;
- Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view

School Council

The Education Reform Act of 1993 mandated the establishment of School Councils for every public school in Massachusetts. The School Council is responsible for assisting and advising the Principal in the areas of:

- Enhancing the educational goals of the school
- Assessing student educational needs
- Reviewing the annual budget
- Formulating the School Improvement Plan

The Council meets monthly in an open meeting. Parents are encouraged to attend. Any issue that a parent or community member would like to have discussed should be brought to the attention of the parent representative, community representative, teacher representative or Principal. Please click on the following link for information regarding the district's school committee: http://www.natickps.org/cms/one.aspx?pageId=541839

Special Education Parent Advisory Council

The Natick Public Schools Special Education Parent Advisory Council (SEPAC) is a town-wide organization whose membership includes parents/guardians, educators, special education administrators and other interested parties. SEPAC's purpose is to share information and to providesupport and input regarding the education, health, and safety of students receiving special education services. There are several meetings held per school year that include speakers addressing topics of concern or interest to parents. Meetings are announced in the Principal's weekly E-Blast and are held at Town Hall in the School Committee Room. Minutes are posted on the Natick School Department Special Education Office bulletin board at Town Hall. Please see their link: http://www.sepacnatick.org/

Classroom Visits/Confidentiality

All students are entitled to the full protection under the law regarding their privacy and confidentiality of school information. The school adheres to all state and federal regulations. All volunteers including our high school early childhood students are instructed in these policies. Parent/Guardian visits are welcome anytime, but we do ask that these visits are arranged in advance to prevent disruption of the class by too many visitors at one time. Observations of students in class need to be scheduled in advance and accompanied by a Natick Preschool staff member. Parents are kindly requested to respect student confidentiality during any visits to the Natick Preschool classrooms.

Photographs/Videos

Throughout the school year classroom teachers may take pictures of the students participating in a wide variety of learning activities. These pictures are for display, the yearbook, our school

website or local papers. Please indicate in your child's Yearly Forms via PowerSchool on your preference regarding photographs/media releases. Student photographs posted on classroom websites will never identify students by name. Individual student portraits and class pictures are taken each spring by an independent school photography studio.

Assessments

As an integrated preschool establishment, some children are placed in our classrooms through the special education evaluation process. For all of our peer preschoolers, within in the first few months of school, every preschooler is screened in all developmental domains (sensory, language, cognitive, gross-motor, fine motor, and social emotional) and the content areas (literacy, math, science, technology, social studies, creative expression, health and safety) using our formative assessments. Simultaneously teachers begin to gather data about the children's interests and skills through observation and play. Our assessment practices are sensitive to and informed by family culture, experiences, child's abilities and disabilities, and home language. If at any time a child and/or parent/guardian suspect that a child might be experiencing a delay in any area/domain of development, the teacher will collaborate with the parent/guardian to discuss opportunities for the child to gain more practice in a specific area of development. No formal assessments are conducted without written parental consent.

Conferences and Progress Reports

Parent/Guardian conferences are regularly scheduled for all students twice a year, once in the fall and once in the spring. Written progress reports are also handed out twice during the year. At any time during the year, parents/guardians are encouraged to speak to the classroom teacher about any concerns and/or important events in their child's life.

Kindergarten Information Sharing Process

For children that are receiving special education services and are on a current Individualized Education Plan, team transition meetings will be held with a special education representative from the child's respective elementary school to help define the student's goals based on their knowledge of the kindergarten curriculum and the services they will need to achieve them. Peer/role model children in our preschool will be contacted by their "home" school in December. Kindergarten screenings will be completed here at Natick Preschool. In the spring families will be invited to an information session for an overview of the kindergarten experience.

Tuition Procedures

Our "Tuition Agreement" outlines the terms, conditions, and tuition procedures for the school year. Every family must sign a "Tuition Agreement" prior to their child being enrolled in the preschool program.

• In order to secure placement for your child, the first month's tuition is due on March 1st. The next payment is due September 1st and the first of every month thereafter. The last payment is due on May 1st, 2022. There are a total of 10 payments, including the deposit.

- A signed agreement serves as your commitment to the full school year program and your responsibility for paying the **full** annual tuition (10 payments) regardless of learning model, in person, hybrid, and/or remote/virtual.
- ONLY online/contactless payments will be accepted using: https://unipaygold.unibank.com/transactioninfo.aspx?TID=2784
- There are a total of 10 payments, including the deposit.
- Deposits are non-refundable.
- Tuitions in arrears more than **10 days late** will result in the student no longer being able to attend the program.
- Tuition payments **will not be waived nor refunded** at any time during the school year, regardless of the learning model, which may include remote learning and/or hybrid remote/in-person learning.

Enrollment

Due to the popularity of our program, we have instilled a lottery process. On November 1st of every year, online registration for our lottery will commence. Registration for the lottery continues until January 15th. Prior to the registration, we recommend becoming familiar with our programs' days and options and as you will be asked to only select one program choice for your child. In addition, you must be a current Natick resident to register and qualify for the lottery. You will be required to submit your child's name and date of birth as well as contact information for at least one parent/guardian. Please register only once - any additional registrations will be discarded by the system. Please note that your child must be 3 years of age by August 31th. On or about February 1st, parents/guardians of students that were drawn for classroom placement, will receive confirmation in writing via email. You will then receive enrollment instructions of how to register your child. Incomplete registrations will forfeit that student's spot in our program. For families not selected in the lottery, applications will be kept on file for any future openings. Future openings will continue to be filled by a rolling admissions system. Due to our limited amount of openings we also suggest that families have alternate preschool options should your child's name not be selected from our lottery.

Natick Residency Policy

Please click **HERE** to view the Natick Public School residency policy.

Gift Giving Policy

The Natick School Committee honors the diversity of the pupil population it educates and the family values this population represents. The Committee recognizes the desire of parents to express their thanks individually or collectively to a teacher or teachers and the School Committee applauds this desire. To that end, the Natick School Committee encourages parents, if they wish, to express this appreciation for a teacher's efforts and/or effectiveness through actions that will aid the classroom environment or the work of teachers.

• Massachusetts General Law Chapter 268A and State Ethics Commission rules prohibit all public employees from receiving personal gifts of "substantial value," which according to the regulations is \$50 or more. This includes meals, tickets, services rendered, holiday gifts, etc.

- The Ethics Commission has recently ruled that the \$50 or more restriction applies <u>even when a group of people pools their funds to contribute to a gift</u>. Therefore, if multiple parents of students in the same class chip in to purchase a gift for the teacher, the teacher cannot accept it if it is worth \$50 or more.
- The law and regulations apply to any *single*, *personal* gift to a public employee from an individual or group. An employee may accept multiple gifts from different parties, as long as each individual gift complies with the regulations.

Contributions for educational supplies, the purchasing of books or curriculum materials for the classroom, or a donation to a PTO or organization such as the Natick Education Foundation (NEF) in the educator's name are not subject to the limits mentioned above.

Natick Public School Important Links

Our purpose is to educate all students we serve to high levels through high-quality instruction.

Our vision is to provide all students with personalized learning environments that promote deeper authentic learning experiences.

School Safety Link

Bullying Prevention/Intervention

Social Justice

Student Data Privacy Policy



Bennett - Hemenway Elementary School Handbook 2022-2023

Natick Public Schools does not discriminate in employment nor its educational programs, services, and activities based on race, creed, color, age, sex, gender identity, religion, nationality, sexual orientation, disability, pregnancy and pregnancy-related conditions, physical and intellectual differences, immigration status, homeless status, or any other basis prohibited by law.

Title IX Coordinator (Staff): Suzanne Kenny, suzkenny@natickps.org
Title IX Coordinator (Students): Sue Balboni, subalboni@natickps.org

504 Coordinator: Tim Luff, tluff@natickps.org

Physical Location: Natick Public Schools, 13 East Central Street, Natick, MA 01760 (Third Floor, Natick Town Hall)

Please be aware all electronic communication to and from Natick Public Schools is public record and subject to public disclosure per <u>Massachusetts</u> <u>General Law Chapter 66, Section 10.</u>

August 2022

Dear Community Members,

Welcome to the 2022-2023 school year! We are excited about all the promise this year has to offer our students and their families. We learned a lot about how the pandemic impacted our learners last year. Through this experience, we are committed to designing plans that follow our learners and support success over time. This year will be full of excitement and learning for your child. Ben-Hem's Community Handbook is an important part of creating a school climate that fosters a positive experience for students and families.

The community handbook you are about to review contains a wealth of information about school programs and services. We have shared this community handbook digitally to allow us to embed live links that support Families/Caregivers' self-service. We hope that this document gives you the information you need when you need it. The content of this handbook is intended to provide community members and families with basic functional and programmatic information and to communicate the policies, procedures, and practices of our school. There is a great deal of information and, therefore, this handbook will most often serve as a reference for you as questions come up during the year.

While this handbook will ultimately serve as a reference, families should develop familiarity with the policies and procedures of the school. In doing so, you ensure that the school operates efficiently. Deviations from policy and procedure take time away from our primary responsibilities, learning and teaching.

I hope that the content of this handbook is both informative and useful. Everything we do is aimed at improving the service to stakeholders and the education of our students. If you have questions or comments regarding the information contained in this handbook, please contact me at kghilani@natickps.org.

Best,

Karen Ghilani, M.Ed Principal

Vision, Mission, and Core Values

Our mission, at Ben Hem, is to enhance the possibilities of all learners. Our school council is currently reviewing our vision and mission statement and working to coordinate these ideals in alignment with the Profile of a Natick Graduate. This work is on-going and we will share updates as we move closer to our final goal.

At Bennett Hemenway, we take care of our community, each other and ourselves to make the world a better place. Students, teachers, staff, and families work together to bring our mission to life through a sustained focus on our core values.

Core Values

We CARE about ourselves, each other and our world.

The CARE element evolved from previous values work at Ben Hem. Historically, C.A.R.E. is an acronym developed and used to support pro-social behaviors and to make our collective expectations for each other clear. Over time, CARE shifted to these three simple ideas: We take CARE of ourselves. We take CARE of each other. We take CARE of our world. Everything we do across our day can fit into these three buckets and help to frame our expectations for stakeholders across the school day.

Community & Collaboration

 Collaborative connections within our community that is focused on open communication, critical thinking and problem solving..

Academics

 Students analyze information and make sense of content as it relates to themselves and their world.

Resilience

 Students develop skills that allow them to persist and accomplish success when faced with barriers to meet goals.

Empathy

• Students are able to understand others' perspectives and listen with open minds to understand the people around them.

Mission

It is our mission to ensure that...

- all students, through effort and perseverance, excel as learners, individuals, and members of a diverse society
- all students develop confidence in themselves as individuals, with their peers as friends and mentors, and with their community as a resource
- all students thrive in a positive school climate that engages them in rigorous learning while providing an atmosphere that instills the joy and fun of seeking knowledge
- families and teachers collaborate in a collective effort to support and care for students

Philosophy

We believe that inspiring and developing a lifelong love of learning is the foundation for every child's future success. Children are innately curious and come to school eager to learn – to develop the skills and acquire the knowledge and understanding necessary for them to be capable and competent citizens. As a community, we must access students' desire to learn and engage them in this pursuit of knowledge.

Learning does not begin or end with the school day, week, or year. Children gain insight and understanding through all of their experiences and interactions with their environment. Values, ideas, and concepts are communicated explicitly through direct teaching and implicitly through the words and actions of the influential adults in their lives. Over time, the child's cumulative interactions with people shape their perception of themselves and the world around them.

We believe that an unwavering commitment to developing a positive school culture is essential to achieving our mission. This culture is characterized by:

- a direct focus on shared core values.
- strong collaborative relationships
- a safe learning environment
- reflection on our practice and Families/Caregiversing
- an atmosphere that fosters academic rigor while instilling the joy and fun of learning

Students must be prepared to engage in an ever-changing landscape. The integration of communication, collaboration, critical thinking and problem solving partnered with empathy, resilience and initiative and self-direction will lay the foundation for our children to experience success as members of a productive community. This **Profile of Natick Graduate** threads through our K-12 school design in the service of students.

Children thrive when their hard work, effort, and success are celebrated. Establishing traditions and structures that promote recognition, celebration, and the joy of learning are central to bringing shared values to life and achieving the school's mission.



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School Contact Information

Your classroom teacher is always your first point of contact. They are able to connect you to the appropriate staff as needed. <u>See our staff directory here.</u>

Main Office 508.647.6580 Karen Ghilani, Principal Ben Gatto, Assistant Principal Donna Kelley, Administrative Asst Danielle Raneri, Administrative Asst	ASAP 508.647.6400 x 1214 Megan Cap-Renzi, District Director ASAP 508.647.6400 x 6584 Pat Walsh, Site Director
Special Education 508.647.6580 Hannah Cross, Special Education Coor.	Transportation 508.647.6497 Robin Agostinelle
School Psychologists 508.647.6580 Kristy Morrison - School Psychologist Tara Kiritsy - School Psychologist	School Counselors 508.647.6580 Taylor Scannell - School Counselor Sarah Shaw - School Counselor
Nurses Office 508.647.6580 x 2 Denise Twiss Jenna Rosie	Food Service 508.647.6611 Kristen Gentili, Director

Ben-Hem Daily School Schedule

8:05	Student Drop Off Begins
8:15	Instruction begins - Attendance is taken
11:00	Kindergarten Lunch
11:30	Grade One Lunch
12:00	Grade Two Lunch
12:30	Grade Three Lunch
1:00	Grade Four Lunch
2:41	Dismissal

^{*} The dismissal process at Ben Hem begins approximately 7 minutes before 2:41 pm

Please note: Ben Hem dismisses at 12:05 pm on Early Release Days

Arrival

Students arriving by bus will be dropped off in the bus loop between 8:05 and 8:15 am. Students will move to the front doors and enter the building. Staff is on hand to greet students and assist in any morning transitions. Students will move directly to their classrooms. Classroom teachers will greet children at the classroom door starting at 8:05 am. **All students will enter through the main entrance front doors.**



Students will not be admitted into the building prior to 8:05 am.

Families/Caregivers can drop off students along the fire lane in the front of the building once live car drop off has begun. Students should be prepared to exit the car on the passenger side. Volunteers will help to open and close doors as students transition safely from the vehicles. East Evergreen Road is a one way road during this time of day. All Families/Caregivers will exit right out of the school parking lot.

Families/Caregivers will wait until cars in front of them are unloaded and will not pull out into traffic before cars ahead of them.

Morning drop off - PARENTS



Morning Drop Off Procedures

The morning drop off is a busy time in the parking lot. Ben-Hem runs a "live drop off". Families/Caregivers drive into the drop off loop and students exit the vehicles onto the sidewalk. Maintaining the safety and efficiency of the live process requires a collaborative effort between school staff and families.

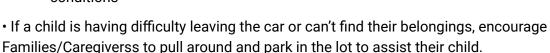
The school will...

- Assign staff members to supervise student arrival into the building and monitor students' until they are dismissed to their classes.
- Monitor students transitioning from buses to the school building.

Morning drop off - VOLUNTEERS

Volunteers are essential for morning drop off. We keep traffic flowing so that as many cars as possible can enter the drop-off lane, allowing kids to get to their classroom on time. We also provide a warm welcome to students so they can start the day on a happy note. Here are some tips to help when you volunteer:

- The drop off line works best with 5
 Families/Caregivers working in zones (shown above)
- We prevent accidents in the parking lot by:
 - encouraging drivers to notice pedestrians
 - moving kids away from the curb as they exit cars
 - closing car doors so that drivers won't jump out into traffic when kids forget
 - reminding students to slow down during icy conditions





Dismissal

Dismissal

We will continue to run live car pickup this school year. All students that do not ride the bus or walk, will participate in a live car pick up dismissal.

Live Car Pickup:

We will run a staggered dismissal process. Families are invited to enter the parking lot starting at 2:00 pm to pick up students through the live car pick up process. Drivers will wait in cue along the fire lane in the front of the building. Drivers should not extend beyond the fire lane - blocking the loading dock or entering the hard top area near the gym doors until directed to do so.



- Drivers must display the last name of students in the window in a clear and legible manner. We recommend clipping it to the passenger visor and just dropping the visor down during pick up. Another helpful hint is to write your name clearly and legibly on paper and attach it to a hanger that you keep in your car. Hang the hanger on your rear view mirror during pick up (Thanks Ayanna Hall for this tip). THIS SHOULD BE ON DISPLAY UNTIL YOU LEAVE CAMPUS.
- Live Car Pick Up Reports are run each day via Pick Up Patrol to all staff facilitating live car pick up.
- Names will be called from the fire lane so that students can be cued for pick up in order.

- Drivers should refrain from using cell phones during live car pick up and maintain a safe and controlled speed.
- Each car must come to a complete stop prior to loading.
- Drivers should not exit the car for any reason during live car pick up.
- Live car pick up will begin once all **Walkers** are dismissed from the building.
- Students' Last Names should be on display the entire time cars are in the Live Car Pick Up line.

Please note: We will assist in opening car doors but we are not able to assist in buckling students into the vehicles.

Walkers:

Students who are walkers will be called to exit classrooms and move to the East Evergreen fire lane. Walkers will begin dismissal at 2:36 pm. There are three staff assigned to facilitate Kindergarten and First grade Walker dismissal. Kindergarten and First Grade walkers will be picked up from their classrooms and led to Walker Pick up. Three staff are assigned to facilitate Grade 2-4 Walker dismissal. All walkers will dismiss to the East Evergreen fire lane for pick up near the fenced in area (former PreK playground). Walkers are encouraged to clear the fire lane as quickly as possible knowing that Live Car Pickup will begin shortly thereafter.

Bus Riders:

Bus students will remain in their classrooms until their bus is called. Students will be monitored by teachers in the classroom. Bus staff will escort students outside to the bus loop using the main hallway. Grades 2, 3, and 4 should exit the second floor via the main stairwell.

Bicycles

Fourth Grade students are invited to ride their bikes to school with Families/Caregivers permission. Families/Caregivers need to communicate with the classroom teacher and note the dismissal plan in Pick Up Patrol. Students should wear a helmet. Helmets should be stored in their lockers during the school day.

After School Programs

Children who attend after school programs (ASAP, Longfellow, Tobin, etc.) are dismissed to specific areas of the building or to program buses where program staff meet them and take attendance.

Ben Hem ASAP Playground Information:

To ensure the safety of children attending the NPS ASAP program, elementary playgrounds are closed to the public while in use by ASAP during the following times on regular school days. Hours will differ on early release days. The public is welcome to use the playground anytime it is not currently in use by the ASAP program.

• Ben-Hem ASAP hours: 3:15 - 5:30

Changes in Regular Dismissal for Students

Natick Public Schools use **PickUp Patrol** for managing all dismissal plans and dismissal plan changes. Please login to PickUp Patrol each day that you will be dismissing your student before the regular school dismissal time or if your student's normal after school routine will change that day. You also have the option to enter dismissal changes for future dates. For safety reasons, the school cannot dismiss a child to anyone other than a Families/Caregivers or a specifically authorized adult unless written permission is received from the Families/Caregivers. There is a place for this authorization on the annual Health Emergency Information form. **(Changes in dismissal plans can not be accepted after 1:15 p.m. to ensure the safety of all students.)** We appreciate your cooperation with this practice.



Enrollment Instructions

PickUp Patrol is:

- **Convenient**: Make changes, days, weeks or months in advance.
- Automated: Reduces classroom interruptions and accurately tracks who's going where.
- Safe and Secure: All student information is secure and the program is entirely administered by our own school staff.

Each August you will be asked to set up your child's default dismissal plan via email from PickUp Patrol. Your child's default plan is "typically" the way your child will be sent home each day. **Please note that default plans can only be set up on a laptop or desktop.**

Once this plan is set up you will have the opportunity to download the app on your mobile phone, making it quick and easy to access the program for those last minute changes.

ALL plan changes should be submitted through PickUp Patrol.

The PickUp Patrol app is not found in the app store or google play store. You need to add the app to your homescreen from the browser.

To download the PickUp Patrol app:

From the browser on your phone go to http://app.pickuppatrol.net/Families/Caregivers

On an Android device:

Click on the three dots next to the app name.

Choose Add to the Homepage.

On an iPhone:

Click on the box with an arrow at the bottom of your screen.

Choose Add to the Homepage

Bus Behavior Expectations

Students are expected to behave in an orderly manner while riding the bus, and during loading and unloading procedures. The bus driver shall be in complete charge of the bus and its passengers at all times, and shall ensure the safety and wellbeing of all students who ride the school buses.

Students shall observe the safety procedures below.

Riding the Bus

To ensure your safety while riding the bus, we expect you to:

- 1. Follow the driver's instructions at all times.
- 2. Remain in your seat, facing forward, at all times.
- 3. Keep your hands and feet to yourself. Keep all body parts, voice, and objects inside the bus at all times.
- 4. Use a quiet voice to speak to others sitting in a seat near you.
- 5. Use school-appropriate language.
- 6. No food, snacks and drinks on the bus at any time.
- 7. Open the windows only when the driver has indicated it is safe to do so.
- 8. Ride only your assigned bus to and from your assigned stops.

Getting On or Off the Bus

Parents will be responsible for their students' behavior while at the bus stop. **To ensure your safety** while getting on or off the bus, we expect you to:

- 1. Line up single file to board the bus.
- 2. Wait until the bus has stopped completely and the driver signals it is safe before approaching the bus. Walk to the bus. If you need to cross in front of the bus please walk at least 10 feet in front of the bus so the driver can see you at all times.
- 3. Find an appropriate vacant seat quickly and sit down.
- 4. Sit where you are assigned. Elementary students shall be seated by grade with K students in the front of the bus with 6th grade students in the rear.
- 5. Wait until the bus has come to a complete stop to exit. Leave your seat quickly and quietly, and wait patiently until it is your turn to get off the bus.
- 6. Use only the front exit of the bus. Exit the bus using the emergency door at the rear of the bus only in the event of an emergency.
- 7. Walk away from, not alongside the bus once you have gotten off of it.
- 8. Cross in front of the bus, at least 10 feet in front so that you and the driver can see each other. Look both ways and to the driver for their signal before crossing the street for your own safety.

Students must also follow these guidelines:

- 1. Students may not light matches, smoke, vape, or consume alcohol on the bus per state law.
- 2. Liability for any bus vandalism shall be assumed by the parents of the student(s) involved.
- 3. Objects which may create a hazard on the bus will not be permitted such as sharp objects, animals, or excessively large items which cannot be transported safely, or which cause an

inconvenience to other passengers due to insufficient seating space. The Transportation Office reserves the right to make this determination.

STUDENTS' RIGHTS:

Students will be given the opportunity to express their views to their building administrator prior to any disciplinary action being taken as a result of a formal complaint from a bus driver.

Students will be transported to their designated destination until such time that disciplinary action is taken. Drivers cannot make arbitrary decisions to discharge a student at a location other than the student's authorized destination.

DISCIPLINARY ACTION:

Bus drivers have been instructed to prepare formal reports in the event of student misconduct on the bus. The following procedure will be followed after the report has been received by the building Principal:

<u>First Offense</u> — Principal speaks to the student and a first notice is sent home to parents. In addition, the Principal will speak with the parent and/or send notice home explaining the situation and the potential consequences of a subsequent offense. In serious incidents, the Principal may elect to suspend bus privileges.

<u>Second Offense</u> — Principal speaks to student and a second notice is sent home. In serious incidents, the Principal may elect to suspend bus privileges.

<u>Subsequent Offenses</u> — Principal speaks to student and parents regarding suspension of bus privileges.

<u>Violation of State Laws</u> — (i.e., smoking, lighting matches, etc.) will result in a one (1) week suspension of bus privileges.

Dress Code

A student dress code should accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/genderidentification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

The primary responsibility for a student's attire resides with the student and Families/Caregivers or guardians. Bennett-Hemenway is responsible for seeing that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Basic Principle: Certain body parts must be covered for all students.

Clothes must be worn in a way that genitals, buttocks, and nipples are covered with opaque materials.

Students are scheduled for daily recess periods and need to be prepared for the fluctuation of the weather. During snowy, cold or windy weather, appropriate boots, hat, gloves/mittens, ski pants, and a warm jacket are required. Students should bring in an additional pair of sneakers with their boots so that winter footwear might be removed during the day.

Students should wear or bring sneakers on days they are scheduled to have physical education classes. Tie or Velcro™closure sneakers stay on during PE class better than slip-on shoes. Children should also dress comfortably in order to fully participate.

We urge Families/Caregivers to label ALL removable clothing. If an item is deemed missing, Families/Caregivers and students are encouraged to check for items in the Lost & Found area in the main hallway. Many quality items are never claimed and are donated to charity periodically during each school year. Natick Public Schools is not responsible for lost or stolen items under any circumstances.

Attendance Policy

The Natick School Committee believes strongly in the importance of regular attendance by all students. The Committee adheres to and is in full compliance with Chapter 76 of the laws of the Commonwealth of Massachusetts, which defines attendance regulations. Except in cases of illness or other unique circumstances, students are expected to be present when school is in session.

All students are expected to attend school, be on time, and remain for the duration of the school day. In the event that your child is absent from school, please notify the school as soon as possible on the day of the absence. A student is considered absent if he/she is not present for at least half of the school day. Even if a student is tardy or has an early dismissal, students who are present for less than half the day will be marked absent.

Students are expected to be in homerooms by 8:15 am in order to be marked present. If a student arrives after that time, they must be checked in at the main office.

Natick Public Schools has implemented the following policy to verify student absences in grades K-4:

• Families are expected to enter an absence into **Pick Up Patrol** as soon as it is determined that a child is to be absent (**preferred**).

Natick's automated attendance line will contact any Families/Caregivers who has not notified the school by 9:00 am on the day of the child's absence. Families/Caregiverss who do not return the automated call will be contacted on a cell phone or work number for confirmation. In the event that a Families/Caregivers can not confirm the absence, the school resource officer will be sent to the home to do a safety check.

Excused Absences

An absence is considered excused when the Families/Caregivers has notified the school on the day of the absence before the end of that school day, AND the student's total number of absences has not exceeded **10** in the course of the school year.

Please provide doctor's notes if your student has had many absences, as this will help to document the reasons for the absences that are technically "unexcused."

If a student is absent for 5 or more consecutive days, a Families/Caregivers must obtain a doctor's note and submit it to the school.

Any absence that exceeds a total number of 10 days can only be excused by a physician or evidence of religious observance. If a student is absent for religious observance it will be considered an excused absence

Notification of Attendance Concern

If a student is absent for 8 days, a school administrator will contact *Families/Caregivers/guardians* to alert them that their child is approaching 10 absences.

Once a student is absent for ten days a letter documenting the attendance concerns will be mailed to the student's residence along with communication from the District Attorney's office outlining Massachusetts General Law on school attendance.

Any absences totaling over 13, unless deemed extraordinary, may result in a meeting with the School Resource Office and possibly the filing of a CRA (Child Requiring Assistance) with the juvenile court.

Tardy

A child will be considered tardy if he/she is not in their homeroom at the start of the school day. Families/Caregivers need to notify the school, prior to the start of the school day, if a child is going to be tardy. Tardies must be reported **in Pick Up Patrol**.

Any tardies over 10 will be considered unexcused unless a doctor's note is provided or if there are religious reasons for the tardy.

Any tardies over 15 may result in a meeting with the building administrator and possibly the School Resource Officer. Any tardies over 20 may result in a CRA being filed with the juvenile court. Any tardy greater than 50% of the school day will be recorded as an absence.

Early Dismissal

A child dismissed prior to the end of the school day will be considered dismissed early.

Any early dismissals over 10 will be considered unexcused unless a doctor's note is provided or if there are religious reasons for dismissing from school early.

Any early dismissal over 15 may result in a meeting with the school administrator and possibly the School Resource Officer. Any early dismissals over 20 may result in a CRA being filed with the juvenile court.

Considering a Vacation During School Time?

Should a Families/Caregivers choose to keep a student out of school for reasons other than illness or unique circumstances, the school and individual teacher(s) will not assume responsibility for either preparing lessons in advance for the student or for providing individual tutoring or extensive individual help for the student when he/she returns.

If a student is expected to be out for 10 days for vacation or other non-medically excused reasons, families will be asked to unenroll their child and develop a home-school plan that will need to be approved by the Director of Curriculum and Learning. Guidelines for this process are outlined on the Natick Public Schools website (www.natickps.org).

Natick School Committee Attendance Policy:

TRUANCY AND ATTENDANCE Information FOR Families/CaregiversS AND GUARDIANS:

One of the keys to academic achievement is good attendance. Consistent participation in school and school-based activities is important for making a successful transition from youth to adulthood. Tardiness and truancy are the first indicators that a student may be experiencing stress or other difficulties in his or her life. Massachusetts laws pertaining to attendance are designed to protect children and ensure that they are safe and productive.

The following is a summary of some of the Massachusetts General Laws pertaining to attendance: School Attendance:

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which Families/Caregivers/guardians should be familiar.

Notification and Contact Information

Chapter 76, section 1A of the Massachusetts General Laws states that Families/Caregivers/guardians must be provided each year with the instructions for calling a designated phone number at a designated time to inform the school of the absence of a student and the reason for the absence. In addition, Families/Caregivers/guardians must provide the school with a home, work or other emergency telephone number so that they may be contacted during the school day so the school may call and inquire about said absence.

Supervisor of Attendance

Chapter 76, section 19 of the Massachusetts General Laws states that each school committee must employ a supervisor of attendance. A supervisor of attendance has the power to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district fails to attend school.

CRA (Child Requiring Assistance) Application

Under Chapter 119 of the Acts of 2012, Governor Patrick signed an amendment into law that changes Children in Need of Services ("CHINS") to Families and Children Engaged in Services ("FACES"). This modification impacts schools with regard to the filing of FACES applications. A "CRA" (Child Requiring Assistance) application may be filed in court by a school district if a school-aged child who is "habitually truant," that is, who willfully fails to attend school for more than eight school days in a quarter, or who repeatedly fails to obey the lawful and reasonable regulations of his or her school. The Court's authority pursuant to a CRA petition includes the power to place the child in the custody of the state agency known as the Department of Children and Families.

51A

A 51A is a report of suspected child abuse or neglect that is filed with the Department of Social Services. Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis.

Families/Caregivers Responsibility

Families/Caregivers or guardians are legally responsible for ensuring that a child under their control attends school daily. It is a crime for a responsible Families/Caregivers or guardians not to cause such a child to attend school. If a child fails to attend school for seven day sessions or fourteen half day sessions within any six month period, the supervisor of attendance may file a criminal complaint in court against the responsible Families/Caregivers/guardian.

Inducing Absences

It is a crime to induce or attempt to induce a minor to miss school, or unlawfully to employ or to harbor a minor who should be in school.

Health and Wellness

Health Services and Guidelines

Please refer to the Health Department section on the Natick Public Schools website for up-to-date health information, policies, and health forms. Health Services are responsible for treating students having illness or injuries occurring during school hours. Each school maintains a Health Clinic and is staffed with a School Nurse.

Health Information/Emergency Form: These forms are completed online annually to ensure that up to date health and contact information is available in the event of an emergency.

In order to understand and safeguard your child's health, we ask each Families/Caregivers to complete an emergency form at the beginning of the school year. This form is available online annually for completion. We ask that you update this form during the school year as needed. It is incumbent upon Families/Caregivers/guardians to keep the School Nurse apprised of relevant health information.

Immunizations:

Upon enrollment into kindergarten, Families/Caregivers/guardians are required to present a physician's certificate or a certificate from the Board of Health attesting to students' immunizations against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and Hemophilus influenza type B, and such other communicable diseases as specified by the Massachusetts Department of Public Health. Per state law, students will be excluded from school if immunizations are not up to date.

Vision and Hearing Screenings:

Students' vision and hearing are tested yearly. Families/Caregivers/guardians will be notified if any concerns are detected. These are merely screening tests and should be accompanied by periodic exams by your doctor.

Height and Weight/BMI Screening:

Schools in Massachusetts are now mandated by Massachusetts General Laws to obtain heights and weights on students in grades 1, 4, 7 and 10. After obtaining your child's height and weight, your child's BMI (Body Mass Index) will be calculated and you will be notified of the results in a confidential manner.

Healthy Habits:

Good health habits should be developed early in life. It takes a healthy child to be educated. You may assist your child in developing good health habits by teaching and encouraging him/her to:

- 1. Eat adequate and well-balanced meals, especially breakfast.
- 2. Brush teeth twice a day.
- 3. Cleanliness is important and expected.
- 4. Perform toilet habits independently.
- 5. Make sure your child has his/her eyeglasses at school at all times.
- 6. Cover nose and mouth with a tissue or inside elbow when coughing or sneezing.
- 7. Wash hands after using the toilet and before eating snacks and meals.
- 8. Go to bed regularly at an early hour to get adequate rest.

Absences:

Although regular school attendance is desirable, a sick child should never be sent to school. Students should not come to school if they are ill and **should be fever-free for 24 hours** before returning to school.

Reasons for Keeping a Child Home:

- 1. Temperature over 99.6 degrees
- 2. Colds, coughs and runny nose
- 3. Nausea, vomiting, diarrhea
- 4. Undiagnosed rashes
- 5. Impetigo
- 6. Conjunctivitis (pink eye)
- 7. Pediculosis (head lice)
- 8. Scabies
- 9. Ringworm

Pupils returning to school after an absence of more than five (5) days should present evidence for absence (a physician's note).

Medication Policy:

Only a physician is legally authorized to prescribe medication, this includes over the counter medication. If at all possible medication should be given at home before or after school hours. A student who needs to take any medication during school hours must have a signed permission slip from Families/Caregivers/guardian and the physician. Medication (in a pharmacy labeled bottle) is kept locked in the clinic and taken under the supervision of the nurse. Acetaminophen (Tylenol) may be given at the discretion of the school nurse, if the Families/Caregivers/guardian has signed the permission form.

CHILDREN ARE NOT ALLOWED TO TRANSPORT ANY MEDICATION, INCLUDING OVER-THE-COUNTER

MEDICINES. The only exception: students at NHS and the middle schools are allowed to carry their own epi-pen and/or inhaler (with written permission from their physician on file in the clinic.)

Infectious Disease Regulations:

Chicken Pox should be reported to the Board of Health either by the physician or Families/Caregivers. Pupil's release certificate, issued by the Board of Health or the physician, must be presented to the school nurse before the student is readmitted. The period of isolation for Chicken Pox is at least 7 days from the appearance of the most recent eruptions as long as all lesions are crusted and dry.

It is not necessary to report the following to the Board of Health, BUT the period of isolation must be followed:

Disease/Period of Isolation:

- 1. Streptococcal infections 24 hours after treatment with appropriate antibiotic
- 2. Impetigo 24 hours after initiation of treatment with appropriate antibiotic topical or oral medication
- 3. Conjunctivitis (pink eye) 24 hours after initiation of treatment with appropriate ointment or drops
- 4. Ringworm 24 hours after initiation of treatment with appropriate topical medication
- 5. Scabies 24 hours after initiation of treatment with appropriate topical medication
- 6. Pediculosis (head lice) Until seen by the school nurse.

Lice:

- 1. If a student is identified as having a case of Pediculosis (nits and/or live lice), he or she will be assessed and returned to class and/or dismissed at the nurse's discretion.
- 2. The nurse will assess siblings and close contacts who attend the Natick Public Schools.
- 3. Notification will be sent home to Families/Caregiverss of all children in the classroom. Additional notification will be sent home at the nurse's discretion.
- 4. Families/Caregiverss will be given information regarding the treatment of lice.
- 5. The student has to be checked by the nurse prior to returning to school. A student will be accompanied by his/her Families/Caregivers until the exam is completed.
- 6. If nits are found after treatment, the student may attend class at the nurse's discretion.

Food Allergies:

All children have different needs. Some are academic in nature while some are behavioral. Other children's needs are dietary. Many children at Ben-Hem have moderate to severe food sensitivities. Ben-Hem's mission is to ensure that all students thrive in a positive school climate that engages them in rigorous learning while providing an atmosphere that instills the joy and fun of seeking knowledge. Part of ensuring a positive school climate is attending to the needs of our students.

Students with food sensitivities and allergies need certain interventions, as do students with academic and behavioral needs. In order to best meet the needs of our food sensitive children, the following policies and practices are set forth:

- 1. Birthday celebrations in the classroom:
 - a. We avoid food for celebrations. There are many ways to celebrate a birthday that do not involve food. Please contact your classroom teacher for ideas or suggestions.
- 2. Allergy Classrooms and Peanut/Tree Nut Sensitive classrooms:

a. Classrooms at each grade level are designated as allergy, peanut or tree nut sensitive rooms. If your child is in one of these classrooms, the school nurse will provide you with more specific information. The allergy sensitive classroom ensures that the needs of children with food sensitivities are met throughout the day.

3. Allergy Lunch Tables:

a. Certain tables in the cafeteria are designated as "free" from required allergens. Staff members are aware of these tables and monitor them carefully to ensure that they indeed remain free from foods that may cause harm.

The safety of students is a community responsibility. The following responsibilities ensure that everyone understands their part in food safety at Ben-Hem.

Student Responsibilities:

- 1. Take responsibility for avoiding allergens
- 2. Do not trade or share foods
- 3. Wash hands before and after eating
- 4. Learn to recognize the symptoms of an allergic reaction
- 5. Promptly inform an adult as soon as accidental exposure or symptoms appear
- 6. Consider wearing a medical alert bracelet
- 7. Report bullying, teasing, and/or threats
- 8. When appropriate, be responsible for carrying EpiPen

Family Responsibilities:

- 1. Notify the school nurse of your child's allergies prior to the start of school
- 2. Provide the school nurse a list of foods and/or ingredients that would cause a life-threatening reaction
- 3. Provide the school nurse with medical documentation from your health care provider including medication orders for Epinephrine
- 4. Meet with the school nurse and teacher and participate in developing your child's individual health care plan
- 5. Provide the school nurse with up-to-date epinephrine auto-injectors. Supply of two Epipens per student with a life-threatening allergy is recommended. Deliver these medications in the proper containers no later than the first day of school
- 6. Provide current contact information to the school
- 7. Provide the school nurse with an annual update on the status of your child's allergies
- 8. If possible, attend field trips with your child
- 9. Provide the school with safe snacks for your child
- 10. Provide your child with medical alert information and encourage them to wear it
- 11. Ensure that before and after school staff have the appropriate information and training regarding your child's allergies.
- 12. Contact the Director of Food and Nutrition Services in regards to menu choices
- 13. Notify the bus company if your child will carry an EpiPen on the bus

Teacher Responsibilities:

- 1. Consult with school nurse, Families/Caregivers, and student regarding individual health care plan
- 2. Ensure the classroom has direct communication with the front office and nurse
- 3. Transport the EpiPen so that it is always with the student
- 4. Communicate to and remind all Families/Caregivers in the classroom of LTA (Life Threatening Allergies) in the classroom
- 5. Participate in education and training regarding LTA
- 6. Keep all necessary documents regarding LTA accessible
- 7. Ensure that all student teachers, teaching assistants, support staff, and volunteers are aware of LTA and necessary safeguards

- 8. Educate classmates to avoid endangering, isolating, stigmatizing, or teasing students with LTA
- 9. Respond to every symptom or sign as a possible allergic reaction
- 10. Avoid using food based projects/curriculum
- 11. Prohibit students from sharing or trading snacks
- 12. Encourage Families/Caregivers to send in a box of safe snacks
- 13. Avoid cross contamination by wiping surfaces with soap and water before and after eating
- 14. Reinforce hand washing before and after eating
- 15. Field Trips
 - a. Ensure all life saving medications and instructions are taken on field trips
 - b. Assign students with LTA to his/her Families/Caregivers or guardian if possible. If not, assign to the classroom teacher
 - c. Ensure a functioning communication device is taken on the trip
 - d. Review field trip plans; avoid high risk places and know where the closest medical facilities are located

Cell Phones and Electronic Devices Acceptable Use Policy for Students

USE OF CELL PHONES AND ELECTRONIC DEVICES

Natick Public Schools promotes the use of Technology as an effective environment for learning. However, given the degree to which unregulated use of cell phones and other personal electronic devices may interfere with teaching and learning the following regulations will apply.

In Elementary and Middle Schools:

- 1. Cell phones and personal electronic devices must be turned off and not visible during the school day. Texting is prohibited. Contact with Families/Caregivers and guardians during the school day must take
- place through the office. Cell phones may be used after the school day ends.
- 2. Electronic devices necessary for a specific educational purpose and/or individual student need may be used in class with the approval of the supervising teacher/staff member.

It is the expectation of the School Administration that all students will comply with these guidelines. Students not adhering to guidelines of this policy will be subject to consequences outlined in the student Handbook. Natick Public Schools is not responsible for lost or stolen electronic devices under any circumstances.

Natick Public Schools Student Responsible Use Policy

The purpose of the Natick Public Schools (NPS) Student Responsible Use Policy (RUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of district technology.

NPS uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor students' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Students should have no expectation of privacy regarding their use of NPS equipment, network, and/or Internet access or files, including email.

Email accounts are provided to all students in our 1:1 program, grades 7. 12, to encourage student and teacher collaboration. Email accounts issued to students are archived to ensure student safety.

NPS will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to websites, applications, including, but not limited to, email, data management and reporting tools, and other web applications.

Summary

Natick Public Schools believes in a Digital Citizenship model for supporting safe and responsible use of all Online and Digital Technologies (ODT) in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like.

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at

our schools to agree to use the internet and other ODT technologies in a safe and responsible way. NPS utilizes resources from Common Sense Education for our Digital Citizenship curriculum.

All students are responsible for practicing positive Digital Citizenship. Positive Digital Citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. Students should also reference the student handbook for additional policies and guidelines.

Jurisdiction

This policy is in effect:

- When NPS-provided equipment (laptops, tablets, etc.) is used on or off school property;
- When non-NPS devices access the district network or district resources; or, at home, or other locations,
 if the improper use creates a hostile environment at school for any student and/or causes disruption or
 disorder within the school.

Student Responsible Use Guidelines

When using NPS Online and Digital technologies (ODT); I will always be a good digital citizen. By signing this policy, I acknowledge that I understand the following:

I am responsible for practicing positive digital citizenship.		
I will practice positive digital citizenship, including appropriate behavior and contributions on webs		
social media, discussion boards, media sharing sites, and all other electronic communications,		
including new technology.		
I will be honest in all digital communication.		
I understand that what I do and post online must not disrupt school activities or compromise school safety and security.		
I am responsible for keeping personal information private.		
I will not share personal information about myself or others including, but not limited to, names, home		
addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.		
I will not meet anyone in person that I have met only on the Internet.		
I will be aware of privacy settings on websites that I visit.		
I will abide by all laws, this Responsible Use Policy and all District security policies.		
I am responsible for my passwords and my actions when using District accounts.		
I will not share any school or district usernames and passwords with anyone.		
I will not access the account information of others.		
I will log out of unattended equipment and accounts in order to maintain privacy and security.		
I am responsible for my verbal, written, and artistic expression.		
I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.		
I am responsible for treating others with respect and dignity.		
I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage		
in sexting.		
I understand that bullying in any form, including cyberbullying, is unacceptable.		
I am responsible for accessing only educational content when using NPS technology, q I will not seek		
out, display, or circulate material that is hate speech, sexually explicit or violent. I understand that any		
exceptions must be approved by a teacher or administrator as part of a school assignment.		
I understand that the use of the District network for illegal, political, or commercial purposes is strictly		
forbidden.		
I am responsible for respecting and maintaining the security of NPS digital resources and networks.		
I will not try to get around security settings and filters, including through the use of proxy servers to		
access websites blocked by the district.		
I will not install or use illegal software or files, including copyright-protected materials, unauthorized		

software, or apps on any NPS computers, tablets, smartphones, or other internet devices.
I know that I am not to use the Internet using a personal data plan at school, including personal mobile
hotspots that enable access to NPS equipment.
I will not use the NPS network or equipment to obtain unauthorized information, attempt to access
information protected by privacy laws, or impersonate other users.
I am responsible for taking all reasonable care when handling NPS equipment.
I understand that vandalism in any form is prohibited.
I will report any known or suspected acts of vandalism to the appropriate authority.
I will respect my and others' use and access to NPS equipment.
I am responsible for respecting the works of others.
I will follow all copyright guidelines.
I will not copy the work of another person and represent it as my own and I will properly cite all sources
I will not download illegally obtained music, software, apps, and other works.
I understand all NPS trademarks, logos and symbols are for school district use only.
I am responsible for the data I create and for protecting it.
I understand the school district provides me with a Google account to save and store all my data and
files.
I understand it is my responsibility to backup and protect any data or files that I create.
I understand I should not save or store personal data or files on any device.
I understand that the school district may re-image any computer at any time to maintain the equipment
in good working order.

Consequences for Irresponsible Use

Misuse of NPS online and digital technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will tailor any disciplinary action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech that is understood by school officials to threaten, harass and intimate a staff member or fellow student, even when such online action originated, and was disseminated, off-campus without the use of school resources.

Students are welcome to take and post pictures online in their uniforms and/or with the school logo, recognizing that those images should display appropriate decorum and not conduct unbecoming of the team/school. Disciplinary action may also be taken if students post pictures online in their uniforms and/or with the school logo, that display conduct unbecoming of the team/school and/or that disrupts the operation of the school.

<u>Disclaimer</u>

NPS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or district accounts.

NPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. Students under the age of 18 should only access NPS network accounts outside of school if a Families/Caregivers or legal guardian supervises their usage at all times. The student's Families/Caregivers or guardian is responsible for monitoring the minor's use outside of school.

NPS District Guidelines for Consequences for Irresponsible Use:

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tailor any disciplinary action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech that is understood by school officials to threaten, harass and intimate a staff member or fellow student, even when such online action originated, and was disseminated, off-campus without the use of school resources.

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Note: Natick Public Schools will not assume responsibility for lost or stolen items under any circumstances.

Security and Safety Guidelines

Visitors at Ben-Hem:

Volunteers are required to complete and pass a CORI form prior to volunteering. At this time, policy requires volunteers to present proof of vaccination against COVID-19. Families/Caregivers volunteers are solicited by the PTO or can be teacher directed. All visitors are required to scan their license upon arrival and document the reason for their visit to campus.

Previous Volunteer/Visitor Guidelines:

Throughout the school-day many Families/Caregiverss, volunteers, and service providers visit Ben-Hem. To ensure the safety of our students and staff as well as the integrity of our learning environment, a comprehensive visitors protocol is in place. Please review this protocol and the procedures we employ to ensure they are successfully implemented.

Expectation:

Any adult(s) who are not directly employed by the school or district must check-in and out through the front office and wear appropriate identification throughout their stay in the building.

Procedure:

- 1. Each adult visiting the building must use the main entryway and proceed to the front office.
- 2. Once in the front office, each visitor must scan their license on the Ident-I-Go machine. Office staff will issue a visitor's identification badge.
- 3. Each visitor must wear this identification badge for the entirety of his/her stay.
- 4. Each visitor must return directly to the front office when ready to depart, and scan his or her identification badge to sign out.

Parking Lot Policies

- 1. Families/Caregivers and visitors may park in the lot or on the school side of East Evergreen Road. Please do not block driveways.
- 2. The speed limit in the parking lot is 5 miles per hour.
- 3. Cell phone use in the parking lot is strongly discouraged.
- 4. The bus loop is reserved for bus traffic at all times. **Please do not use this area for any reason.**
- 5. Parking is permitted in designated, marked parking spaces only.
- 6. Parking in the fire lane is strictly prohibited.

Families/Caregivers Conferences

Families/Caregivers conferences happen during the fall and spring of the school year. Families/Caregivers will coordinate conference times with their classroom teachers. On the early release days targeted for conferences, Families/Caregiverss or guardians will be expected to meet with teachers in person or virtually to discuss student progress and understand their progress towards learning goals.

Appendices:

Natick Public School District has accepted the following policies as defined by our school committee to support the effective management and success of our school system. These policies align with Massachusetts General Law requirements.

Pertaining to Student Discipline:

- NPS Discipline Process & Procedures
- Chapter 37H
- Chapter 37H ½
- Chapter 37H ¾
- Chapter 370 Bullying Prevention and Intervention

Pertaining to Student Information:

- Student Records
- FERPA/Directory Information Notice
- Student Rights and Responsibilities

Pertaining to Enrollment

Residency Policy

Pertaining to District Policy

- Equal Opportunity Statement
- Title IX

NPS Discipline Process and Procedures

Disciplinary Procedures

Repeated failure of a student to demonstrate appropriate conduct will be directly communicated to Families/Caregivers. Logical consequences for infractions may involve any of several levels of disciplinary action including conferences with student, Families/Caregivers, staff and/or the principal; written accounts of incidents; phone calls to Families/Caregivers; loss of privileges such as but not limited to removal from recess, the lunchroom, or the bus; restitution or tasks designed to redress infractions; time-out, in-school suspension, at-home suspension, and expulsion from school in accordance with Chapter 76, Section 17 of the Massachusetts General Law.

Any of the following actions engaged in while on school property or while part of a school activity off school grounds may subject a student to disciplinary measures including the full range of actions outlined above as logical consequences for infractions:

Intentionally causing, attempting to cause, or threatening to cause physical injury to another person

Intentionally causing, attempting to cause, or threatening to cause damage to school property or private property located at school; stealing or attempting to steal school property or private property located at school or while part of a school activity off school grounds

Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators

Determination of the appropriate disciplinary action will be made by the staff involved with the student and, when appropriate, by the principal. Actions will be geared to realizing three interrelated goals:

- 1. Elimination of the inappropriate student behavior
- 2. Development of positive, more productive student behavior
- 3. Provision of an appropriate learning environment for all students

Suspension

The following offenses are considered serious enough to warrant a suspension from school. Families/Caregiverss will be notified by phone or letter. The Superintendent of Schools will be notified in writing of the reason(s) for the suspension. The student is responsible for making up all missed work. After a suspension, the school may request a conference with Families/Caregivers/guardians before the student may return to his/her program.

- 1. Tobacco, alcohol, or other drugs
 - a. Use of tobacco on school property, school busses, and field trips
 - b. Possession, use or sale of alcohol or other drugs on school property, school busses, or field trips Police will be notified
- 2. Any act of vandalism to school property such as furniture, books, equipment, lavatories, which

cannot be satisfactorily corrected by the student

- 3. Disrespectful or threatening behavior directed toward a staff member
- 4. Stealing
- 5. Throwing or misuse of food
- 6. Possession, use, or sale of any dangerous or illegal devices (e.g. fireworks, knives, firearms, etc.)
- 7. Leaving school property without permission
- 8. Disobedience to a teacher or administrator
- 9. Extorting money from others
- 10. Causing a fire, false alarm or bomb scare
- 11. Causing a fight, fighting, and/or willfully causing harm to another person
- 12. Making a racial or other discriminating slur towards another person on school grounds
- 13. Making a verbal threat towards another person on school grounds
- 14. Hazing

A suspension from school may be up to (10) days; most suspensions are for 1 to 3 days in length depending on the scope and severity of the infraction. Chronic offenses or situations that result in the violation of federal, state, or local laws or property damage or bodily injury, can be cause for suspension of up to ten days.

Due Process

Before a student is temporarily suspended from public school, the student has the constitutional right to receive:

- 1. Oral or written notice of the charges against him/her
- 2. An exploration of the evidence against him/her
- 3. The opportunity to present his/her side of the story to an impartial decision maker (who may be a school administrator)

A student has the right to appeal a suspension decision. The appeal must be made first to the building principal. If the student wishes to pursue his/her appeal, it is taken to the Superintendent of Schools and then if it is still unresolved, to the School Committee for resolution.

Suspension/Expulsion Under the Massachusetts Education Reform Act of 1993

The Natick School Committee having conducted two public readings of the following policy voted to adopt it at its meeting of June 28, 2003. The Education Reform Act of 1993 (Massachusetts General Law, Chapter 71, Section 37H) required all school committees in the Commonwealth to promulgate such a policy among its personnel, student body, and other individuals:

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not to limited to, a gun or a knife, or a controlled substance as defined in Chapter 94C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal
- b. Any student who assaults a principal, assistant principal, teacher, teacher's assistant, or other

educational staff member on school premises or at school-sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the principal

c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

Harassment

I. Policy

- A. It is the policy of the Natick Public Schools to provide a learning and working atmosphere for students, employees and visitors free from sexual harassment, bullying, hazing, and intimidation. These terms are referenced herein as "harassment". Such action may occur on the basis of race, color, religion, national origin, age, gender, sexual orientation or disability, or for any other reason.
- B. It is a violation of this policy for any administrator, teacher or other employee, or 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.
- C. 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 an employee's or student's work or participation in school related activities.

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, will result in discipline. Families/Caregivers 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. A student disciplined for cyberbullying will not be readmitted to the regular school program until his or her Families/Caregivers(s) attend such meeting.

- D. It is the responsibility of every employee, student and Families/Caregivers to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.
- 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.

II. Procedures

A. Definitions – Sexual Harassment Prohibited

"Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronically transmitted, or physical conduct of a sexual nature, including but not limited to unwelcome comments, touching, written notes, pictures/cartoons or other inappropriate conduct, such as leering, whistling, brushing up against the body, commenting on sexual activity or body parts or other activity referred to by the Model MCAD policy prohibiting such behavior. Harassment has the effect of creating an intimidating, hostile, or offensive work or learning environment that takes place under any of the following circumstances:

- 1. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs;
- 2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
- 3. When such conduct has the effect of unreasonably interfering with the individual's work, attendance at school or participation in academic or curricular activities, or
- 4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

B. Definitions – Bullying Prohibited

Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result no student or employee shall be subjected to harassment, intimidation, bullying, or cyberbullying in any public educational institute:

- 1. "Bullying and cyberbullying," means unwelcome written, electronic, verbal or physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable person to suffer physical or emotional harm to a student or employee, (2) may cause damage to another student's or employee's property, or (3) may cause a disruptive or hostile school environment. The behavior must interfere with an employee's ability to perform his or her duties or with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges:
- i. that are being offered through the school district; or
- ii. during any education program or activity; or
- iii. while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or

- 2. Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.
- 3. As used in this Section, "electronic communication" means any communication through an electronic device including a telephone, cellular phone, computer or pager.

C. Definitions – Hazing Prohibited

The term "hazing" shall mean 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.

- 1. Such conduct shall include, but is not limited to, 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 person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
- 2. Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline.

D. Guidelines for Investigating Harassment Claims

In school systems, harassment may take many forms and cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Guidelines for dealing with any charge of harassment are as follows:

- 1. By law, harassment is defined by the victim's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.
- 2. In all charges of harassment, the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.
- 3. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, or intimidation shall immediately report it to the administration; each school shall document any prohibited incident that is reported and confirmed, and report all incidents of discrimination, harassment, intimidation, bullying or cyberbullying and the resulting consequences, including discipline and referrals, to the Superintendent's office as they occur.

- 4. A good faith report from a staff member renders the staff member immune from discipline for making a report and is considered to have been made in the course of the staff member's employment for purposes of M.G.L. c. 258. As a result, the school district shall indemnify staff members from any cause of action arising out of a good faith report of harassment or the district's subsequent actions or inaction in connection thereto.
- 5. If an instance of student to student harassment is reported to a staff member other than an administrator, the staff member must inform the Assistant Principal/House Master, or the Building Principal.
- 6. If a situation involving a charge of staff member to student harassment is brought to the attention of any staff member, the staff member should notify the Building Principal or Assistant Superintendent immediately.
- 7. In a situation involving a charge of student to staff member sexual harassment the staff member should notify the Building Principal or Assistant Superintendent.
- 8. In a situation involving a charge of staff member to staff member harassment the staff member should notify the Building Principal or the Assistant Superintendent.
- 9. Once a charge of harassment has been made, including charges of mental, emotional or physical harassment as well as threats to a person's safety or position in the school or work environment, the following course of action should be taken.
 - a. The Building Principal should investigate the charge through discussions with the individuals involved. In situations involving allegations against a staff member, he/she should be informed of his/her rights to have a third party present at the time of the discussion. In situations involving students the Principal should engage the appropriate classroom or special subject area teacher. Families/Caregiverss will be informed of the situation and invited to participate in resolution discussions. It is important that the situation be resolved as confidentially and as quickly as the circumstances permit.
 - b. If the harasser and the victim are willing to discuss the matter at resolution meeting in the presence of the Principal/designee or Assistant Superintendent, a supportive faculty member and/or Families/Caregivers should be included in the discussion. During this discussion, the offending behavior should be described by the victim and administration, a request for a change in behavior should be made, and a promise should be made that the described behavior will stop. If circumstances do not permit a face to face meeting the administration will present the victim's position. Follow-up verification procedures will be explained. Failure to comply after a resolution meeting will result in appropriate discipline.
- 10. If after a resolution meeting with the involved parties, the Building Principal determines that further disciplinary action must be taken, the following could occur:
 - a. In instances involving student to student or student to staff member harassment, the student may be subject to discipline including but not limited to counseling, suspension, and in appropriate cases expulsion.
 - b. In instances involving staff member to student and staff member to staff member harassment,

findings will be reported to the Superintendent of Schools for further action. Personnel action may also be initiated at this point, consistent with the applicable law and collective bargaining agreement.

c. In all cases a referral to law enforcement will be considered by the Principal or Superintendent based on the circumstances. School officials will coordinate with the Police Department to identify a police liaison for harassment cases.

11. Retaliation:

Retaliation in any form against any person who has made or filed a complaint relating to harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student. A referral to law enforcement may be made.

12. Confidentiality:

Reports of harassment should be kept completely confidential, consistent with necessary investigation procedures, with the goal of protecting the victim and stopping the behavior.

For further information about these guidelines or help with sexual harassment problems or any other form of harassment, consult:

Harassment Coordinator, Tim Luff at the Natick Public Schools

If the alleged harasser is responsible for conducting an investigation, the Superintendent or Committee shall designate an alternative Harassment Coordinator.

Discipline of Students with Special Needs

All students are expected to meet the requirements for behavior as set forth in the Student Handbook. Chapter 71a of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Educational Plan (IEP). The following additional requirements apply to the discipline of special needs students.

Definition:

Suspension shall be defined as any action, which results in the removal of a student from the program that is prescribed in his/her Individualized Educational Plan (IEP). This includes in-school suspensions as well as any exclusion from transportation services that prohibits the student's participation in his/her prescribed program.

Procedure:

IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires modification. Any modification will be described in the IEP

The Principal (or designee) will notify the Special Education office of the suspendable offense of a special needs student, and a record will be kept of such notice.

When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the IEP as provided in Section 333 of the Chapter 766 Regulations will be held to determine

the appropriateness of the student's placement in the program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:

- a. Design a modified program for the students or
- b. Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code exceptions.

In addition, the Department of Education will be notified by a SPED administrator as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

MASSACHUSETTS GENERAL LAWS RELATED TO SCHOOL DISCIPLINE

M.G.L. 71, Chapter 37H

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

M. G.L. 71, Chapter 37H ½

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster 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 the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's Families/Caregivers or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster 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 such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's Families/Caregivers or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M. G.L. 71, Chapter 3 7H 3/4

- (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section $37H\frac{1}{2}$.
- (b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.
- (c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the Families/Caregivers or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the Families/Caregivers or guardian of the student is included in the meeting, provided that such meeting may take place without the Families/Caregivers or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the Families/Caregivers or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including Families/Caregiverss in student exclusion meetings, hearings or interviews under this subsection.
- (d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the Families/Caregivers or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.
- (e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a Families/Caregivers or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a Families/Caregivers or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or designee shall hold a hearing with the student and the Families/Caregivers or guardian of the student within 3 school days of the student's request for an appeal;

provided that a student or a Families/Caregivers or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a Families/Caregivers or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the Families/Caregivers or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M.G.L. c. 71, § 370 Bullying Policy and Procedure

I. LEADERSHIP

The Natick Public Schools has and will continue to employ multiple layers of involvement in the development of our Plan as required by M.G.L. c. 71, § 370. Under the direction of the Superintendent, Natick's Plan was developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, Families/Caregivers, and guardians. Natick has established a Bullying Prevention Committee that meets on a monthly basis to review and evaluate our progress. In addition, at all eight of our schools Bullying Prevention and Intervention is an objective in the School Improvement Plans and thus, is discussed and reviewed by all School Councils. The Natick Public Schools have partnered with MetroWest Community Health Care Foundation (MWHCF) to survey our students for baseline data on bullying and harassment. In addition, MWHCF has funded a grant to support bullying prevention and intervention efforts at both of our middle schools.

GOALS

The Natick Public School Department is committed to providing our students equal educational opportunities, and a safe learning environment free from bullying. This will be possible when all members of the Natick school community treat each other with respect, appreciating the rich diversity in our schools. This policy is an integral part of the Natick Public Schools' comprehensive effort to promote optimal learning and eliminate all forms of violent, harmful and disruptive behavior. All students require this support to achieve their personal and academic potential.

The Natick Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities including on school buses. All reports of bullying will be promptly investigated by Natick Public Schools' administrators.

Bullying is defined as 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: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying. It is equally important for all members of the school community to understand that conflict is not automatically synonymous with bullying. Arguing, bantering back-and-forth, ignoring, roughhousing and fighting, while potentially serious forms of conflict, are not necessarily instances of bullying. Bullying is characterized by intention, repetition and power imbalance. Not every conflict meets these criteria.

"Cyber-bullying" - is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, cell phone text messaging, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of

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

The Natick Public Schools response to bullying actions will include, when appropriate, referral to a law enforcement agency. The Natick Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and Families/Caregiversal involvement. Lastly, retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

II. RATIONALE

The Natick Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. The Natick Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. Further, the Natick Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

III. APPLICATION

This policy applies to all sites and activities under the supervision and control of the Natick Public Schools, or where it has jurisdiction under the law. The policy applies to all students, school committee members, school employees, independent contractors, town employees, school volunteers, visitors, Families/Caregivers and legal guardians of students, whose conduct occurs on school premises or in school-related activities, including school-related transportation. Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct. It is the responsibility of every employee, student and Families/Caregivers to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.

IV. DISCIPLINARY AND CORRECTIVE ACTION

Violation of this policy is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its reoccurrence. The District is committed to protecting a complainant, and other similarly-situated individuals, from bullying in the future. Procedural manuals containing responsibilities of staff and students, reporting procedures, complaint process, resolution, and protection against retaliation shall be in place at each level. This policy shall be printed/listed in each school handbook/web page.

- It is a violation of this policy for any administrator, teacher or other employee, or 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.
- 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 link to school, or is disruptive to

an employee's or student's work or participation in school related activities.

- Reports of cyber-bullying by electronic or other means, occurring in or out of school will be reviewed and, when a link to work or school exists, will result in discipline. Families/Caregivers 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. A student disciplined for cyber-bullying will not be readmitted to the regular school program until his or her Families/Caregivers(s) or guardian(s) attend such meeting.
- 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, bullying, or cyber-bullying. As a means of support counseling services will be available upon request or referral for targets, aggressors and appropriate family members of the involved students.

Strategies for protecting the target: Each school will employ clear procedures for restoring a sense of safety for a target and assessing that target's need for protection including but not limited to strong disciplinary procedures, Families/Caregiversal contact and availability of administration/counselors for support.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Student Disciplinary Actions

Remediation Actions

- -Target Safety
- · Admonishment, warning
- · Families/Caregiversal Contact/Letter
- · Student Apology/Think About it Form
- · Temporary removal from the classroom
- · Loss of privileges
- · Classroom or administrative detention
- · In-school suspension during the school week or the weekend for students
- · Out-of-school suspension
- · Student Re-entry Plan
- · Legal action
- · Expulsion or termination
- Consequences for repeat offenses

- · Meetings between Families/Caregiverss
- · Counseling
- · Education including strategies to repeating behavior
- · Revision of IEP, if applicable
- · Individual Behavior Plan (for repeat offenders)
- · Guidelines for avoiding further unnecessary contact with the target
- · Clarification about who will be notified
- · Notify staff about incident and danger of further contact
- · Strategies to avoid further bullying
- · Identifying trusted adults and "safe areas"
- · Education about rights to be free of retaliation and reasonable expectations about social consequences for being part of a bullying investigation
- · Identification and empowerment of bystanders

Student Records

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. (They also apply to private day and residential schools that have state approval to provide publicly funded special education services.) The regulations are designed to insure Families/Caregivers' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The regulations apply to all information kept by the school or school district on a student in a way that all students may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within seven years after the student leaves the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of Families/Caregivers and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade. Eligible students may exercise these rights just as their Families/Caregivers may.

Inspection of Record

A Families/Caregivers or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the Families/Caregivers or student consents to a delay. The Families/Caregivers or eligible student has the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplication of the materials.

The Families/Caregivers or eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them. Third parties are required to present specific written consent of the Families/Caregivers or eligible student prior to gaining access to the student record. A copy of such consent will be placed in the temporary record.

Confidentiality of Record

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the Families/Caregivers, eligible student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the Families/Caregivers or eligible student.

This constitutes public notice that the school may release the following directory information: a student's name, address, telephone listing, date of birth, class, participation in officially recognized activities and sports, degrees, honors and awards without the consent of the eligible student or Families/Caregivers unless the

eligible students and Families/Caregivers notify the school within two weeks of receipt of this Bennett-Hemenway Handbook that this information may not be released without the prior consent of the eligible student or Families/Caregivers.

The school may release information in or from the student record upon receipt of a court order or lawfully issued subpoena, provided that the school makes a reasonable effort to notify the Families/Caregivers or eligible student of the order or subpoena in advance of compliance. The school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services.

Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs. The school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services.

This provides notice that when a student leaves, Bennett-Hemenway forwards student records to schools in which the student seeks or intends to enroll without the consent of the eligible student or Families/Caregivers.

School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or Families/Caregivers.

Amendment of Record

The Families/Caregivers or eligible student has the right to add relevant comments, information, or other written materials to the student record. In addition, the Families/Caregivers or eligible student has the right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection to information that is in the record and to receive a written decision. A Families/Caregivers or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

Destruction of Records

The regulations require school authorities to destroy a student's temporary record within seven years after the student transfers, graduates, or withdraws from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the Families/Caregivers and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of Families/Caregiverss and eligible students. The Student Record Regulations are included in the Code of Massachusetts Regulations at 603 CMR 23.00. For more detailed information, please review the regulations (copies of which should be available in every public school) and the Questions and Answers Guide published by the Massachusetts Department of Education in 1995.

Copies of the Education Law and Regulations (603 CMR 23.00: Student Records) are available from the office

upon request.

FERPA

Notification of Rights Under FERPA (Family Educational Rights and Privacy Act) and Massachusetts Student Records Regulations

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) and Massachusetts Student Records Regulations affords Families/Caregivers and students over 14 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records. Access is generally provided within 10 days of the request. State law sets forth specific procedures prior to the release of records to a non-custodial Families/Caregivers (M.G.L. c. 71, §34H).

Families/Caregiverss or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School principal will make arrangements for access and notify the Families/Caregivers or eligible student of the time and place where the records may be inspected. Upon request, copies of any information contained in the student record will be furnished to the Families/Caregivers or eligible student, subject to a reasonable copying fee.

(2) The right to request the amendment of the student's education records that the Families/Caregivers or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA or state law.

Families/Caregivers or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be amended. If the School decides not to amend the record as requested by the Families/Caregivers or eligible student, the School will notify the Families/Caregivers or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the Families/Caregivers or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a Families/Caregivers or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with these legal requirements.

Complaints may be filed with the Massachusetts Department of Elementary and Secondary Education (DESE), 75 Pleasant St., Malden, MA 02148 and/or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-5901.

FERPA Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Natick Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Natick Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Natick Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- · Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a Families/Caregivers's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless Families/Caregiverss have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Natick Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify your school principal in writing by October 1st of each school year.

The Natick Public Schools have designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph and video image
- · Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Post-high school plans

Student Rights and Responsibilities

Home and school must work in a cooperative way to support the proposition that students have responsibilities as well as rights. Together, we must foster a mutuality of respect within the school environment. A goal of our elementary schools is to develop and maintain a positive self-image for each student combined with an appreciation for the rights of other persons with whom he or she interacts.

The elementary principals have prepared this statement to help families to understand what we expect of and for your children. We are requesting that you review with your children the expectations that we have of him or her and the expectations that you have of the school and classroom.

If the rules of the classroom and/or the school are not obeyed, the students will be disciplined by the teacher and, if deemed necessary, by the principal. If the rules of the classroom and/or school continue to be broken, Families/Caregivers will be notified and privileges will be withheld. Families/Caregivers and students will be invited to meet in conferences. Call your child's principal if clarification of this procedure is necessary.

Student Rights It is expected that children will:

- 1. Be respected and treated with kindness and understanding
- 2. Enjoy learning in an atmosphere that will lead to success
- 3. Be treated as individuals in order to develop a positive self-image
- 4. Learn to appreciate the purposes and understand the penalties associated with all of the school rules
- 5. Be assured of safety while at school
- 6. Be taught with a sufficient amount and variety of materials and methods
- 7. Have teachers who will show fairness and firmness
- 8. Receive training in manners and respect for others
- 9. Expect consistency in the application of corrective discipline
- 10. Be helped toward learning to assume responsibility for their behavior

Student Responsibilities *It is expected that children will:*

- 1. Accept others regardless of size, race, creed, nationality, ability, or physical appearance
- 2. Do all that is educationally possible by completing class and homework assignments
- 3. Cooperate so that their activities will not interfere with the rights of others
- 4. Listen to and follow directions of those in authority
- 5. Be honest with themselves, teachers, and Families/Caregivers
- 6. Be willing to accept constructive criticism
- 7. Be polite and show concern for the values and feelings of others
- 8. Respect the person and property of others
- 9. Be sure that school papers and reports are taken home and, as needed, returned to school promptly
- 10. Cooperate & obey rules set up for areas such as the cafeteria, playground, and busses

Residency Policy

1. Purpose

a. The purpose of this policy is to provide guidance to school administrators, Families/Caregivers, and/or legal guardians concerning the admission of students to the Natick Public Schools (the "Schools"). The Schools were established pursuant to statutes providing publicly funded education for students within The Commonwealth of Massachusetts, and the right to attend the schools is also regulated by statute. Generally and as more fully set forth in this policy, the right to attend the schools is limited to students who reside in the Town of Natick and to certain nonresident students who are eligible to attend the schools under specific programs or conditions approved by the Natick School Committee.

2. Eligibility to Attend the Schools

- **a.** A student between the minimum and maximum ages established by the Department of Elementary and Secondary Education who has not received a diploma or certificate from a secondary school shall be eligible to attend the schools if:
 - i. Kindergarten student is 5 years of age on or before August 31st of the enrollment year. Grade 1 student is 6 years of age on or before August 31st of the enrollment year. Exceptions to age requirement will be considered in accordance with Natick Public Schools early admission protocol (See Appendix A).
 - **ii.** The student permanently, not temporarily or sporadically, resides in Natick with his/her Families/Caregivers(s) or legal guardian.
 - iii. The student actually resides in Natick with someone other than his/her Families/Caregivers(s) or legal guardian for the purpose of attending the schools and tuition for such student is paid as in accordance with Section 6 of this policy.
 - iv. The student actually resides in Natick with someone other than his/her Families/Caregivers(s) or legal guardian for the purpose of temporarily ameliorating personal extreme hardship, and may attend the schools at the discretion of the Superintendent.
 - v. The student, regardless of place of residence, has been selected to attend the schools under a statutory program for the education of non-resident students, duly accepted by the School Committee.
 - **vi.** The student is from a foreign country and meets the requirements of Section 7 of this policy.
 - **vii.** The student, regardless of place of residence, meets the requirements of Section 9 of this policy.
 - **viii.** Prior to entry, the student must meet all MA Department of Public Health immunization requirements in accordance with 105 CMR 220.

3. Verification of Residency

- **a.** Before any student is enrolled in Natick Public Schools, his or her Families/Caregivers or legal guardian must provide:
 - i. A signed Statement/Affidavit of Occupancy (see below)

ii. Proof of Residency in Natick (3 documents).

All applicants for enrollment must submit at least one document each from Column A, B, and C and any other documents that may be requested, including but not limited to those from Column A, B, or C (noted below). A Families/Caregivers, guardian, or student who is unable to produce the required documents should contact the Superintendent.

COLUMN A-Evidence of Residency	COLUMN B-Evidence of Occupancy	COLUMN C -Photo Identification
Record of recent mortgage payment and/or property tax bill	Gas/Oil Bill, Electric Bill, Home (not cell) Telephone Bill, Cable Bill, Water Bill (Note: Bill must be dated within the past 45 days and address and name must be stated)	Valid MA Driver's License
Fully signed and executed Lease and/or Rental Agreement with the names of the children listed on the document. (Must be executed by both parties)	Recent bill dated within the past 45 days showing Natick address and name (Note: A Residency Statement/Affidavit is required with this option)	Valid MA Photo ID Card
Residency Affidavit	Excise Tax bill	Valid Passport
Fully signed and executed Purchase and Sale (P&S) Agreement (provided occupancy date occurs within 45 days of enrollment)		Other Government issued Photo ID
Section 8 Agreement		

4. Determination of Eligibility

The Superintendent, or his/her designee(s), shall determine whether a student is eligible to attend the Schools. In determining whether a student actually resides in Natick for purposes of Sections 2.b, 2.c and 2.d of this policy, the following factors shall be considered:

- A. Whether the student physically occupies a dwelling in Natick regardless of whether such occupancy is based upon ownership, lease, or consent of a person legally entitled to occupy the dwelling;
- B. With whom the student lives, such as Families/Caregivers(s), legal guardian, custodial Families/Caregivers after a divorce, relative, or other person and the duration of such living arrangement;
- C. If a student resides with someone other than his/her Families/Caregivers(s), legal guardian, or the Families/Caregivers with physical custody after a divorce, the reasons for doing so:
- D. The amount of time actually spent by the student in the dwelling in Natick;
- E. Whether the student's physical belongings are stored at the dwelling;

- F. Whether mail concerning the student, such as mail from doctors, etc., is addressed to the dwelling;
- G. Whether the residence is the center of the student's domestic, social, and civic life;
- H. Whether the student was included as an occupant of the dwelling for purposes of the town census:
- I. Such other information as the Superintendent or his/her designee(s) may deem relevant to determining where a student actually resides.

5. Post-Enrollment Verification And Enforcement

Should a question arise concerning any student's residency in the Town of Natick while s/he is attending the Natick Public Schools, the student's residency will be subject to further inquiry and/or investigation. Questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that is returned to Natick Public Schools because of an invalid or unknown address; statements made by students that they are moving or have moved, or other grounds. When he/she becomes aware of a question regarding a student's residency, the building principal or other member of the Administration (or his/her designee) shall contact the Superintendent. The principal may request updated proof of residence, and may obtain the services of the Natick Police Department to conduct an investigation into student's residence.

The Natick Police Department may use, but is not limited to, the following methods to conduct his/her investigation:

- Investigator will visit the residence without an advanced notice
- Investigator may attempt to contact/interview Families/Caregivers to gather documentation to either confirm residency or prove non-residency
- Investigator may interview landlord and neighbors when possible
- Investigator may keep residence under surveillance to establish patterns of occupancy
- Investigator will leave evidence of his/her visit by leaving a dated letter and business card with contact information
- The investigation will continue until residency or non-residency is confirmed and supported with appropriate documentation

The residency investigator will report his or her findings to the Principal/Superintendent.

6. Payment of Tuition for Certain Students

It is the intention of this policy to require the payment of tuition in advance for all students legally required to pay tuition to attend the schools. Nothing in this policy shall be construed as acceptance by the Town of Natick of any financial obligations for the education of students who temporarily reside in Town for the purposes of obtaining an education.

- A. A student who resides temporarily in Natick with someone other than his/her Families/Caregivers(s) or legal guardian for the purpose of attending the Schools shall only be admitted to the Schools upon the payment of tuition by (i) the town in which the student's Families/Caregivers(s) or legal guardian resides(s), or (ii) by the student's Families/Caregivers(s) or legal guardian, as provided in M.G. L. Ch. 76, Sec. 6. Tuition payable by the Families/Caregivers or guardian shall, for the period of attendance, be computed at the average expense per pupil in such school for such period.
- B. Any student for whom tuition is payable shall only be admitted to the Schools for the period of time actually covered by a tuition payment and shall be required to withdraw from the Schools if future tuition payments are not received by the Schools in a timely fashion as determined by the Superintendent.

C. The education of students with disabilities is the financial responsibility of the city or town in which the student resides. The programmatic and fiscal obligations for "tuition" students, who require special education services, is addressed in 603CMR 28.03 (4)

7. School Choice

Natick has voted to be a Massachusetts School Choice District. Determination on allowing students to attend the Natick Public Schools under School Choice is determined on an annual basis. Factors determining that decision are:

- A. The availability of seats/space in the school/grade requested;
- B. The class sizes at the grade levels of enrollment;
- C. That enrollment of the student will not have an adverse impact on the schools' budget;
- D. The effect on the student of enrollment, if it is to be at a time other than the beginning of a school year; and
- E. Whether an appropriate educational program and current school resources for the student exist in the schools, provided that the education of students with disabilities remains the financial responsibility of the city or town in which the student's Families/Caregivers(s) or legal guardian resides.

7A. METCO

Natick Public Schools adheres to the provisions of M.G.L. Chapter 76, section 12A (METCO) in enrolling non-resident students under the METCO program.

8. Foreign Students

In order to provide students at Natick High School with the opportunity to meet students from foreign cultures and to be educated abroad, the School Committee supports the enrollment of foreign students in the Schools as provided for in this section.

- a. The Principal of Natick High School may enroll foreign students annually, subject to the approval of the Superintendent.
- b. A foreign student who wishes to reside in Natick for the purpose of attending the Schools shall be subject to the provisions of Section 6 and shall be required to pay tuition as provided therein, unless the Superintendent, if permitted by federal law, specifically waives payment of tuition.

9. Admission of Non-Resident Students

Except as expressly provided for herein, non-resident students shall not be admitted to the Schools. In addition to non-resident students who are eligible to attend the Schools under Sections 2.e, and 2.g above, the Superintendent may, in accordance with state and federal laws and regulations, permit a non-resident student to attend the schools as follows:

- a. A student who was legally enrolled in the Schools under Sections 2.b and 2.c and whose family moves out of Town on or after April 1 of a school year may, with the permission of the Superintendent, continue to attend the schools for the remainder of the year (see Section 10).
- b. Continued enrollment for grade 12 of a student who has completed grade 11 in accordance with Section 9.a is subject to application to and approval by the Superintendent
- c. A student whose family provides satisfactory evidence that he/she will be residing in Natick within a grading period and would be eligible to attend the schools under Sections 2.a, 2.b or 2.c of this policy may, in accordance with regulations adopted by the Superintendent, and with the permission of the Superintendent, attend the Schools prior to actually residing in Natick.

d. The Superintendent may permit a non-resident student to attend the High School for not more than one year under a reciprocal arrangement with the Schools in the Town in which the student resides pursuant to M.G.L. Ch. 76, Sec 12, where such temporary attendance is (i) in the best educational interests of the student, (ii) there is no reason to believe that the student presents any risk to other students or employees of the Schools.

10. Superintendent's Permission

The Superintendent may permit a non-resident student to attend the Schools under Sections 9.a, 9.b, and 9.c of this policy if:

- a. The school district in which the student's Families/Caregivers(s) or legal guardian reside(s) requests that the student attend the Schools; and
- b. There is space available for the student; and
- Attendance by the student would not impose an undue burden on the Schools' budget; and
- d. The student has a good disciplinary record and an acceptable custodial arrangement; and
- e. Refusal of the request would, in the judgment of the Superintendent, likely harm the student's education.

11. Transportation of Non-Residents

Except as otherwise provided in state and federal laws and other policies, transportation of a non-resident student to and from school shall remain the responsibility of his/her Families/Caregivers(s) or legal quardian.

12. Students with Disabilities

The education of students with disabilities is the financial responsibility of the city or town in which the student resides. The programmatic and fiscal obligations for students, who require special education services, is addressed in 603CMR 28.03 (4)

13. Good Behavior

Non-resident students attending the Schools under Sections 2.e, 2.f, 2.g, or 2.h do so subject to the terms and conditions established by those programs and any School Committee policies and regulations therefore, and their continued eligibility to attend the Schools is conditional upon such students' good behavior. Such students' eligibility to attend the Schools may be terminated as provided for by those programs or for bad conduct pursuant to the Schools' Code of Conduct.

14. Regulations

The Superintendent shall adopt written regulations from time to time implementing this policy and requiring students, their Families/Caregivers(s), legal guardians, or persons having custody of a student to supply such information as may be reasonably necessary to make determinations about a student's eligibility to attend the Schools, whether tuition may be charged for such student, or for any other purpose relating to the implementation of this policy.

15. Failure to provide information or to pay tuition

Failure by a student and/or Families/Caregivers/guardian to provide evidence or explanations as requested by the school administration to implement this policy and failure to promptly pay any tuition due shall result in the student being ineligible to attend the Schools.

16. Waiver of Tuition

Upon recommendation by the Superintendent, the Committee may, in its discretion, waive payment of tuition.

17. Penalty

Only students who qualify under this policy shall be eligible to attend the schools. Any person who knowingly misrepresents facts concerning a student's actual place of residence or reasons for residing in Natick, or any other material facts concerning a student's eligibility to attend the schools under this policy in order to enroll a student in the schools or to avoid paying tuition may be liable for the consequences. Natick Public Schools reserves the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

18. Relationship to Federal and Massachusetts Laws and Regulations

It is the intent of the foregoing policy that the Natick Public Schools shall also be in compliance with all Federal and State laws and regulations bearing upon enrollment issues, including but not limited to:

- The McKinney-Vento Homeless Assistance Act, as amended [42 U.S.C. 725] by the No Child Left Behind Act Federal Immigration Law Regarding Foreign Students [8 U.S.C. 1184 (L) (3)]
- Massachusetts Special Education Regulations [603 CMR 28.03 (4)].
- Caregiver Authorization Affidavit (MGL Chapter 511 of the Acts of 2008 as amended by Chapter 20 1F)
- Massachusetts Department of Public Health Regulations (105 CMR 220)

Adopted by the Natick School Committee – January 5, 2015

NATICK PUBLIC SCHOOLS RESIDENCY AFFIDAVIT LANDLORD/SHARED TENANCIES

Instructions: Any applicant for the Natick Public Schools who cannot produce a property deed or lease must ask the owner or lessee of the property where the applicant lives to complete and sign this legal affidavit.

It is the responsibility of the applicant (not the person who completes this affidavit) to attach a record of recent rent payment unless this affidavit affirms in Item #3 below that the tenancy does not require payment of rent.

AFFIDAVIT

	y name isand I hereby depose and certify as follows: (Please complete I three items and sign below.)
1.	I am the owner/lessee of property located at
	in the town of Natick.
2.	(Families/Caregivers or guardian name),
	who is the Families/Caregivers or legal guardian of (child's name), leases or subleases this property as their principal residence from me, without a written lease, in a tenancy at will, from month to month.
3.	PLEASE CHECK ONE: I have received within the last thirty (30) days rental payment for the lease or sublease of these premises OR: Alternatively, I hereby state that the party named above resides with me at the address above with no payment of rent.
	Signed under the pains and penalties of perjury thisday of20
	Signature
	Print Name:
	Print Address:
	Phone:

The information contained in this legal affidavit is subject to verification by a residency investigator.

Equal Opportunity Statement

The Natick Public Schools is committed to equal employment and educational opportunity for all employees and applicants, students, Families/Caregiverss, and members of the school community, including those parties who contract to perform work for the Natick Public Schools, without regard to race, color, religion, sex, national origin, age, sexual orientation, or disability in all aspects of employment and education. The members of the school community include administration, faculty, staff, and students and volunteers working in the schools while they work and study subject to school authorities.

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district education program or activity, on the basis of being handicapped, under Section 504 of the Rehabilitation Act of 1973, may file a written complaint with the Principal.

Title IX

In accordance with the federal government law under Title IX, "No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance..." Bennett-Hemenway school does not discriminate on the basis of sex in any of its education programs and activities



Brown Elementary School School Handbook 2022-2023

September, 2022

Dear Community Members,

Welcome to the 2022-2023 school year! This year promises to be full of fun, excitement, and learning for your child. Brown School's Community Handbook is an important part of creating a school climate that fosters a positive experience for students and families.

The community handbook you are about to review contains a wealth of information about school programs and services. The content of this handbook is intended to provide community members and families with basic functional and programmatic information and to communicate the policies, procedures, and practices of the school. There is a great deal of information and, therefore, this handbook will most often serve as a reference for you as questions come up during the year.

While this handbook will ultimately serve as a reference, it is important that families develop familiarity with the policies and procedures of the school. In doing so, you ensure that the school operates efficiently. Deviations from policy and procedure take time away from our primary responsibilities, learning and teaching.

It is my hope that the content of this handbook is both informative and useful. Everything we do is aimed at improving the service to and education of our students. If you have questions or comments regarding the information contained in this handbook please contact me at amccann@natickps.org. We are looking forward to a great year working together for the benefit of our students.

Best,

Aidan McCann Aidan McCann Principal

Vision, Mission, and Core Values

At Brown School, we provide a safe learning environment which inspires all children to grow Socially, emotionally and academically.

Core Values

We P. A. W. S.

P. A.W. S. is an acronym for:

- Practice Empathy
- Act Respectfully
- Work Hard
- Solve Problems Together

Vision Statement

The Brown School community envisions an education of excellence for our children to ready them for the challenges of the new millennium.

- We value a sense of belonging for children and parents.
- We celebrate and appreciate each child's unique strengths and qualities.
- We welcome and encourage active parent/teacher dialogue regarding the curriculum.
- We value our diverse population in the Brown School community.
- Our staff, students, and parents value the resources the Brown School community has to offer and will continue our outreach program to further enrich our children's educational experience.
- We promote a cohesive staff, and an open and accepting climate.

Philosophy

We believe that inspiring and developing a lifelong love of learning is the foundation for every child's future success. Children are innately curious and come to school eager to learn - to develop the skills and acquire the knowledge and understanding necessary for them to be capable and competent citizens. As a community, we must access students' desire to learn and engage them in that life-long pursuit of knowledge.

Learning does not begin or end with the school day, week, or year. Children gain insight and understanding through all of their experiences and interactions with their environment. Values, ideas, and concepts are communicated explicitly through direct teaching and implicitly through the words and actions of the influential adults in their lives. Over time, the child's cumulative interactions with people shape their perception of themselves, others, and the diverse world around them.

We believe that an unwavering commitment to developing a positive school culture is essential to achieving our mission. This culture is characterized by:

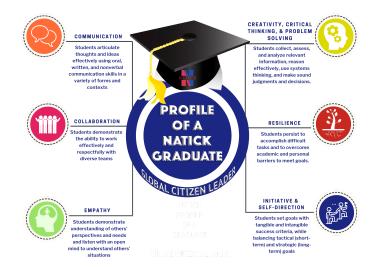
- a direct focus on shared core values.
- strong collaborative relationships •
- a safe learning environment
- reflection on our practice and parenting
- an atmosphere that fosters academic rigor while instilling the joy and fun of learning

Students must be prepared to engage in an ever-changing landscape. The integration of communication, collaboration, critical thinking and problem solving partnered with empathy, resilience and initiative and self-direction will lay the foundation for our children to experience success as members of a productive community. This Profile of Natick Graduate threads

through our K-12 school design in the

service of students.

Children thrive when their hard work, effort, and success are celebrated. Establishing traditions and structures that promote recognition, celebration, and the joy of learning are central to bringing shared values to life and achieving the school's mission.



General Information

- 1. School Contact Information
- 2. Daily School Schedule
- 3. Arrival/Guidelines for Morning Drop Off Volunteers
- 4. Dismissal
- 5. Dress Code
- 6. Attendance
- 7. Health and Wellness
- 8. Cell Phones and Electronic Devices
- 9. Security and Safety Guidelines

School Contact Information

Main Office 508.647.6660 Aidan McCann, Principal Becky Lepow, Assistant Principal Christine Crosby, Administrative Asst Karen Cushing, Administrative Asst	ASAP 508.647.6400 x 1214 Megan Cap-Renzi, District Director ASAP 508.647.6400 x 2882 Sarah Dougal, Site Director
Special Education 508.647.6400 Paul Tagliapietra, Special Education Coor.	K-8 EL Coordinator 508.647.6400 x 1140 Caitlin O'Neil
School Psychologist and Guidance 508.647.6666 Kristen Purnell - School Psychologist 508.647.6400 x1169 Chamonix Adams - Guidance Counselor Ellie Lyons - Guidance Intern - x 1167	Transportation 508.647.6497 Robin Agostinelli-Solivan
Nurses Office 508.647.6662 Maria Chopur	Food Service 508.647.6611 Kristen Gentili, Director

Brown Daily School Schedule

8:20	Student Drop Off Begin	IS .
8:30	Instruction begins	
11:00	Grade Two Lunch	
11:35	Kindergarten Lunch	
12:10	Grade One Lunch	
12:45	Grade Three Lunch	
1:20	Grade Four Lunch	
2:56	Dismissal	12:15 pm Early Release Day Dismissal GR. K-4

Brown Elementary School Staff

Administration Principal: Aidan McCann Assistant Principal (1.0): Becky Lepow Administrative Assistants: Chris Crosby, Karen Cushing Nurse: Maria Chopur School Counselors: Chamonix Adams, Ellie Lyons	Paraprofessionals - need 11 total Jan Bergin Mary Calderon Susan Walker Aubrey Tessier* Nourin Sharkawy* Alex Fusaro* Mirela Mana* Kerri McGovern* TBD Linda Kennedy Christina Marchi Sarah Barnes * = CLC
Kindergarten Danielle Miller Eileen McGinty Leslie Barnes Jennifer Risi Kimberly Krug	Speech/OT/PT Speech and Language: Michelle Lavallee OT/PT: Amy Salvia /Rebecca Chrzan
1st Grade Abigail Gorman Melissa MacInnes Mariel Smeallie Andrea Martin Megan Schott	ELE Director: Caitlin O'Neil Christy Cocchi Kelly Hanson Jamie Levin (part-time)
2nd Grade Caitlin Fong Christine Zeliger Lindsay D'Agnelli Caroline Lisella (LTS: TBD) Kathleen Laufer	Specialists Art: Michelle Parven Music: Mark Jodice Library: Sarah Eastham P.E.: Rob Dombroskas, Laura Pestana
3rd Grade Michael Albert Julia Dmitriev Melissa Curtin Kate Culverhouse Kathy Kelleher	Intervention Staff Reading Specialist: Susan Kennedy Math Coach: Laura Halloran Intervention Leader: Abby Gorman Intervention and Tutor (13): see list for details
4th Grade Angelina Gagne Amanda Tilden Melissa Quimby Kaile Nguon Nicole Daniels	Food Services Cafeteria: Gretchen Desantis, Ed Rosenbloom, Judy Range Kitchen: Trish Dunn, Toni DeDoming
Educational Team Leader Paul Tagliapietra BCBA: Eric Bodwell AAC/AT Specialist - Julianne Adams Goldsmith	Custodial Staff Head Custodian: Gilberto Faminia Dennis Quilty, Max Olmos
<u>Learning Center Teachers</u> Alicia Cohen, Lauren Foutz, Tonilee Dooley(LTS: Lauren Speranzella)	ASAP Director: Megan Cap-Renzi Program Supervisor: Sarah Dougal
Communications Learning Center Jessica Lichodolik Katelyn O'Brien	<u>Technology</u> Kevin Walunis - Tech Support

Parking

Parking is allowed in the front parking lot only. Please observe the 10mph speed limit and remember that u-turns are illegal on Jean Burke Drive. Handicapped parking is available in front of Brown School.

Morning Arrival 8:20 am to 8:29 am School begins at 8:30

Curbside Drop Off

All cars for student drop-off should stay in <u>one line</u> on the right side of the new Jean Burke Drive. You will follow the signs to take a right and then a left towards the front of the school. Once in the "Blue Zone", staff will open the car door and let the student out. Your child must exit on the passenger side. Staff members will ensure that students enter the correct door.

Walking Drop Off

All students who will be walking to or from school must use the backdoor of Brown School, located at the bottom of the ramp from Hartford Street.

Door Numbers for For Front Door Arrivals Only

Kindergarten- **Door 19**First Grade- **Door 17**Second Grad- **Door 20**Third & Fourth grades- **Door 1/Front Door**

Back Door Arrivals

If your child is walking from Hartford St. or Barnesdale Road, they will enter Door 9 in the back. This door is all grades.

Late Arrivals

If you arrive later than 8:30 am, you must park in a designated space and walk your child into the office. If you know that your child will be late/tardy please use Pick Up Patrol to enter the late arrival.

Afternoon Dismissal

2:56 Kindergarten - 4th

Early Release

12:15 Kindergarten -4th

<u>Grades- Kindergarten - 4- 2:56pm</u>

Front Door Curbside Pick Up

All cars for student pick-off should stay in one line on the right side of the new Jean Burke Drive. You will follow the signs to take a right and then a left towards the front of the school. Once in the "Blue Zone", staff will let the student get into their cars. Please display the ORANGE Pick up Sign with your child's name in the front window of your car on the passenger side. You will receive a pick-up sign on the 1st day of school. Your child will enter the car on the passenger side.

Back Door Walking Pick Up

If you would like to pick your child up as a walker, they will exit the building via the back door of the school near Hartford Street and the Barnesdale Neighborhood. Children going to the Barnesdale neighborhood will be released to walk home using the sidewalks and crosswalk. Students going home via Hartford Street will exit the backdoor and a teacher will help them cross the parking lot to the ramp. The children will be crossed by the crossing guard at the top of the hill. **Kindergarten parents will need to come to the door to get your child.**

Bicycles

Fourth Grade students are invited to ride their bikes to school with parent permission. Parents need to communicate with the classroom teacher and note the dismissal plan in Pick Up Patrol as a Back Door Walker with a note that they are riding a bicycle. Students should wear a helmet. Helmets are safely stored in their lockers during the school day.

After School Programs

Children who attend after school programs (ASAP, Longfellow, Tobin, etc.) are dismissed to specific areas of the building where program staff meet them and take attendance.

Changes in Regular Dismissal for Students

Natick Public Schools use **PickUp Patrol** for managing all dismissal plans and dismissal plan changes for elementary school students. Please login to PickUp Patrol each day that you will be dismissing your student before the regular school dismissal time or if your student's normal after school routine will change that day. You also have the option to enter dismissal changes for future dates. For safety reasons, the school cannot dismiss a child to anyone other than a parent or a specifically authorized adult unless written permission is received from the parent. There is a place for this authorization on the annual Health Emergency Information form. **(Changes in dismissal plans can not be accepted after 1:30 p.m. to ensure the safety of all students.)** We appreciate your cooperation with this practice.



Enrollment Instructions

PickUp Patrol is:

- Convenient: Make changes, days, weeks or months in advance.
- Automated: Reduces classroom interruptions and accurately tracks who's going where.
- **Safe and Secure**: All student information is secure and the program is entirely administered by our own school staff.

Each August you will be asked to set up your child's default dismissal plan via email from PickUp Patrol. Your child's default plan is "typically" the way your child will be sent home each day.

ALL plan changes should be submitted through PickUp Patrol.

The PickUp Patrol app is not found in the app store or google play store. You need to add the app to your homescreen from the browser.

To download the PickUp Patrol app: From the browser on your phone go to http://app.pickuppatrol.net/parents

On an Android device:

Click on the three dots next to the app name. Choose Add to the Homepage.

On an iPhone:

Click on the box with an arrow at the bottom of your screen. Choose Add to the Homepage

Dress Code

A student dress code should accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/genderidentification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

The primary responsibility for a student's attire resides with the student and parents or guardians. Brown is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

1. Basic Principal: Certain body parts must be covered for all students.

a. Clothes must be worn in a way that genitals, buttocks and nipples are covered with opaque materials.

Students are scheduled for daily recess periods and need to be prepared for the fluctuation of the weather. During snowy, cold or windy weather, appropriate boots, hat, gloves/mittens, ski pants, and a warm jacket are required. Students should bring in an additional pair of sneakers with their boots so that winter footwear might be removed during the day.

Students should wear or bring sneakers on days they are scheduled to have physical education classes. Tie or Velcro™-closure sneakers stay on during PE class better than slip-on shoes. Children should also dress comfortably in order to fully participate.

We urge parents to label ALL removable clothing. If an item is deemed missing, parents and students are encouraged to check for items in the Lost & Found area in the main hallway. Many quality items are never claimed and are donated to charity periodically during each school year.

Attendance Policy

The Natick School Committee believes strongly in the importance of regular attendance by all students. The Committee adheres to and is in full compliance with Chapter 76 of the laws of the Commonwealth of Massachusetts, which defines attendance regulations. Except in cases of illness or other unique circumstances, students are expected to be present when school is in session.

All students are expected to attend school, be on time, and remain for the duration of the school day. In the event that your child is absent from school, please notify the school as soon as possible on the day of the absence. A student is considered absent if he/she is not present for at least half of the school day. Even if a student is tardy or has an early dismissal, students who are present for less than half the day will be marked absent.

Students are expected to be in homerooms by 8:30 a.m. in order to be marked present. If a student arrives after that time, they must be accompanied by a parent/guardian and signed in at the main office.

Natick Public Schools has implemented the following policy to verify student absences in grades K-4:

 Parents/guardians are expected to enter an absence into Pick Up Patrol the school as soon as it is determined that a child is to be absent.

Natick's automated attendance line will contact any parent who has not notified the school by 10:00 a.m. on the day of the child's absence. Parents who do not return the automated call will be contacted on cell phone or work number for confirmation. In the event that a parent can not confirm the absence, the school resource officer will be sent to the home to do a safety check.

Excused Absences

An absence is considered excused when the parent has notified the school on the day of the absence before the end of that school day, AND the student's total number of absences has not exceeded 10 in the course of the school year.

Please provide doctor's notes if your student has had many absences, as this will help to document the reasons for the absences that are technically "unexcused."

If a student is absent for 5 or more consecutive days, a parent must obtain a doctor's note and submit it to the school.

Any absence that exceeds a total number of 10 can only be excused by a physician or evidence of religious observance. If a student is absent for religious observance it will be considered an excused absence

Notification of Attendance Concern

If a student is absent for 8 days, a school administrator will contact *parents/guardians* to alert them that their child is approaching 10 absences.

Once a student is absent for ten days a letter documenting the attendance concerns will be mailed to the student's residence along with communication from the District Attorney's office outlining Massachusetts General Law on school attendance.

Any absences totaling over 13, unless deemed extraordinary, may result in a meeting with the School Resource Office and possibly the filing of a CRA (Child Requiring Assistance) with the juvenile court.

If a student is expected to be out for 10 days for vacation or other non-medically excused reasons, families will be asked to unenroll their child and develop a home-school plan that will need to be approved by the Assistant Superintendent of Curriculum and Learning. Guidelines for this process are outlined on the Natick Public Schools website (www.natickps.org).

Tardy

A child will be considered tardy if he/she is not in homeroom at the start of the school day. Parents need to notify the school, prior to the start of the school day, if a child is going to be tardy. Tardies can be entered in **Pick Up Patrol**. You can enter late arrivals for the current week as well as the immediately following week only. Click the Today tab at the bottom of the screen. You will see this week's and next week's schedule. Under each day is the option for "Arriving Late?" Click Arriving Late and you will be prompted to enter the time and the reason for the late arrival.

Any tardies over 10 will be considered unexcused unless a doctor's note is provided or if there are religious reasons for the tardy.

Any tardies over 15 may result in a meeting with the building administrator and possibly the School Resource Officer. Any tardies over 20 may result in a CRA being filed with the juvenile court. Any tardy greater than 50% of the school day will be recorded as an absence.

Early Dismissal

A child dismissed prior to the end of the school day will be considered dismissed early. Dismissals may be entered in **Pick Up Patrol** so your child's teacher will have this information.

Any early dismissals over 10 will be considered unexcused unless a doctor's note is provided or if there are religious reasons for dismissing from school early.

Any early dismissal over 15 may result in a meeting with the school administrator and possibly the School Resource Officer. Any early dismissals over 20 may result in a CRA being filed with the juvenile court.

Considering a Vacation During School Time?

Should a parent choose to keep a student out of school for reasons other than illness or unique circumstances, the school and individual teacher(s) will not assume responsibility for either preparing lessons in advance for the student or for providing individual tutoring or extensive individual help for the student when he/she returns.

Health and Wellness

Health Services and Guidelines

Please refer to the Health Department section on the Natick Public Schools website for up-to-date health information, policies, and health forms. Health Services are responsible for treating students having illness or injuries occurring during school hours. Each school maintains a Health Clinic and is staffed with a School Nurse.

Health Information/Emergency Form: These forms are completed online annually to ensure that up to date health and contact information is available in the event of an emergency.

In order to understand and safeguard your child's health, we ask each parent to complete an emergency form at the beginning of the school year. This form is available online annually for completion. We ask that you update this form during the school year as needed. It is incumbent upon parents/guardians to keep the School Nurse apprised of relevant health information.

Immunizations:

Upon enrollment into kindergarten, parents/guardians are required to present a physician's certificate or a certificate from the Board of Health attesting to students' immunizations against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and Hemophilus influenza type B, and such other communicable diseases as specified by the Massachusetts Department of Public Health. Per state law, students will be excluded from school if immunizations are not up to date.

Vision and Hearing Screenings:

Students' vision and hearing are tested yearly. Parents/guardians will be notified if any concerns are detected. These are merely screening tests and should be accompanied by periodic exams by your doctor.

Height and Weight/BMI Screening:

Schools in Massachusetts are now mandated by Massachusetts General Laws to obtain heights and weights on students in grades 1, 4, 7 and 10. After obtaining your child's height and weight, your child's BMI (Body Mass Index) will be calculated and you will be notified of the results in a confidential manner.

Healthy Habits:

Good health habits should be developed early in life. It takes a healthy child to be educated. You may assist you child in developing good health habits by teaching and encouraging him/her to:

- 1. Eat adequate and well-balanced meals, especially breakfast.
- 2. Brush teeth twice a day.
- 3. Cleanliness is important and expected.
- 4. Perform toilet habits independently.
- 5. Make sure the child has his/her eyeglasses at school at all times.
- 6. Cover nose and mouth with a tissue or inside elbow when coughing or sneezing.
- 7. Wash hands after using the toilet and before eating snacks and meals.
- 8. Go to bed regularly at an early hour to get adequate rest.

Absences:

Although regular school attendance is desirable, a sick child should never be sent to school. Students should not come to school if they are ill and should be fever-free for 24 hours before returning to school.

Reasons for Keeping a Child Home:

- 1. Temperature over 99.6 degrees
- 2. Colds, coughs and runny nose
- 3. Nausea, vomiting, diarrhea
- 4. Undiagnosed rashes
- 5. Impetigo
- 6. Conjunctivitis (pink eye)
- 7. Pediculosis (head lice)
- 8. Scabies
- 9. Ringworm

Pupils returning to school after an absence of more than five (5) days should present evidence for absence (a physician's note).

Medication Policy:

Only a physician is legally authorized to prescribe medication, this includes over the counter medication. If at all possible medication should be given at home before or after school hours. A student who needs to take any medication during school hours must have a signed permission slip from parent/guardian and the physician. Medication (in a pharmacy labeled bottle) is kept locked in the clinic and taken under the supervision of the nurse. Acetaminophen (Tylenol) may be given at the discretion of the school nurse, if the parent/guardian has signed the permission form.

CHILDREN ARE NOT ALLOWED TO TRANSPORT ANY MEDICATION, INCLUDING OVER-THE-COUNTER MEDICINES. The only exception: students at NHS and the middle schools are allowed to carry their own epi-pen and/or inhaler (with written permission from their physician on file in the clinic.)

Infectious Disease Regulations:

Chicken Pox should be reported to the Board of Health either by the physician or parent. Pupil's release certificate, issued by the Board of Health or the physician, must be presented to the school nurse before the student is readmitted. The period of isolation for Chicken Pox is at least 7 days from the appearance of the most recent eruptions as long as all lesions are crusted and dry.

It is not necessary to report the following to the Board of Health, BUT the period of isolation must be followed:

Disease/Period of Isolation:

- 1. Streptococcal infections 24 hours after treatment with appropriate antibiotic
- 2. Impetigo 24 hours after initiation of treatment with appropriate antibiotic topical or oral medication
- 3. Conjunctivitis (pink eye) 24 hours after initiation of treatment with appropriate ointment or drops
- 4. Ringworm 24 hours after initiation of treatment with appropriate topical medication
- 5. Scabies 24 hours after initiation of treatment with appropriate topical medication
- 6. Pediculosis (head lice) Until seen by the school nurse.

Lice:

- 1. If a student is identified as having a case of Pediculosis (nits and/or live lice), he or she will be assessed and returned to class and/or dismissed at the nurse's discretion.
- 2. The nurse will assess siblings and close contacts who attend the Natick Public Schools.
- 3. Notification will be sent home to parents of all children in the classroom. Additional notification will be sent home at the nurse's discretion.
- 4. Parents will be given information regarding the treatment of lice.
- 5. The student has to be checked by the nurse prior to returning to school. A student will be accompanied by his/her parent until the exam is completed.
- 6. If nits are found after treatment, the student may attend class at the nurse's discretion.

Food Allergies:

All children have different needs. Some are academic in nature while some are behavioral. Other children's needs are dietary. Many children at Brown have moderate to severe food sensitivities. Brown's mission is to ensure that all students thrive in a positive school climate that engages them in rigorous learning while providing an atmosphere that instills the joy and fun of seeking knowledge. Part of ensuring a positive school climate is attending to the needs of our students.

Students with food sensitivities and allergies need certain interventions, as do students with academic and behavioral needs. In order to best meet the needs of our food sensitive children, the following policies and practices are set forth:

- 1. Birthday celebrations in the classroom:
 - a. We avoid food for celebrations. There are many ways to celebrate a birthday that do not involve food. Please contact your classroom teacher for ideas or suggestions.
- 2. Allergy Classrooms and Peanut/Tree Nut Sensitive classrooms:
 - a. Classrooms at each grade level are designated as allergy, peanut or tree nut sensitive rooms. If your child is in one of these classrooms, the school nurse will provide you with more specific information. The allergy sensitive classroom ensures that the needs of children with food sensitivities are met throughout the day.
- 3. Allergy Lunch Tables:
 - a. Certain tables in the cafeteria are designated as "free" from required allergens. Staff members are aware of these tables and monitor them carefully to ensure that they indeed remain free from foods that may cause harm.

The safety of students is a community responsibility. The following responsibilities ensure that everyone understands their part in food safety at Brown.

Student Responsibilities:

- 1. Take responsibility for avoiding allergens
- 2. Do not trade or share foods
- 3. Wash hands before and after eating
- 4. Learn to recognize the symptoms of an allergic reaction
- 5. Promptly inform an adult as soon as accidental exposure or symptoms appear
- 6. Consider wearing a medical alert bracelet
- 7. Report bullying, teasing, and/or threats
- 8. When appropriate, be responsible for carrying EpiPen

Family Responsibilities:

- 1. Notify the school nurse of your child's allergies prior to the start of school
- 2. Provide the school nurse a list of foods and/or ingredients that would cause a life threatening reaction
- 3. Provide the school nurse with medical documentation from your health care provider including medication orders for Epinephrine
- 4. Meet with the school nurse and teacher and participate in developing your child's individual health care plan
- 5. Provide the school nurse with up-to-date epinephrine auto-injectors. A supply of two Epipens per student with life-threatening allergy is recommended. Deliver these medications in the proper containers no later than the first day of school
- 6. Provide current contact information to the school
- 7. Provide the school nurse with an annual update on the status of your child's allergies
- 8. If possible, attend field trips with your child
- 9. Provide the school with safe snacks for your child
- 10. Provide your child with medical alert information and encourage them to wear it
- 11. Ensure that before and after school staff have the appropriate information and training regarding your child's allergies.
- 12. Contact the Director of Food and Nutrition Services in regards to menu choices
- 13. Notify the bus company if your child will carry an EpiPen on the bus

Teacher Responsibilities:

- 1. Consult with school nurse, parents, and student regarding individual health care plan
- 2. Ensure the classroom has direct communication with the front office and nurse
- 3. Transport the EpiPen so that it is always with the student
- 4. Communicate to and remind all parents in the classroom of LTA (Life Threatening Allergies) in the classroom
- 5. Participate in education and training regarding LTA
- 6. Keep all necessary documents regarding LTA accessible
- 7. Ensure that all student teachers, teaching assistants, support staff, and volunteers are aware of LTA and necessary safeguards
- 8. Educate classmates to avoid endangering, isolating, stigmatizing, or teasing students with LTA
- 9. Respond to every symptom or sign as a possible allergic reaction
- 10. Avoid using food based projects/curriculum
- 11. Prohibit students from sharing or trading snacks
- 12. Encourage parents to send in a box of safe snacks
- 13. Avoid cross contamination by wiping surfaces with soap and water before and after eating
- 14. Reinforce hand washing before and after eating
- 15. Field Trips
 - a. Ensure all life saving medications and instructions are taken on field trips

- b. Assign students with LTA to his/her parent or guardian if possible. If not, assign to the classroom teacher
- c. Ensure a functioning communication device is taken on the trip
 d. Review field trip plans; avoid high risk places and know where the closest medical facilities are located

Cell Phones and Electronic Devices Acceptable Use Policy for Students

Natick Public Schools Student Responsible Use Policy

The purpose of the Natick Public Schools (NPS) Student Responsible Use Policy (RUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of district technology.

NPS uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor students online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Students should have no expectation of privacy regarding their use of NPS equipment, network, and/or Internet access or files, including email.

Email accounts are provided to all students in our 1:1 program, grades 7. 12, to encourage student and teacher collaboration. Email accounts issued to students are archived to ensure student safety.

NPS will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to websites, applications, including, but not limited to, email, data management and reporting tools, and other web applications.

Summary

Natick Public Schools believes in a Digital Citizenship model for supporting safe and responsible use of all Online and Digital Technologies (ODT) in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like.

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at our schools to agree to use the internet and other ODT technologies in a safe and responsible way. NPS utilizes resources from Common Sense Education for our Digital Citizenship curriculum.

All students are responsible for practicing positive Digital Citizenship. Positive Digital Citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. Students should also reference the student handbook for additional policies and guidelines.

Jurisdiction

This policy is in effect:

- When NPS-provided equipment (laptops, tablets, etc.) is used on or off school property;
- When non-NPS devices access the district network or district resources; or, at home, or other locations, if the improper use creates a hostile environment at school for any student and/or cause disruption or disorder within the school.

From POLICY JIJC of the Natick School Committee Handbook "Cell phones and electronic devices." -

In Elementary and Middle Schools; 1. Cell phones and personal electronic devices must be turned off and not visible during the school day. Texting is prohibited. Contact with parents and guardians during the school day must take place through the office. Cell phones may be used after the school day ends. 2. Electronic devices necessary for a specific educational purpose and/or individual student need may be used in class with the approval of the supervising teacher/staff member.

Student Responsible Use Guidelines

When using NPS Online and Digital technologies (ODT); I will always be a good digital citizen. By signing this policy, I acknowledge that I understand the following:

I am responsible for practicing positive digital citizenship.
I will practice positive digital citizenship, including appropriate behavior and
contributions on websites, social media, discussion boards, media sharing sites, and all
other electronic communications, including new technology.
I will be honest in all digital communication.
I understand that what I do and post online must not disrupt school activities or
compromise school safety and security.
I am responsible for keeping personal information private.
I will not share personal information about myself or others including, but not limited to,
names, home addresses, telephone numbers, birth dates, or visuals such as pictures,
videos, and drawings.
I will not meet anyone in person that I have met only on the Internet.
I will be aware of privacy settings on websites that I visit.
I will abide by all laws, this Responsible Use Policy and all District security policies.
I am responsible for my passwords and my actions when using District accounts.
I will not share any school or district usernames and passwords with anyone.
I will not access the account information of others.
I will log out of unattended equipment and accounts in order to maintain privacy and
security.
I am responsible for my verbal, written, and artistic expression.
I will use school appropriate language in all electronic communications, including email,
social media posts, audio recordings, video conferencing, and artistic works.
I am responsible for treating others with respect and dignity.
I will not send and/or distribute hateful, discriminatory, or harassing digital
communications, or engage in sexting.
I understand that bullying in any form, including cyberbullying, is unacceptable.
I am responsible for accessing only educational content when using NPS technology. I
will not seek out, display, or circulate material that is hate speech, sexually explicit or
violent. I understand that any exceptions must be approved by a teacher or administrator
as part of a school assignment.
I understand that the use of the District network for illegal, political, or commercial
purposes is strictly forbidden.

I am responsible for respecting and maintaining the security of NPS digital resources and networks.
I will not try to get around security settings and filters, including through the use of proxy servers to access websites blocked by the district.
I will not install or use illegal software or files, including copyright-protected materials, unauthorized software, or apps on any NPS computers, tablets, smartphones, or other internet devices.
I know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access to NPS equipment.
I will not use the NPS network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.
I am responsible for taking all reasonable care when handling NPS equipment.
I understand that vandalism in any form is prohibited.
I will report any known or suspected acts of vandalism to the appropriate authority.
I will respect my and others' use and access to NPS equipment.
I am responsible for respecting the works of others.
I will follow all copyright guidelines.
I will not copy the work of another person and represent it as my own and I will properly cite all sources.
I will not download illegally obtained music, software, apps, and other works.
I understand all NPS trademarks, logos and symbols are for school district use only.
I am responsible for the data I create and for protecting it.
I understand the school district provides me with a Google account to save and store all my data and files.
I understand it is my responsibility to backup and protect any data or files that I create.
I understand I should not save or store personal data or files on any device.
I understand that the school district may re-image any computer at any time to maintain
the equipment in good working order.

Consequences for Irresponsible Use

Misuse of NPS online and digital technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will tailor any disciplinary action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech that is understood by school officials to threaten, harass and intimate a staff member or fellow student, even when such online action originated, and was disseminated, off-campus without the use of school resources.

Students are welcome to take and post pictures online in their uniforms and/or with the school logo, recognizing that those images should display appropriate decorum and not conduct unbecoming of the team/school. Disciplinary action may also be taken if students post pictures online in their uniforms and/or with the school logo, that display conduct unbecoming of the team/school and/or that disrupts the operation of the school.

Disclaimer

NPS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or district accounts.

NPS also denies any liability for the accuracy or quality of the information obtained through user

access. Any statement accessible online is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. Students under the age of 18 should only access NPS network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school.

NPS District Guidelines for Consequences for Irresponsible Use:

Misuse of NPS online and digital technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will tailor any disciplinary action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech that is understood by school officials to threaten, harass and intimate a staff member or fellow student, even when such online action originated, and was disseminated, off-campus without the use of school resources.

Students are welcome to take and post pictures online in their uniforms and/or with the school logo, recognizing that those images should display appropriate decorum and not conduct unbecoming of the team/school. Disciplinary action may also be taken if students post pictures online in their uniforms and/or with the school logo, that display conduct unbecoming of the team/school and/or that disrupts the operation of the school.

Disclaimer

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Note: Natick Public Schools <u>will not</u> assume responsibility for lost or stolen items under any circumstances.

Security and Safety Guidelines

Visitors at Brown:

Throughout the school-day many parents, volunteers, and service providers visit Brown. To ensure the safety of our students and staff as well as the integrity of our learning environment, a comprehensive visitors protocol is in place. Please review this protocol and the procedures we employ to ensure they are successfully implemented.

Expectation:

Any adult(s) who are not directly employed by the school or district must check-in and out through the front office and wear appropriate identification throughout their stay in the building.

Procedure:

- 1. Each adult visiting the building must use the main entryway and proceed to the front office.
- 2. Once in the front office, each visitor must sign in with the front office staff. Office staff will issue a visitor's identification badge.
- 3. Each visitor must wear this identification badge for the entirety of his/her stay.
- 4. Each visitor must return directly to the front office when ready to depart, hand in his or her identification badge, and sign out.
- 5. We are a fragrance-free school. Please do not wear any perfumes, sprays or lotions when visiting the school for the safety of our students and staff.

Parking Lot Policies

- 1. Parents and visitors may park in the lot. Please do not block driveways.
- 2. The speed limit in the parking lot is 5 miles per hour.
- 3. Cell phone use in the parking lot is strongly discouraged.
- 4. The bus loop is reserved for bus traffic at all times. **Please do not use this area** for any reason.
- 5. Parking is permitted in designated, marked parking spaces only.
- 6. Parking in the fire lane is strictly prohibited.

Parent Conferences

Parent conferences happen during the fall and spring of the school year. Parents will coordinate conference times with their classroom teachers. On the early release days targeted for conferences, parents or guardians will be expected to sign in with a building administrator prior to attending the conference. A table will be set up in the main hallway. Each visitor will be expected to wear a Visitor sticker to ensure that this process has been followed.

Appendices:

Natick Public School District has accepted the following policies as defined by our school committee to support the effective management and success of our school system. These policies align with Massachusetts General Law requirements.

Pertaining to Student Discipline:

- NPS Discipline Process & Procedures
- Chapter 37H
- Chapter 37H ½
- Chapter 37H ¾
- Chapter 370 Bullying Prevention and Intervention

Pertaining to Student Information:

- Student Records
- FERPA/Directory Information Notice
- Student Rights and Responsibilities

Pertaining to Enrollment

Residency Policy

Pertaining to District Policy

- Equal Opportunity Statement
- Title IX

NPS Discipline Process and Procedures

Disciplinary Procedures

Repeated failure of a student to demonstrate appropriate conduct will be directly communicated to parents. Logical consequences for infractions may involve any of several levels of disciplinary action including conferences with student, parents, staff and/or the principal; written accounts of incidents; phone calls to parents; loss of privileges such as but not limited to removal from recess, the lunchroom, or the bus; restitution or tasks designed to redress infractions; time-out, in-school suspension, at-home suspension, and expulsion from school in accordance with Chapter 76, Section 17 of the Massachusetts General Law.

Any of the following actions engaged in while on school property or while part of a school activity off school grounds may subject a student to disciplinary measures including the full range of actions outlined above as logical consequences for infractions:

Intentionally causing, attempting to cause, or threatening to cause physical injury to another person

Intentionally causing, attempting to cause, or threatening to cause damage to school property or private property located at school; stealing or attempting to steal school property or private property located at school or while part of a school activity off school grounds

Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators

Determination of the appropriate disciplinary action will be made by the staff involved with the student and, when appropriate, by the principal. Actions will be geared to realizing three interrelated goals:

- 1. Elimination of the inappropriate student behavior
- 2. Development of positive, more productive student behavior
- 3. Provision of an appropriate learning environment for all students

Suspension

The following offenses are considered serious enough to warrant a suspension from school. Parents will be notified by phone or letter. The Superintendent of Schools will be notified in writing of the reason(s) for the suspension. The student is responsible for making up all missed work. After a suspension, the school may request a conference with parents/guardians before the student may return to his/her program.

- 1. Tobacco, alcohol, or other drugs
 - a. Use of tobacco on school property, school busses, and field trips

- b. Possession, use or sale of alcohol or other drugs on school property, school busses, or field trips Police will be notified
- 2. Any act of vandalism to school property such as furniture, books, equipment, lavatories, which cannot be satisfactorily corrected by the student
- 3. Disrespectful or threatening behavior directed toward a staff member
- 4. Stealing
- 5. Throwing or misuse of food
- 6. Possession, use, or sale of any dangerous or illegal devises (e.g. fireworks, knives, firearms, etc.)
- 7. Leaving school property without permission
- 8. Disobedience to a teacher or administrator
- 9. Extorting money from others
- 10. Causing a fire, false alarm or bomb scare
- 11. Causing a fight, fighting, and/or willfully causing harm to another person
- 12. Making a racial or other discriminating slur towards another person on school grounds
- 13. Making a verbal threat towards another person on school grounds
- 14. Hazing

A suspension from school may be up to (10) days; most suspensions are for 1 to 3 days in length depending on the scope and severity of the infraction. Chronic offenses or situations that result in the violation of federal, state, or local laws or property damage or bodily injury, can be cause for suspension of up to ten days.

Due Process

Before a student is temporarily suspended from public school, the student has the constitutional right to receive:

- 1. Oral or written notice of the charges against him/her
- 2. An exploration of the evidence against him/her
- 3. The opportunity to present his/her side of the story to an impartial decision maker (who may be a school administrator)

A student has the right to appeal a suspension decision. The appeal must be made first to the building principal. If the student wishes to pursue his/her appeal, it is taken to the Superintendent of Schools and then if it is still unresolved, to the School Committee for resolution.

Suspension/Expulsion Under the Massachusetts Education Reform Act of 1993

The Natick School Committee having conducted two public readings of the following policy voted to adopt it at its meeting of June 28, 2003. The Education Reform Act of 1993

(Massachusetts General Law, Chapter 71, Section 37H) required all school committees tin the Commonwealth to promulgate such a policy among its personnel, student body, and other individuals:

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not to limited to, a gun or a knife, or a controlled substance as defined in Chapter 94C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal
- b. Any student who assaults a principal, assistant principal, teacher, teacher's assistant, or other educational staff member on school premises or at school-sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the principal
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

Harassment

I. Policy

- A. It is the policy of the Natick Public Schools to provide a learning and working atmosphere for students, employees and visitors free from sexual harassment, bullying, hazing, and intimidation. These terms are referenced herein as "harassment". Such action may occur on the basis of race, color, religion, national origin, age, gender, sexual orientation or disability, or for any other reason.
- B. It is a violation of this policy for any administrator, teacher or other employee, or 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.
- C. 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 an employee's or student's work or participation in school related activities.

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, 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. A student disciplined for cyberbullying will not be readmitted to the regular school program until his or her parent(s) attend such a meeting.

- D. 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.
- 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.

II. Procedures

A. Definitions – Sexual Harassment Prohibited

"Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronically transmitted, or physical conduct of a sexual nature, including but not limited to unwelcome comments, touching, written notes, pictures/cartoons or other inappropriate conduct, such as leering, whistling, brushing up against the body, commenting on sexual activity or body parts or other activity referred to by the Model MCAD policy prohibiting such behavior. Harassment has the effect of creating an intimidating, hostile, or offensive work or learning environment that takes place under any of the following circumstances:

- 1. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs;
- 2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
- 3. When such conduct has the effect of unreasonably interfering with the individual's work, attendance at school or participation in academic or curricular activities, or
- 4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

B. Definitions - Bullying Prohibited

Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result no student or employee shall be subjected to harassment, intimidation, bullying, or cyberbullying in any public educational institute:

1. "Bullying and cyberbullying," means unwelcome written, electronic, verbal or physical

acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable person to suffer physical or emotional harm to a student or employee, (2) may cause damage to another student's or employee's property, or (3) may cause a disruptive or hostile school environment. The behavior must interfere with an employee's ability to perform his or her duties or with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges:

- i. that are being offered through the school district; or
- ii. during any education program or activity; or
- iii. while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or
- 2. Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.
- 3. As used in this Section, "electronic communication" means any communication through an electronic device including a telephone, cellular phone, computer or pager.

C. Definitions – Hazing Prohibited

The term "hazing" shall mean 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.

- 1. Such conduct shall include, but is not limited to, 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 person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
- 2. Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline.

D. Guidelines for Investigating Harassment Claims

In school systems, harassment may take many forms and cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Guidelines for dealing with any charge of harassment are as

follows:

- 1. By law, harassment is defined by the victim's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.
- 2. In all charges of harassment, the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.
- 3. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, or intimidation shall immediately report it to the administration; each school shall document any prohibited incident that is reported and confirmed, and report all incidents of discrimination, harassment, intimidation, bullying or cyberbullying and the resulting consequences, including discipline and referrals, to the Superintendent's office as they occur.
- 4. A good faith report from a staff member renders the staff member immune from discipline for making a report and is considered to have been made in the course of the staff member's employment for purposes of M.G.L. c. 258. As a result, the school district shall indemnify staff members from any cause of action arising out of a good faith report of harassment or the district's subsequent actions or inaction in connection thereto.
- 5. If an instance of student to student harassment is reported to a staff member other than an administrator, the staff member must inform the Assistant Principal/House Master, or the Building Principal.
- 6. If a situation involving a charge of staff member to student harassment is brought to the attention of any staff member, the staff member should notify the Building Principal or Assistant Superintendent immediately.
- 7. In a situation involving a charge of student to staff member sexual harassment the staff member should notify the Building Principal or Assistant Superintendent.
- 8. In a situation involving a charge of staff member to staff member harassment the staff member should notify the Building Principal or the Assistant Superintendent.
- 9. Once a charge of harassment has been made, including charges of mental, emotional or physical harassment as well as threats to a person's safety or position in the school or work environment, the following course of action should be taken.
 - a. The Building Principal should investigate the charge through discussions with the

individuals involved. In situations involving allegations against a staff member, he/she should be informed of his/her rights to have a third party present at the time of the discussion. In situations involving students the Principal should engage the appropriate classroom or special subject area teacher. Parents will be informed of the situation and invited to participate in resolution discussions. It is important that the situation be resolved as confidentially and as quickly as the circumstances permit.

- b. If the harasser and the victim are willing to discuss the matter at resolution meeting in the presence of the Principal/designee or Assistant Superintendent, a supportive faculty member and/or parent should be included in the discussion. During this discussion, the offending behavior should be described by the victim and administration, a request for a change in behavior should be made, and a promise should be made that the described behavior will stop. If circumstances do not permit a face to face meeting the administration will present the victim's position. Follow-up verification procedures will be explained. Failure to comply after a resolution meeting will result in appropriate discipline.
- 10. If after a resolution meeting with the involved parties, the Building Principal determines that further disciplinary action must be taken, the following could occur:
 - a. In instances involving student to student or student to staff member harassment, the student may be subject to discipline including but not limited to counseling, suspension, and in appropriate cases expulsion.
 - b. In instances involving staff member to student and staff member to staff member harassment, findings will be reported to the Superintendent of Schools for further action. Personnel action may also be initiated at this point, consistent with the applicable law and collective bargaining agreement.
 - c. In all cases a referral to law enforcement will be considered by the Principal or Superintendent based on the circumstances. School officials will coordinate with the Police Department to identify a police liaison for harassment cases.

11. Retaliation:

Retaliation in any form against any person who has made or filed a complaint relating to harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student. A referral to law enforcement may be made.

12. Confidentiality:

Reports of harassment should be kept completely confidential, consistent with necessary investigation procedures, with the goal of protecting the victim and stopping the behavior.

For further information about these guidelines or help with sexual harassment problems or any other form of harassment, consult:

Harassment Coordinator, Natick Public Schools

If the alleged harasser is responsible for conducting an investigation, the Superintendent or Committee shall designate an alternative Harassment Coordinator.

Discipline of Students with Special Needs

All students are expected to meet the requirements for behavior as set forth in the Student Handbook. Chapter 71a of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Educational Plan (IEP). The following additional requirements apply to the discipline of special needs students.

Definition:

Suspension shall be defined as any action, which results in the removal of a student from the program that is prescribed in his/her Individualized Educational Plan (IEP). This includes in-school suspensions as well as any exclusion from transportation services that prohibits the student's participation in his/her prescribed program.

Procedure:

IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires modification. Any modification will be described in the IEP

The Principal (or designee) will notify the Special Education office of the suspendable offense of a special needs student, and a record will be kept of such notice.

When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the IEP as provided in Section 333 of the Chapter 766 Regulations will be held to determine the appropriateness of the student's placement in the program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:

- a. Design a modified program for the students or
- b. Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code exceptions.

In addition, the Department of Education will be notified by a SPED administrator as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

MASSACHUSETTS GENERAL LAWS RELATED TO SCHOOL DISCIPLINE

M.G.L. 71, Chapter 37H

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

M. G.L. 71, Chapter 37H ½

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster 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 the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster 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 such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M. G.L. 71, Chapter 3 7H 3/4

- (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section $37H\frac{1}{2}$.
- (b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.
- (c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.
- (d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.
- (e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may

request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M.G.L. c. 71, § 370 Bullying Policy and Procedure

I. LEADERSHIP

The Natick Public Schools has and will continue to employ multiple layers of involvement in the development of our Plan as required by M.G.L. c. 71, § 370. Under the direction of the Superintendent, Natick's Plan was developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. Natick has established a Bully Prevention Committee that meets on a monthly basis to review and evaluate our progress. In addition, at all eight of our schools Bullying Prevention and Intervention is an objective in the School Improvement Plans and thus, is discussed and reviewed by all School Councils. The Natick Public Schools have partnered with MetroWest Community Health Care Foundation (MWHCF) to survey our students for baseline data on bullying and harassment. In addition, MWHCF has funded a grant to support bullying prevention and intervention efforts at both of our middle schools.

GOALS

The Natick Public School Department is committed to providing our students equal educational opportunities, and a safe learning environment free from bullying. This will be possible when all members of the Natick school community treat each other with respect, appreciating the rich diversity in our schools. This policy is an integral part of the Natick Public Schools' comprehensive effort to promote optimal learning and eliminate all forms of violent, harmful and disruptive behavior. All students require this support to achieve their personal and academic potential.

The Natick Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities including on school buses. All reports of bullying will be promptly investigated by Natick Public Schools' administrators.

Bullying is defined as 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: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying. It is equally important for all members of the school community to understand that conflict is not automatically synonymous with bullying. Arguing, bantering back-and-forth, ignoring, roughhousing and fighting, while potentially serious 3 forms of conflict, are not necessarily instances of bullying. Bullying is characterized by intention, repetition and power imbalance. Not every conflict meets these criteria.

"Cyber-bullying" - is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, cell phone text messaging, images, sounds, data or intelligence of any nature

transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

The Natick Public Schools response to bullying actions will include, when appropriate, referral to a law enforcement agency. The Natick Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement. Lastly, retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

II. RATIONALE

The Natick Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. The Natick Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. Further, the Natick Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

III. APPLICATION

This policy applies to all sites and activities under the supervision and control of the Natick Public Schools, or where it has jurisdiction under the law. The policy applies to all students, school committee members, school employees, independent contractors, town employees, school volunteers, visitors, parents and legal guardians of students, whose conduct occurs on school premises or in school-related activities, including school-related transportation. Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct. 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.

IV. DISCIPLINARY AND CORRECTIVE ACTION

Violation of this policy is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its reoccurrence. The District is committed to protecting a complainant, and other similarly-situated individuals, from bullying in the future. Procedural manuals containing responsibilities of staff and students, reporting procedures, complaint process, resolution, and protection against retaliation shall be in place at

each level. This policy shall be printed/listed in each school handbook/web page.

- It is a violation of this policy for any administrator, teacher or other employee, or 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.
- 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 link to school, or is disruptive to an employee's or student's work or participation in school related activities.
- Reports of cyber-bullying by electronic or other means, occurring in or out of school will be reviewed and, when a link to work or school exists, 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. A student disciplined for cyber-bullying will not be re-admitted to the regular school program until his or her parent(s) or quardian(s) attend such meeting.
- 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, bullying, or cyber-bullying. As a means of support counseling services will be available upon request or referral for targets, aggressors and appropriate family members of the involved students.

Strategies for protecting the target: Each school will employ clear procedures for restoring a sense of safety for a target and assessing that target's need for protection including but not limited to strong disciplinary procedures, parental contact and availability of administration/counselors for support.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Student Disciplinary Actions

Remediation Actions

- -Target Safety
- · Admonishment, warning
- · Parental Contact/Letter
- · Student Apology/Think About it Form
- · Temporary removal from the classroom

- · Loss of privileges
- · Classroom or administrative detention
- · In-school suspension during the school week or the weekend for students
- · Out-of-school suspension
- · Student Re-entry Plan
- · Legal action
- · Expulsion or termination
- Consequences for repeat offenses
- · Meetings between parents
- · Counseling
- · Education including strategies to repeating behavior
- · Revision of IEP, if applicable
- · Individual Behavior Plan (for repeat offenders)
- · Guidelines for avoiding further unnecessary contact with the target
- · Clarification about who will be notified
- · Notify staff about incident and danger of further contact
- · Strategies to avoid further bullying
- · Identifying trusted adults and "safe areas"
- · Education about rights to be free of retaliation and reasonable expectations about social consequences for being part of a bullying investigation
- · Identification and empowerment of bystanders

Student Records

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. (They also apply to private day and residential schools that have state approval to provide publicly funded special education services.) The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The regulations apply to all information kept by the school or school district on a student in a way that all students may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within seven years after the student leaves the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade. Eligible students may exercise these rights just as their parents may.

Inspection of Record

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the parent or student consents to a delay.

The parent or eligible student has the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplication of the materials.

The parent or eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them. Third parties are required to present specific written consent of the parent or eligible student prior to gaining access to the student record. A copy of such consent will be placed in the temporary record.

Confidentiality of Record

Except where the regulations specifically authorize access by third parties, no individuals or

organizations other than the parent, eligible student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

This constitutes public notice that the school may release the following directory information: a student's name, address, telephone listing, date of birth, class, participation in officially recognized activities and sports, degrees, honors and awards without the consent of the eligible student or parent unless the eligible students and parents notify the school within two weeks of receipt of this Brown Handbook that this information may not be released without the prior consent of the eligible student or parent.

The school may release information in or from the student record upon receipt of a court order or lawfully issued subpoena, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance. The school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services.

Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs. The school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services.

This provides notice that when a student leaves, Brown forwards student records to schools in which the student seeks or intends to enroll without the consent of the eligible student or parent.

School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Amendment of Record

The parent or eligible student has the right to add relevant comments, information, or other written materials to the student record. In addition, the parent or eligible student has the right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection to information that is in the record and to receive a written decision. A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

Destruction of Records

The regulations require school authorities to destroy a student's temporary record within seven

years after the student transfers, graduates, or withdraws from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of parents and eligible students. The Student Record Regulations are included in the Code of Massachusetts Regulations at 603 CMR 23.00. For more detailed information, please review the regulations (copies of which should be available in every public school) and the Questions and Answers Guide published by the Massachusetts Department of Education in 1995.

Copies of the Education Law and Regulations (603 CMR 23.00: Student Records) are available from the office upon request.

FERPA

Notification of Rights Under FERPA (Family Educational Rights and Privacy Act) and Massachusetts Student Records Regulations

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) and Massachusetts Student Records Regulations affords parents and students over 14 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records. Access is generally provided within 10 days of the request. State law sets forth specific procedures prior to the release of records to a non-custodial parent (M.G.L. c. 71, §34H).

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Upon request, copies of any information contained in the student record will be furnished to the parent or eligible student, subject to a reasonable copying fee.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA or state law.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be amended. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with these legal requirements.

Complaints may be filed with the Massachusetts Department of Elementary and Secondary Education

(DESE), 75 Pleasant St., Malden, MA 02148 and/or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-5901.

FERPA Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Natick Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Natick Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Natick Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Natick Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify your school principal in writing by October 1st of each school year.

The Natick Public Schools have designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph and video image
- · Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Post-high school plans

Student Rights and Responsibilities

Home and school must work in a cooperative way to support the proposition that students have responsibilities as well as rights. Together, we must foster a mutuality of respect within the school environment. A goal of our elementary schools is to develop and maintain a positive self-image for each student combined with an appreciation for the rights of other persons with whom he or she interacts.

The elementary principals have prepared this statement to help families to understand what we expect of and for your children. We are requesting that you review with your children the expectations that we have of him or her and the expectations that you have of the school and classroom.

If the rules of the classroom and/or the school are not obeyed, the students will be disciplined by the teacher and, if deemed necessary, by the principal. If the rules of the classroom and/or school continue to be broken, parents will be notified and privileges will be withheld. Parents and students will be invited to meet in conferences. Call your child's principal if clarification of this procedure is necessary.

Student Rights It is expected that children will:

- 1. Be respected and treated with kindness and understanding
- 2. Enjoy learning in an atmosphere that will lead to success
- 3. Be treated as individuals in order to develop a positive self-image
- 4. Learn to appreciate the purposes and understand the penalties associated with all of the school rules
- 5. Be assured of safety while at school
- 6. Be taught with a sufficient amount and variety of materials and methods
- 7. Have teachers who will show fairness and firmness
- 8. Receive training in manners and respect for others
- 9. Expect consistency in the application of corrective discipline
- 10. Be helped toward learning to assume responsibility for their behavior

Student Responsibilities *It is expected that children will:*

- 1. Accept others regardless of size, race, creed, nationality, ability, or physical appearance
- 2. Do all that is educationally possible by completing class and homework assignments
- 3. Cooperate so that their activities will not interfere with the rights of others
- 4. Listen to and follow directions of those in authority
- 5. Be honest with themselves, teachers, and parents
- 6. Be willing to accept constructive criticism
- 7. Be polite and show concern for the values and feelings of others
- 8. Respect the person and property of others
- 9. Be sure that school papers and reports are taken home and, as needed, returned to school promptly
- 10. Cooperate & obey rules set up for areas such as the cafeteria, playground, and busses

Residency Policy

1. Purpose

a. The purpose of this policy is to provide guidance to school administrators, parents, and/or legal guardians concerning the admission of students to the Natick Public Schools (the "Schools"). The Schools were established pursuant to statutes providing publicly funded education for students within The Commonwealth of Massachusetts, and the right to attend the schools is also regulated by statute. Generally and as more fully set forth in this policy, the right to attend the schools is limited to students who reside in the Town of Natick and to certain nonresident students who are eligible to attend the schools under specific programs or conditions approved by the Natick School Committee.

2. Eligibility to Attend the Schools

- a. A student between the minimum and maximum ages established by the Department of Elementary and Secondary Education who has not received a diploma or certificate from a secondary school shall be eligible to attend the schools if:
 - i. Kindergarten student is 5 years of age on or before August 31st of the enrollment year. Grade 1 student is 6 years of age on or before August 31st of the enrollment year. Exceptions to age requirement will be considered in accordance with Natick Public Schools early admission protocol (See Appendix A).
 - ii. The student permanently, not temporarily or sporadically, resides in Natick with his/her parent(s) or legal guardian.
 - iii. The student actually resides in Natick with someone other than his/her parent(s) or legal guardian for the purpose of attending the schools and tuition for such student is paid as in accordance with Section 6 of this policy.
 - iv. The student actually resides in Natick with someone other than his/her parent(s) or legal guardian for the purpose of temporarily ameliorating personal extreme hardship, and may attend the schools at the discretion of the Superintendent.
 - v. The student, regardless of place of residence, has been selected to attend the schools under a statutory program for the education of non-resident students, duly accepted by the School Committee.
 - **vi.** The student is from a foreign country and meets the requirements of Section 7 of this policy.
 - **vii.** The student, regardless of place of residence, meets the requirements of Section 9 of this policy.
 - viii. Prior to entry, the student must meet all MA Department of Public Health immunization requirements in accordance with 105 CMR 220.

3. Verification of Residency

- **a.** Before any student is enrolled in Natick Public Schools, his or her parent or legal guardian must provide:
 - i. A signed Statement/Affidavit of Occupancy (see below)
 - ii. Proof of Residency in Natick (3 documents).

All applicants for enrollment must submit at least one document each from Column A, B, and C and any other documents that may be requested, including but not limited to those from Column A, B, or C (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent.

Occupancy	Identification
Gas/Oil Bill, Electric Bill, Home (not cell) Telephone Bill, Cable Bill, Water Bill (Note: Bill must be dated within the past 45 days and address and name must be stated)	Valid MA Driver's License
Recent bill dated within the past 45 days showing Natick address and name (Note: A Residency Statement/Affidavit is required with this option)	Valid MA Photo ID Card
Excise Tax bill	Valid Passport
	Other Government issued Photo ID
	Home (not cell) Telephone Bill, Cable Bill, Water Bill (Note: Bill must be dated within the past 45 days and address and name must be stated) Recent bill dated within the past 45 days showing Natick address and name (Note: A Residency Statement/Affidavit is required with this option)

4. Determination of Eligibility

The Superintendent, or his/her designee(s), shall determine whether a student is eligible to attend the Schools. In determining whether a student actually resides in Natick for purposes of Sections 2.b, 2.c and 2.d of this policy, the following factors shall be considered:

- A. Whether the student physically occupies a dwelling in Natick regardless of whether such occupancy is based upon ownership, lease, or consent of a person legally entitled to occupy the dwelling;
- B. With whom the student lives, such as parent(s), legal guardian, custodial

- parent after a divorce, relative, or other person and the duration of such living arrangement:
- C. If a student resides with someone other than his/her parent(s), legal guardian, or the parent with physical custody after a divorce, the reasons for doing so;
- D. The amount of time actually spent by the student in the dwelling in Natick;
- E. Whether the student's physical belongings are stored at the dwelling;
- F. Whether mail concerning the student, such as mail from doctors, etc., is addressed to the dwelling;
- G. Whether the residence is the center of the student's domestic, social, and civic life;
- H. Whether the student was included as an occupant of the dwelling for purposes of the town census;
- I. Such other information as the Superintendent or his/her designee(s) may deem relevant to determining where a student actually resides.

5. Post-Enrollment Verification And Enforcement

Should a question arise concerning any student's residency in the Town of Natick while s/he is attending the Natick Public Schools, the student's residency will be subject to further inquiry and/or investigation. Questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that is returned to Natick Public Schools because of an invalid or unknown address; statements made by students that they are moving or have moved, or other grounds. When he/she becomes aware of a question regarding a student's residency, the building principal or other member of the Administration (or his/her designee) shall contact the Superintendent. The principal may request updated proof of residence, and may obtain the services of the Natick Police Department to conduct an investigation into student's residence.

The Natick Police Department may use, but is not limited to, the following methods to conduct his/her investigation:

- Investigator will visit the residence without an advanced notice
- Investigator may attempt to contact/interview parent to gather documentation to either confirm residency or prove non-residency
- Investigator may interview landlord and neighbors when possible
- Investigator may keep residence under surveillance to establish patterns of occupancy
- Investigator will leave evidence of his/her visit by leaving a dated letter and business card with contact information
- The investigation will continue until residency or non-residency is confirmed and supported with appropriate documentation

The residency investigator will report his or her findings to the Principal/Superintendent.

6. Payment of Tuition for Certain Students

It is the intention of this policy to require the payment of tuition in advance for all students legally required to pay tuition to attend the schools. Nothing in this policy shall be construed as acceptance by the Town of Natick of any financial obligations for the education of students who temporarily reside in Town for the purposes of obtaining an

education.

- A. A student who resides temporarily in Natick with someone other than his/her parent(s) or legal guardian for the purpose of attending the Schools shall only be admitted to the Schools upon the payment of tuition by (i) the town in which the student's parent(s) or legal guardian resides(s), or (ii) by the student's parent(s) or legal guardian, as provided in M.G. L. Ch. 76, Sec. 6. Tuition payable by the parent or guardian shall, for the period of attendance, be computed at the average expense per pupil in such school for such period.
- B. Any student for whom tuition is payable shall only be admitted to the Schools for the period of time actually covered by a tuition payment and shall be required to withdraw from the Schools if future tuition payments are not received by the Schools in a timely fashion as determined by the Superintendent.
- C. The education of students with disabilities is the financial responsibility of the city or town in which the student resides. The programmatic and fiscal obligations for "tuition" students, who require special education services, is addressed in 603CMR 28.03 (4)

7. School Choice

Natick has voted to be a Massachusetts School Choice District. Determination on allowing students to attend the Natick Public Schools under School Choice is determined on an annual basis. Factors determining that decision are:

- A. The availability of seats/space in the school/grade requested;
- B. The class sizes at the grade levels of enrollment;
- C. That enrollment of the student will not have an adverse impact on the schools' budget;
- D. The effect on the student of enrollment, if it is to be at a time other than the beginning of a school year; and
- E. Whether an appropriate educational program and current school resources for the student exist in the schools, provided that the education of students with disabilities remains the financial responsibility of the city or town in which the student's parent(s) or legal guardian resides.

7A. METCO

Natick Public Schools adheres to the provisions of M.G.L. Chapter 76, section 12A (METCO) in enrolling non-resident students under the METCO program.

8. Foreign Students

In order to provide students at Natick High School with the opportunity to meet students from foreign cultures and to be educated abroad, the School Committee supports the enrollment of foreign students in the Schools as provided for in this section.

- a. The Principal of Natick High School may enroll foreign students annually, subject to the approval of the Superintendent.
- b. A foreign student who wishes to reside in Natick for the purpose of attending the Schools shall be subject to the provisions of Section 6 and shall be required to pay tuition as provided therein, unless the Superintendent, if permitted by federal law, specifically waives payment of tuition.

9. Admission of Non-Resident Students

Except as expressly provided for herein, non-resident students shall not be admitted to the Schools. In addition to non-resident students who are eligible to attend the Schools under Sections 2.e, and 2.g above, the Superintendent may, in accordance with state and federal laws and regulations, permit a non-resident student to attend the schools as follows:

- a. A student who was legally enrolled in the Schools under Sections 2.b and 2.c and
 - whose family moves out of Town on or after April 1 of a school year may, with the permission of the Superintendent, continue to attend the schools for the remainder of the year (see Section 10).
- b. Continued enrollment for grade 12 of a student who has completed grade 11 in
 - accordance with Section 9.a is subject to application to and approval by the Superintendent
- c. A student whose family provides satisfactory evidence that he/she will be residing
 - in Natick within a grading period and would be eligible to attend the schools under Sections 2.a, 2.b or 2.c of this policy may, in accordance with regulations adopted by the Superintendent, and with the permission of the Superintendent, attend the Schools prior to actually residing in Natick.
- d. The Superintendent may permit a non-resident student to attend the High School
 - for not more than one year under a reciprocal arrangement with the Schools in the Town in which the student resides pursuant to M.G.L. Ch. 76, Sec 12, where such temporary attendance is (i) in the best educational interests of the student, (ii) there is no reason to believe that the student presents any risk to other students or employees of the Schools.

10. Superintendent's Permission

The Superintendent may permit a non-resident student to attend the Schools under Sections 9.a, 9.b, and 9.c of this policy if:

- a. The school district in which the student's parent(s) or legal guardian reside(s) requests that the student attend the Schools; and
- b. There is space available for the student; and
- c. Attendance by the student would not impose an undue burden on the Schools'
 - budget; and
- d. The student has a good disciplinary record and an acceptable custodial arrangement; and
- e. Refusal of the request would, in the judgment of the Superintendent, likely harm the student's education.

11. Transportation of Non-Residents

Except as otherwise provided in state and federal laws and other policies, transportation of a non-resident student to and from school shall remain the responsibility of his/her parent(s) or legal guardian.

12. Students with Disabilities

The education of students with disabilities is the financial responsibility of the city or town in which the student resides. The programmatic and fiscal obligations for students, who require special education services, is addressed in 603CMR 28.03 (4)

13. Good Behavior

Non-resident students attending the Schools under Sections 2.e, 2.f, 2.g, or 2.h do so subject to the terms and conditions established by those programs and any School Committee policies and regulations therefore, and their continued eligibility to attend the Schools is conditional upon such students' good behavior. Such students' eligibility to attend the Schools may be terminated as provided for by those programs or for bad conduct pursuant to the Schools' Code of Conduct.

14. Regulations

The Superintendent shall adopt written regulations from time to time implementing this policy and requiring students, their parent(s), legal guardians, or persons having custody of a student to supply such information as may be reasonably necessary to make determinations about a student's eligibility to attend the Schools, whether tuition may be charged for such student, or for any other purpose relating to the implementation of this policy.

15. Failure to provide information or to pay tuition

Failure by a student and/or parent/guardian to provide evidence or explanations as requested by the school administration to implement this policy and failure to promptly pay any tuition due shall result in the student being ineligible to attend the Schools.

16. Waiver of Tuition

Upon recommendation by the Superintendent, the Committee may, in its discretion, waive payment of tuition.

17. Penalty

Only students who qualify under this policy shall be eligible to attend the schools. Any person who knowingly misrepresents facts concerning a student's actual place of residence or reasons for residing in Natick, or any other material facts concerning a student's eligibility to attend the schools under this policy in order to enroll a student in the schools or to avoid paying tuition may be liable for the consequences. Natick Public Schools reserves the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

18. Relationship to Federal and Massachusetts Laws and Regulations

It is the intent of the foregoing policy that the Natick Public Schools shall also be in compliance with all Federal and State laws and regulations bearing upon enrollment issues, including but not limited to:

- The McKinney-Vento Homeless Assistance Act, as amended [42 U.S.C. 725] by the No Child Left Behind Act Federal Immigration Law Regarding Foreign Students [8 U.S.C. 1184 (L) (3)]
- Massachusetts Special Education Regulations [603 CMR 28.03 (4)].
- Caregiver Authorization Affidavit (MGL Chapter 511 of the Acts of 2008 as amended by Chapter 20 1F)
- Massachusetts Department of Public Health Regulations (105 CMR 220)

Adopted by the Natick School Committee – January 5, 2015

NATICK PUBLIC SCHOOLS RESIDENCY AFFIDAVIT LANDLORD/SHARED TENANCIES

Instructions: Any applicant for the Natick Public Schools who cannot produce a property deed or lease must ask the owner or lessee of the property where the applicant lives to complete and sign this legal affidavit.

It is the responsibility of the applicant (not the person who completes this affidavit) to attach a record of recent rent payment unless this affidavit affirms in Item #3 below that the tenancy does not require payment of rent.

AFFIDAVIT

	name isand I hereby depose and certify as follows: ease complete all three items and sign below.)
	I am the owner/lessee of property located at
	in the town of Natick.
2.	(Parent or guardian name),
	who is the parent or legal guardian of (child's name), leases or subleases this property as their principal residence from me, without a written lease, in a tenancy at will, from month to month.
3.	PLEASE CHECK ONE: I have received within the last thirty (30) days rental payment for the lease or sublease of these premises. OR:
	Alternatively, I hereby state that the party named above resides with me at the address above with no payment of rent.
	Signed under the pains and penalties of perjury thisday of20
	Signature
	Print Name:
	Print Address:
	Phone:
Th	e information contained in this legal affidavit is subject to verification by a residency

investigator.

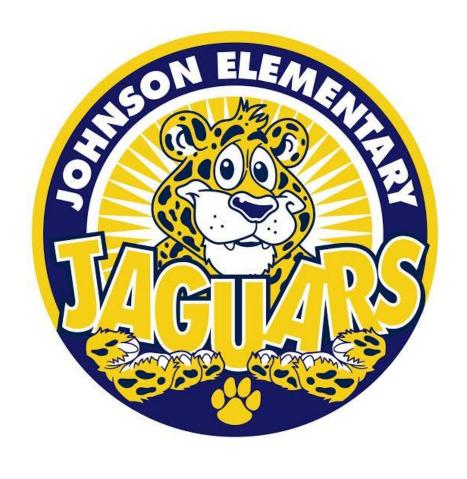
Equal Opportunity Statement

The Natick Public Schools is committed to equal employment and educational opportunity for all employees and applicants, students, parents, and members of the school community, including those parties who contract to perform work for the Natick Public Schools, without regard to race, color, religion, sex, national origin, age, sexual orientation, or disability in all aspects of employment and education. The members of the school community include administration, faculty, staff, and students and volunteers working in the schools while they work and study subject to school authorities.

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district education program or activity, on the basis of being handicapped, under Section 504 of the Rehabilitation Act of 1973, may file a written complaint with the Principal.

Title IX

In accordance with the federal government law under Title IX, "No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance..." Brown School does not discriminate on the basis of sex in any of its education programs and activities.



Johnson Elementary School Handbook 2023-2024

September 2023

Dear Johnson Families.

Welcome to the 2023-2024 school year! This year promises to be full of excitement for learning, along with the joyful celebration of classroom accomplishments for every student. We are pleased to have you as our partners in this mission. As the interim Principal of Johnson, it is an honor to continue my role as a member of this very special school community.

Johnson's School Handbook is an important part of creating a school climate that fosters a positive experience for students and families. The handbook is intended to provide you with information about the program, the policies, procedures, and practices of the school. This handbook will serve as a reference for you as questions arise throughout the year.

At Johnson Elementary School, there is an emphasis on a well-rounded education. The state standards drive much of our academic content in the core areas of English Language Arts, Mathematics, Science and Social Studies but our students' experience in school is also enriched by learning in art, library, music, physical education, Peacemakers, and cultural arts programs. We strive to meet the academic and social emotional needs of all students. It is our strong belief that all students can learn when instruction meets their needs. We seek to provide meaningful learning experiences which actively engage all students and believe that our diversity is a great asset. We are a school community committed to continual growth and improvement. We believe in strong family partnerships, a safe setting for all to learn and succeed, a supportive environment and a school filled with a buzz of excitement.

I look forward to working with you as partners in your child's education. Please don't hesitate to reach out if you have additional questions. Looking forward to a great school year!

Best regards,

Brenna Turner

Interim Principal

Vision Statement

At Johnson School we are raising children to be active learners and empowered citizens of the world. As a connected community we are respected as individuals and are responsible to ourselves and to others.

Values Statement

At Johnson School we:

- are Celebrated
- are Respectful
- are Empowered
- have Active minds and bodies
- are Talented
- are Engaged in our learning and community

Core Values

Our Core Values focus on self, community and the world around us. Everything we do can fit into the following three values:

- We Take Care of Ourselves
- We Take Care of Each Other
- We Take Care of the Environment

Philosophy

We believe that inspiring and developing a lifelong love of learning is the foundation for every child's future success. Children are innately curious and come to school eager to learn to develop the skills and acquire the knowledge and understanding necessary for them to be capable and competent citizens. As a community, we must access students' desire to learn and engage them in that life-long pursuit of knowledge.

Learning does not begin or end with the school day, week, or year. Children gain insight and understanding through all of their experiences and interactions with their environment. Values, ideas, and concepts are communicated explicitly through direct teaching and implicitly through the words and actions of the influential adults in their lives. Over time, the child's cumulative interactions with people shape their perception of themselves, others, and the diverse world around them.

We believe that an unwavering commitment to developing a positive school culture is essential to achieving our mission. This culture is characterized by:

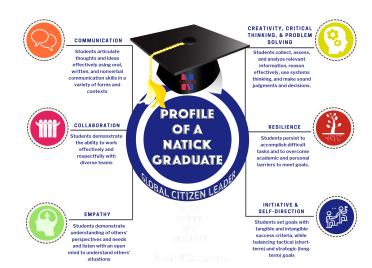
- a direct focus on shared core values.
- strong collaborative relationships
- a safe learning environment
- · reflection on our practice and parenting
- an atmosphere that fosters academic rigor while instilling the joy and fun of learning

Students must be prepared to engage in an ever changing landscape. The integration of communication, collaboration, critical thinking and problem solving partnered with empathy, resilience and initiative and self-direction will lay the foundation for our children to experience success as members of a productive community. This **Profile of Natick Graduate** threads

through our K-12 school design in the

service of students.

Children thrive when their hard work, effort, and success are celebrated. Establishing traditions and structures that promote recognition, celebration, and the joy of learning are central to bringing shared values to life and achieving the school's mission.



General Information

- 1. School Contact Information
- 2. Daily School Schedule
- 3. Arrival
- 4. Dismissal
- 5. Dress Code
- 6. Attendance
- 7. Health and Wellness
- 8. Cell Phones and Electronic Devices
- 9. Security and Safety Guidelines

School Contact Information

Main Office 508.647.6680 Brenna Turner, Principal Robin Slattery, Administrative Asst	ASAP 508.647.6400 x 1214 Megan Cap-Renzi, District Director ASAP/Early Risers 774-270-6596 Lindsey Natarelli, Site Director YMCA Fynn Bailey, Site Director
Special Education 508.647.6400 x2865 Dr. Maria Reardon, Special Education Coordinator	Title IX Coordinator: Suzanne Kenny suzkenny@natickps.org Title IX Coordinator (Students): Sue Balboni, subalboni@natickps.org 504 Coordinator: Tim Liff EL Coordinator: Caitlin O'Neil
School Psychologist and Guidance 508.647.6684 Laura Loftus - School Counselor	Transportation 508.647.6497 Robin Agostinelle
Nurses Office 508.647.6682 Kristin Gilbert	Food Service 508.647.6611 Kristen Gentili, Director

Johnson Elementary School Staff

Administration	Brenna Turner, Principal Robin Slattery, Administrative Assistant
Classroom Teachers	Lelana George, Grade 2/3 Kristen Blake, Grade 2/3 Chrissy Sweeney, Grade Four Jefferson Wood, Grade Four
Specialist Teachers	Meghan Olynciw, Music Kelli Thompson, Physical Education Charleen Belcher, Library Media Specialist Abigail Khandelwal, Art
Special Education Teachers and Related Service Providers	Rachel Wong, Learning Center Teacher Judy Goss, Paraprofessional Beth Shaughnessy, Paraprofessional Dr. Maria Reardon, Special Education Coordinator, School Psychologist Laura Loftus, Guidance Counselor
Speech/OT/PT	Speech and Language- Emma Lamothe OT-Candice Bangert
Student Services	Natalia Dimitrova-Topaloff, District Wide Social Worker
Intervention Staff	Literacy Specialist- Kristin Zides Math Coach- Erin Stillman Tutor- Joan Hannon Interventionists- Anne Conley
School Nurse	Kristin Gilbert
Custodians	Buddy LaRosa
Cafeteria/Lunch Cafeteria Monitors	Donna Murray Noel True Shannon Carlson Melissa Augustine Jane Sawran
Safety: Crossing Guards	Robert Murray - Walcott Street Martha Hertzberg - Pitts Street
ASAP/Early Riser YMCA - Afterschool Program	Lindsey Natarelli - Site Supervisor Fynn Bailey- YMCA

Johnson Daily School Schedule

8:00-8:20	Breakfast
8:20	Student Drop Off Begins
8:30	Instruction begins
12:00-12:30	Student Lunches
2:56	Dismissal

12:15 pm Early Release Day Dismissal

Arrival and Dismissal Procedures

Morning Drop Off Procedures

The morning drop off is a busy time in and around Johnson. Only staff members are permitted to drive up Regina Pratt Drive from 8:00AM-8:30AM because we have so many students and families who walk to school. For this reason, please drive with caution around Johnson School. Pitts Street and Walcott Street are the safest drop-off locations with both crosswalks and crossing guards. Please refrain from blocking our neighbors' driveways.

Parents must remain with their child until 8:20 when our staff begins supervising students.

Students in grades two, three and four line up in the front of the building. The first bell rings at 8:25 and students will be met by their teachers or escorted inside.

Please use the sidewalk along Regina Pratt Drive during arrival. Students on bikes and scooters should refrain from riding through the parking lot.



Dismissal

Students are dismissed from school at 2:56 P.M. on regular school days. A safe and efficient dismissal requires safe and orderly process and procedures that are known and adhered to by faculty, parents, and students. The following sections provide details and expectations for the various dismissal types at Johnson.

To ensure the safety of children attending the Natick Public Schools YMCA program, elementary playgrounds are closed to the public while in use by YMCA. The Johnson School Playground will remain open for all families to use between 2:56-3:45 (12:15-1:00 on early release days). The public is welcome to use the playground anytime outside of school hours when it is not in use by the YMCA program.

Parking

When picking up children, parents are invited to park on the side streets around Johnson. Cars are not permitted to drive up Regina Pratt Drive at arrival or dismissal. Please drive with caution in and around Johnson School. Pitts Street and Walcott Street are the safest drop-off locations with both crosswalks and crossing guards. Please refrain from blocking our neighbors' driveways.

Walkers

All students will be dismissed through the front door of the school.

Please use the sidewalk along Regina Pratt Drive during arrival and dismissal. Students on bikes and scooters should refrain from riding through the parking lot.

Bus

Students who ride buses home from school are also dismissed to specific areas of the building where they wait for their buses to arrive. Students are supervised until their transportation arrives and they board safely.

After School Programs

Children who attend after school programs (YMCA and Tobin) are dismissed to specific areas of the building where program staff meet them and take attendance.

Changes in Regular Dismissal for Students

Natick Public Schools use <u>PickUp Patrol</u> for managing all dismissal plans and dismissal plan changes. PickUp Patrol (PUP) provides families with a convenient way to make changes to your children's dismissal plans. Most importantly, it will help us ensure that our students are safely dismissed to their correct after-school destinations.

Please login to PickUp Patrol each day that you will be dismissing your student before the regular school dismissal time or if your student's normal after school routine will change that day. You also have the option to enter dismissal changes for future dates. For safety reasons, the school cannot dismiss a child to anyone other than a parent or a specifically authorized adult unless written permission is received from the parent. There is a place for this authorization on the annual Health Emergency Information form. Please call the office to make a change in dismissal after 2PM 508-647-6680. We appreciate your cooperation with this practice.

Use the PUP web app for:

ATTENDANCE: Notify the school office when your child will be absent, arriving late or leaving early.

DISMISSAL CHANGES: Submit changes to your child's regular dismissal plans. For example:



A student normally rides the bus, but is getting picked up today.

• A student usually goes to aftercare, but is leaving early for an appointment.

How it works:

Parents/Guardians assign their child(ren) a dismissal plan at the start of the year. This is the plan they will regularly follow on normal days. We call this the Default Plan and it can be customized by each day of the week.

Whenever you have a change to the Default Plan, you'll submit a change through the PUP app. When the plan is submitted, the school will be notified and your child's teacher will relay the change to them.

ALL plan changes should be submitted through PickUp Patrol.

PickUp Patrol is:

- **Convenient**: Make changes, days, weeks or months in advance.
- Automated: Reduces classroom interruptions and accurately tracks who's going where.
- **Safe and Secure**: All student information is secure and the program is entirely administered by our own school staff.

Each August you will be asked to set up your child's default dismissal plan via email from PickUp Patrol. Your child's default plan is "typically" the way your child will be sent home each day. Please note that default plans can only be set up on a laptop or desktop.

Once this plan is set up you will have the opportunity to download the app on your mobile phone, making it quick and easy to access the program for those last minute changes.

The PickUp Patrol app is not found in the App store or google play store. You need to add the app to your homescreen from the browser.

To download the PickUp Patrol app:

From the browser on your phone go to http://app.pickuppatrol.net/parents

On an Android device:

Click on the three dots next to the app name.

Choose Add to the Homepage.

On an iPhone:

Click on the box with an arrow at the bottom of your screen.

Choose Add to the Homepage

Playground Closure

To ensure the safety of children attending the YMCA program, Johnson's playground is closed to the public while in use by the YMCA from 3:30-6:00 pm on regular school days. Hours will

differ on release days. The public is welcome to use the playground anytime it is not currently in use by the ASAP program.

STUDENT SCHOOL BUS BEHAVIOR EXPECTATIONS

Students are expected to behave in an orderly manner while riding the bus, and during loading and unloading procedures. The bus driver shall be in complete charge of the bus and its passengers at all times, and shall ensure the safety and wellbeing of all students who ride the school buses.

Students shall observe the safety procedures below.

Riding the Bus

To ensure your safety while riding the bus, we expect you to:

- 1. Follow the driver's instructions at all times.
- 2. Remain in your seat, facing forward, at all times.
- 3. Keep your hands and feet to yourself. Keep all body parts, voice, and objects inside the bus at all times.
- 4. Use a guiet voice to speak to others sitting in a seat near you.
- 5. Use school-appropriate language.
- 6. No food, snacks and drinks on the bus at any time.
- 7. Open the windows only when the driver has indicated it is safe to do so.
- 8. Ride only your assigned bus to and from your assigned stops.

Getting On or Off the Bus

Parents will be responsible for their students' behavior while at the bus stop.

To ensure your safety while getting on or off the bus, we expect you to:

- 1. Line up single file to board the bus.
- 2. Wait until the bus has stopped completely and the driver signals it is safe before approaching the bus. Walk to the bus. If you need to cross in front of the bus please walk at least 10 feet in front of the bus so the driver can see you at all times.
- 3. Find an appropriate vacant seat quickly and sit down.
- 4. Sit where you are assigned. Elementary students shall be seated by grade with K students in the front of the bus with 4th grade students in the rear.
- 5. Wait until the bus has come to a complete stop to exit. Leave your seat quickly and quietly, and wait patiently until it is your turn to get off the bus.
- 6. Use only the front exit of the bus. Exit the bus using the emergency door at the rear of the bus *only in the event of an emergency*.
- 7. Walk away from, not alongside the bus once you have gotten off of it.
- 8. Cross in front of the bus, at least 10 feet in front so that you and the driver can see each other. Look both ways and to the driver for their signal before crossing the street for your own safety.

Students must also follow these guidelines:

- 1. Students may not light matches, smoke, vape, or consume alcohol on the bus per state law
- 2. Liability for any bus vandalism shall be assumed by the parents of the student(s) involved.
- 3. Objects which may create a hazard on the bus will not be permitted such as sharp objects, animals, or excessively large items which cannot be transported safely, or which cause an inconvenience to other passengers due to insufficient seating space. The Transportation Office reserves the right to make this determination.

STUDENTS' RIGHTS:

Students will be given the opportunity to express their views to their building administrator prior to any disciplinary action being taken as a result of a formal complaint from a bus driver.

Students will be transported to their designated destination until such time that disciplinary action is taken. Drivers cannot make arbitrary decisions to discharge a student at a location other than the student's authorized destination.

DISCIPLINARY ACTION:

Bus drivers have been instructed to prepare formal reports in the event of student misconduct on the bus. The following procedure will be followed after the report has been received by the building Principal:

<u>First Offense</u> — Principal speaks to the student and a first notice is sent home to parents. In addition, the Principal will speak with the parent and/or send notice home explaining the situation and the potential consequences of a subsequent offense. In serious incidents, the Principal may elect to suspend bus privileges.

<u>Second Offense</u> — Principal speaks to student and a second notice is sent home. In serious incidents, the Principal may elect to suspend bus privileges.

<u>Subsequent Offenses</u> — Principal speaks to student and parents regarding suspension of bus privileges.

<u>Violation of State Laws</u> — (i.e., smoking, lighting matches, etc.) will result in a one (1) week suspension of bus privileges.

Dress Code

When you come to school, you are dressing for your job as a student. A student dress code should accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to have hairstyles associated with race, including but not limited to, texture, type, length and other protective hairstyles such as braids, locs, twists, knots, hair coverings, and other formations.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.

- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.
- Ensure dress does not interfere with identification of/or communication with students.
- The primary responsibility for a student's attire resides with the student and parents or guardians. Johnson School is responsible to ensure that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student.
- Students are expected to wear a top, bottom and footwear in keeping with health and safety standards.
- Clothing must be worn in a manner such that a student's undergarments are not showing, and private areas are covered with non-transparent, or opaque, material.
- The use of head coverings such as hats, hoods, helmets or other materials(except those intended for religious purposes), when they interfere with the identification of/or communication with students, will not be allowed.

The primary responsibility for a student's attire resides with the student and families/caregivers. Johnson is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Basic Principle: Certain body parts must be covered for all students. Clothes must be worn in a way that genitals, buttock and nipple are covered with opaque materials.

Students are scheduled for daily recess periods and need to be prepared for the fluctuation of the weather. During snowy, cold or windy weather, appropriate boots, hats, gloves/mittens, ski pants, and a warm jacket are required. Students should bring in an additional pair of sneakers with their boots so that winter footwear might be removed during the day.

Students should wear or bring sneakers on days they are scheduled to have physical education classes. Tie or Velcro™-closure sneakers stay on during PE class better than slip-on shoes. Children should also dress comfortably in order to fully participate.

We urge parents to label ALL removable clothing. If an item is deemed missing, parents and students are encouraged to check for items in the Lost & Found area in the main hallway. Many quality items are never claimed and are donated to charity periodically during each school year.

TRUANCY AND ATTENDANCE Information FOR PARENTS AND GUARDIANS

The Natick School Committee believes strongly in the importance of regular attendance by all students. The Committee adheres to and is in full compliance with Chapter 76 of the laws of the Commonwealth of Massachusetts, which defines attendance regulations. Except in cases of illness or other unique circumstances, students are expected to be present when school is in session.

One of the keys to academic achievement is good attendance. Consistent participation in school and school-based activities is important for making a successful transition from youth to adulthood. Tardiness and truancy are the first indicators that a student may be experiencing

stress or other difficulties in his or her life. Massachusetts laws pertaining to attendance are designed to protect children and ensure that they are safe and productive.

The following is a summary of some of the Massachusetts General Laws pertaining to attendance:

School Attendance

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar.

Notification and Contact Information

Chapter 76, section 1A of the Massachusetts General Laws states that parents/guardians must be provided each year with the instructions for calling a designated phone number at a designated time to inform the school of the absence of a student and the reason for the absence. In addition, parents/guardians must provide the school with a home, work or other emergency telephone number so that they may be contacted during the school day so the school may call and inquire about said absence.

Supervisor of Attendance

Chapter 76, section 19 of the Massachusetts General Laws states that each school committee must employ a supervisor of attendance. A supervisor of attendance has the power to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district fails to attend school.

CRA (Child Requiring Assistance) Application

Under Chapter 119 of the Acts of 2012, Governor Patrick signed an amendment into law that changes Children in Need of Services ("CHINS") to Families and Children Engaged in Services ("FACES"). This modification impacts schools with regard to the filing of FACES applications. A "CRA" (Child Requiring Assistance) application may be filed in court by a school district if a school-aged child who is "habitually truant," that is, who willfully fails to attend school for more than eight school days in a quarter, or who repeatedly fails to obey the lawful and reasonable regulations of his or her school. The Court's authority pursuant to a CRA petition includes the power to place the child in the custody of the state agency known as the Department of Children and Families.

51A

A 51A is a report of suspected child abuse or neglect that is filed with the Department of Social Services. Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis.

Parental Responsibility

Parents or guardians are legally responsible for ensuring that a child under their control attends school daily. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven day sessions or fourteen half day sessions within any six month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent/guardian.

Inducing Absences

It is a crime to induce or attempt to induce a minor to miss school, or unlawfully to employ or to harbor a minor who should be in school.

All students are expected to attend school, be on time, and remain for the duration of the school day. In the event that your child is absent from school, please notify the school as soon as possible on the day of the absence. A student is considered absent if they are not present for at least half of the school day. Even if a student is tardy or has an early dismissal, students who are present for less than half the day will be marked absent.

Students are expected to be in homerooms by 8:30am in order to be marked present. If a student arrives after that time, they must be accompanied by a family member/caregiver and signed in at the main office.

Natick Public Schools has implemented the following policy to verify student absences in grades PreK-4:

- Families/caregivers are expected to enter an absence into **Pick Up Patrol** as soon as it is determined that a child is to be absent (**preferred**).
- Or, a voicemail has been created to receive your call at any time, day or night. Please call (508) 647-6570 option 1 and leave a message that includes:
 - your name,
 - o your child's name and teacher,
 - o and the reason for the absence.

Natick's automated attendance line will contact any family member/caregiver who has not notified the school by 9:00am on the day of the child's absence. Families/caregivers who do not return the automated call will be contacted on cell phone or work number for confirmation. In the event that a parent can not confirm the absence, the school resource officer will be sent to the home to do a safety check.

Excused Absences

An absence is considered excused when the family member/caregiver has notified the school on the day of the absence before the end of that school day, AND the student's total number of absences has not exceeded 10 in the course of the school year.

Please provide doctor's notes if your student has had many absences, as this will help to document the reasons for absences that are technically "unexcused."

If a student is absent for 5 or more consecutive days, a parent must obtain a doctor's note and submit it to the school.

Any absence that exceeds a total number of 10 can only be excused by a physician or evidence of religious observance. If a student is absent for religious observance it will be considered an excused absence

Notification of Attendance Concern

If a student is absent for 8 days, a school administrator will contact families/caregivers to alert them that their child is approaching 10 absences.

Once a student is absent for ten days a letter documenting the attendance concerns will be mailed to the student's residence along with communication from the District Attorney's office outlining Massachusetts General Law on school attendance.

Any absences totaling over 13, unless deemed extraordinary, may result in a meeting with the School Resource Office and possibly the filing of a CRA (Child Requiring Assistance) with the juvenile court.

If a student is expected to be out for 10 days for vacation or other non-medically excused reasons, families will be asked to unenroll their child and develop a home-school plan that will need to be approved by the Assistant Superintendent of Curriculum and Learning. Guidelines for this process are outlined on the Natick Public Schools website (www.natickps.org).

Tardy

A child will be considered tardy if they are not in the homeroom at the start of the school day. Families/caregivers need to notify the school, prior to the start of the school day, if a child is going to be tardy. Tardies can be reported at (508) 647-6570. **Tardies can now be reported as "Late Arrivals" in Pick Up Patrol.**

Any tardies over 10 will be considered unexcused unless a doctor's note is provided or if there are religious reasons for the tardy.

Any tardies over 15 may result in a meeting with the building administrator and possibly the School Resource Officer. Any tardies over 20 may result in a CRA being filed with the juvenile court. Any tardy greater than 50% of the school day will be recorded as an absence.

Early Dismissal

A child dismissed prior to the end of the school day will be considered dismissed early.

Any early dismissals over 10 will be considered unexcused unless a doctor's note is provided or if there are religious reasons for dismissing from school early.

Any early dismissal over 15 may result in a meeting with the school administrator and possibly the School Resource Officer. Any early dismissals over 20 may result in a CRA being filed with the juvenile court.

Considering a Vacation During School Time?

Should a family member/caregiver choose to keep a student out of school for reasons other than illness or unique circumstances, the school and individual teacher(s) will not assume responsibility for either preparing lessons in advance for the student or for providing individual tutoring or extensive individual help for the student when he/she returns.

Health and Wellness

Health Services and Guidelines

Please refer to the Health Services Department section on the Natick Public Schools website for up-to-date health information, policies and health forms. The goal of Health Services is to enable our

students to reach their highest potential by promoting an optimum state of health through professional support and practice in health services, health counseling and health education. Health Services encompass a wide range of support for students; such as first aid, illness screening and surveillance, medication administration, skilled nursing procedures and state mandated screenings.

Health Information/Emergency Contacts

Parents/Guardians are required to maintain up to date contact information and emergency contact numbers in PowerSchool. It is incumbent upon parents/guardians to keep the School Nurse apprised of relevant health information.

Immunizations/Physical Exam

Per MA DPH regulations, Natick Public Schools requires the following documents:

A copy of a current (within 12 months) physical exam that contains documentation of vision screening, TB risk assessment and immunization record upon enrollment, entering grades PreK/K 4, 7 and 11, and annually prior to participation in school sponsored athletics.

Upon enrollment into kindergarten, parents/guardians are required to present a physical exam signed by a licensed medical provider attesting to the student's health and immunizations against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, Varicella and such other communicable diseases as specified by the Massachusetts Department of Public Health. Per state law, students will be excluded from school if immunizations are not up to date.

For additional information, please refer to the NPS website>Departments>Health Services>Immunization requirements.

Exemptions to these regulations will be made for medical and religious reasons only upon receipt of documentation from a physician for medical reasons or from the parent/guardian for religious reasons. Signed medical and religious exemptions are required to be submitted annually.

Vision and Hearing Screenings

Students' vision is tested annually in grades K-5, 7 & 10 and hearing is tested yearly in grades K-3, 7 & 10.

Height and Weight

Schools in Massachusetts are mandated by Massachusetts General Laws to obtain heights and weights on students in grades 1, 4, 7 and 10.

Parents/Guardians may opt their child out from any of the annual required screenings by sending a written request via email to the school nurse indicating which specific screening. Parents will be sent referral notices for students who fail any of the screenings. A parent/guardian must provide the nurse with medical documentation that follow-up care has been initiated.

Healthy Habits

Good health habits should be developed early in life. It takes a healthy child to be educated. You may assist you child in developing good health habits by teaching and encouraging him/her to:

- 1. Eat adequate and well-balanced meals, especially breakfast.
- 2. Brush teeth twice a day.
- 3. Cleanliness is important and expected.
- 4. Perform toilet habits independently.
- 5. Make sure the child has his/her eyeglasses at school at all times.
- 6. Cover nose and mouth with a tissue or inside elbow when coughing or sneezing.
- 7. Wash hands after using the toilet and before eating snacks and meals.
- 8. Go to bed regularly at an early hour to get adequate rest.

Absences

Although regular school attendance is desirable, a sick child should never be sent to school. Students should not come to school if they are ill and should be fever-free for 24 hours before returning to school.

Reasons for Keeping a Child Home

Pupils returning to school after an absence of more than five (5) days are required to present a note from a licensed medical provider.

Please remember to keep your child at home when they are ill. Although attendance is an important part of your child's success, there are times when it is best to keep them home to recuperate and prevent the spread of germs.

Here are some important guidelines to help you make the decision:

Fever: If your child has a fever of 100 degrees or higher. Return to school once fever free for 24 hours without the use of fever-reducing medications.

Vomiting/Diarrhea: These symptoms are a definite reason to stay home. Keep them out of school for 24 hours after the last episode.

Rashes: Children with new, unidentified rashes should be kept home until able to identify and determine if they are/are not contagious.

Pink Eye: Bacterial conjunctivitis is highly contagious and requires prescription medication. Return to school after 24 hours on antibiotics.

Sore Throat/Cough: Children with a cough or sore throat should be monitored closely and stay home from school for worsening symptoms and/or fever.

Cold/Flu: A child with cold symptoms such as deep or uncontrollable cough or significant lack of energy belongs at home even without a fever. A child with flu-like illness (fever, cough & body aches) must stay home from school for at least 24 hours once fever free without the use of fever-reducing medicine. **Covid-19**: As of April 2023, MDPH guidelines require 5 days of isolation (starting from day zero which is the first day of symptoms or the date of a positive Covid test, for a total of 6 days home).

It's okay to send them to school with a mild case of the sniffles as long as they remember to wash their hands frequently and use their elbow, or a tissue to keep the impact to a minimum. Always consult with your child's pediatrician for concerns about your child's health.

Disease/Period of Isolation

- 1. Streptococcal infections 24 hours after treatment with appropriate antibiotic
- 2. Impetigo 24 hours after initiation of treatment with appropriate antibiotic topical or oral medication
- 3. Conjunctivitis (pink eye) 24 hours after initiation of treatment with appropriate ointment or drops
- 4. Ringworm & Scabies 24 hours after initiation of treatment with appropriate topical medication
- 5. Pediculosis (head lice) Return to school after treatment has been initiated.

Medication Policy

Natick Public Schools medication administration policy complies with MA state law 105 CMR 210.00 to provide for the health and safety of our students who may require medication administration during the school day. Per MA state law, all medications, including prescription and over the counter, require a licensed prescriber's order and a completed parent/guardian consent form or they cannot be given in school. All medication orders must be renewed annually at the beginning of each school year. In order for acetaminophen and/or ibuprofen to be given once as needed during the school day, parents are requested to consent in PowerSchool.

The medication and all required forms must be brought in together to the health clinic by the parent/guardian or responsible adult or the medication shall not be accepted. Medication must be in its correctly labeled pharmacy container. Medications are not accepted in plastic baggies or other containers from home.

1. Two forms, "Licensed Prescriber Medication Order Form" and the "Parent/Guardian Consent & Medication Administration Plan" must be completed prior to students receiving medications in school. Both forms can be downloaded from the NPS website Health Services section and are also available in the Health Clinic. Completion of these forms is required for any prescription AND over-the-counter medication to be administered in school per MA law 105 CMR 210.00 and per NPS policy.

- 2. All medications must be delivered to the school Health Clinic by an adult in the original pharmacy-labeled or manufacturer container. All medications will be securely stored in the health clinic unless otherwise determined by the school nurse and the parent/guardian.
- 3. The parent/guardian is responsible to deliver medication to the clinic and to retrieve it whenever necessary or at the end of the school year. Any medication not picked up by the last day of school will be destroyed per MA state law and NPS policy.
- 4. Students are not allowed to transport or carry any medication including over-the-counter medicines. The only exceptions are students in middle and high school with EpiPens, diabetic supplies/insulin, pancreatic enzymes and/or inhalers provided that the two completed authorization forms are on file.
- 5. All medication orders must contain the following information:
 - Name of student
 - Name of medication
 - Dosage
 - Route: how administered
 - Time of administration in school/how often it is to be administered
 - Name of physician or licensed prescriber
 - Date of prescription

Lice

Should a case of head lice be brought to the school's attention, the school nurse shall:

- maintain confidentiality at school
- verify the presence of an active infestation
- contact the student's parents/guardians, and
- provide education, support, with referral to pediatrician if needed

Please refer to the Lice Policy on the NPS Website>Departments>Health Services>Head Lice

Food Allergies:

All children have different needs. Some are academic in nature while some are behavioral. Other children's needs are dietary. Many children at Johnson have moderate to severe food sensitivities. Johnson's mission is to ensure that all students thrive in a positive school climate that engages them in rigorous learning while providing an atmosphere that instills the joy and fun of seeking knowledge. Part of ensuring a positive school climate is attending to the needs of our students.

Students with food sensitivities and allergies need certain interventions, as do students with academic and behavioral needs. In order to best meet the needs of our food sensitive children, the following policies and practices are set forth:

- 1. Birthday celebrations in the classroom:
 - a. We avoid food for celebrations. There are many ways to celebrate a birthday that do not involve food. Please contact your classroom teacher for ideas or suggestions.
- 2. Allergy Classrooms and Peanut/Tree Nut Sensitive classrooms:
 - a. Classrooms at each grade level are designated as allergy, peanut or tree nut sensitive rooms. If your child is in one of these classrooms, the school nurse will provide you with more specific information. The allergy sensitive classroom ensures that the needs of children with food sensitivities are met throughout the day.

3. Allergy Lunch Tables:

a. Certain tables in the cafeteria are designated as "free" from required allergens. Staff members are aware of these tables and monitor them carefully to ensure that they indeed remain free from foods that may cause harm.

The safety of students is a community responsibility. The following responsibilities ensure that everyone understands their part in food safety at Johnson.

Student Responsibilities:

- 1. Take responsibility for avoiding allergens
- 2. Do not trade or share foods
- 3. Wash hands before and after eating
- 4. Learn to recognize the symptoms of an allergic reaction
- 5. Promptly inform an adult as soon as accidental exposure or symptoms appear
- 6. Consider wearing a medical alert bracelet
- 7. Report bullying, teasing, and/or threats
- 8. When appropriate, be responsible for carrying EpiPen

Family Responsibilities:

- 1. Notify the school nurse of your child's allergies prior to the start of school
- 2. Provide the school nurse a list of foods and/or ingredients that would cause a life threatening reaction
- 3. Provide the school nurse with medical documentation from your health care provider including medication orders for Epinephrine
- 4. Meet with the school nurse and teacher and participate in developing your child's individual health care plan
- 5. Provide the school nurse with up-to-date epinephrine auto-injectors. A supply of two Epipens per student with life-threatening allergy is recommended. Deliver these medications in the proper containers no later than the first day of school
- 6. Provide current contact information to the school
- 7. Provide the school nurse with an annual update on the status of your child's allergies
- 8. If possible, attend field trips with your child
- 9. Provide the school with safe snacks for your child
- 10. Provide your child with medical alert information and encourage them to wear it
- 11. Ensure that before and after school staff have the appropriate information and training regarding your child's allergies.
- 12. Contact the Director of Food and Nutrition Services in regards to menu choices
- 13. Notify the bus company if your child will carry an EpiPen on the bus

Teacher Responsibilities:

- 1. Consult with school nurse, parents, and student regarding individual health care plan
- 2. Ensure the classroom has direct communication with the front office and nurse
- 3. Transport the EpiPen so that it is always with the student
- 4. Communicate to and remind all parents in the classroom of LTA (Life Threatening Allergies) in the classroom
- 5. Participate in education and training regarding LTA
- 6. Keep all necessary documents regarding LTA accessible
- 7. Ensure that all student teachers, teaching assistants, support staff, and volunteers are aware of LTA and necessary safeguards
- 8. Educate classmates to avoid endangering, isolating, stigmatizing, or teasing students with LTA
- 9. Respond to every symptom or sign as a possible allergic reaction

- 10. Avoid using food based projects/curriculum when possible
- 11. Prohibit students from sharing or trading snacks
- 12. Encourage parents to send in a box of safe snacks
- 13. Avoid cross contamination by wiping surfaces with soap and water before and after eating
- 14. Reinforce hand washing before and after eating
- 15. Field Trips
 - a. Ensure all life saving medications and instructions are taken on field trips
 - b. Assign students with LTA to his/her parent or guardian if possible. If not, assign to the classroom teacher
 - c. Ensure a functioning communication device is taken on the trip
 - d. Review field trip plans; avoid high risk places and know where the closest medical facilities are located

Acceptable Use Policy for Students Cell Phones and Electronic Devices

Natick Public Schools Student Responsible Use Policy

The purpose of the Natick Public Schools (NPS) Student Responsible Use Policy (RUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of district technology.

NPS uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor students online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Students should have no expectation of privacy regarding their use of NPS equipment, network, and/or Internet access or files, including email.

Email accounts are provided to all students in our 1:1 program, grades 7. 12, to encourage student and teacher collaboration. Email accounts issued to students are archived to ensure student safety.

NPS will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to websites, applications, including, but not limited to, email, data management and reporting tools, and other web applications.

Summary

Natick Public Schools believes in a Digital Citizenship model for supporting safe and responsible use of all Online and Digital Technologies (ODT) in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like.

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at our schools to agree to use the internet and other ODT technologies in a safe and responsible way. NPS utilizes resources from Common Sense Education for our Digital Citizenship curriculum.

All students are responsible for practicing positive Digital Citizenship. Positive Digital Citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. Students should also reference the student handbook for additional policies and guidelines.

Jurisdiction

This policy is in effect:

- When NPS-provided equipment (laptops, tablets, etc.) is used on or off school property;
- When non-NPS devices access the district network or district resources; or, at home, or other locations, if the improper use creates a hostile environment at school for any student and/or cause disruption or disorder within the school.

From POLICY JIJC of the Natick School Committee Handbook "Cell phones and electronic devices." -

In Elementary and Middle Schools; 1. Cell phones and personal electronic devices must be turned off and not visible during the school day. Texting is prohibited. Contact with parents and guardians during the school day must take place through the office. Cell phones may be used after the school day ends. 2. Electronic devices necessary for a specific educational purpose and/or individual student need may be used in class with the approval of the supervising teacher/staff member.

Student Responsible Use Guidelines

When using NPS Online and Digital technologies (ODT); I will always be a good digital citizen. By signing this policy, I acknowledge that I understand the following:

	I am responsible for practicing positive digital citizenship.
	I will practice positive digital citizenship, including appropriate behavior and contributions
	on websites, social media, discussion boards, media sharing sites, and all other
	electronic communications, including new technology.
	I will be honest in all digital communication.
	I understand that what I do and post online must not disrupt school activities or
	compromise school safety and security.
	I am responsible for keeping personal information private.
	I will not share personal information about myself or others including, but not limited to,
	names, home addresses, telephone numbers, birth dates, or visuals such as pictures,
	videos, and drawings.
	I will not meet anyone in person that I have met only on the Internet.
	I will be aware of the privacy settings on websites that I visit.
	I will abide by all laws, this Responsible Use Policy and all District security policies.
	I am responsible for my passwords and my actions when using District accounts.
	I will not share any school or district usernames and passwords with anyone.
_	I will not access the account information of others.
_	I will log out of unattended equipment and accounts in order to maintain privacy and
_	security.
	I am responsible for my verbal, written, and artistic expression.
	I will use school appropriate language in all electronic communications, including email,
	social media posts, audio recordings, video conferencing, and artistic works.
П	I am responsible for treating others with respect and dignity.
_	I will not send and/or distribute hateful, discriminatory, or harassing digital
_	communications, or engage in sexting.

	I understand that bullying in any form, including cyberbullying, is unacceptable. I am responsible for accessing only educational content when using NPS technology. q I
	will not seek out, display, or circulate material that is hate speech, sexually explicit or
	violent. I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
_	I understand that the use of the District network for illegal, political, or commercial
_	purposes is strictly forbidden.
	I am responsible for respecting and maintaining the security of NPS digital resources
_	and networks.
	I will not try to get around security settings and filters, including through the use of proxy
	servers to access websites blocked by the district.
	I will not install or use illegal software or files, including copyright-protected materials,
	unauthorized software, or apps on any NPS computers, tablets, smartphones, or other
	internet devices.
	I know that I am not to use the Internet using a personal data plan at school, including
	personal mobile hotspots that enable access to NPS equipment.
	I will not use the NPS network or equipment to obtain unauthorized information, attempt
	to access information protected by privacy laws, or impersonate other users.
	I am responsible for taking all reasonable care when handling NPS equipment.
	I understand that vandalism in any form is prohibited.
	I will report any known or suspected acts of vandalism to the appropriate authority.
	I will respect my and others' use and access to NPS equipment.
	I am responsible for respecting the works of others.
	I will follow all copyright guidelines.
Ш	I will not copy the work of another person and represent it as my own and I will properly
_	cite all sources.
	I will not download illegally obtained music, software, apps, and other works.
	I understand all NPS trademarks, logos and symbols are for school district use only.
	I am responsible for the data I create and for protecting it.
	I understand the school district provides me with a Google account to save and store all
_	my data and files.
	I understand it is my responsibility to backup and protect any data or files that I create.
	I understand I should not save or store personal data or files on any device.
_	I understand that the school district may re-image any computer at any time to maintain
	the equipment in good working order.

Consequences for Irresponsible Use

Misuse of NPS online and digital technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will tailor any disciplinary action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech that is understood by school officials to threaten, harass and intimate a staff member or fellow student, even when such online action originated, and was disseminated, off-campus without the use of school resources.

Students are welcome to take and post pictures online in their uniforms and/or with the school logo, recognizing that those images should display appropriate decorum and not conduct unbecoming of the team/school. Disciplinary action may also be taken if students post pictures online in their uniforms and/or with the school logo, that display conduct unbecoming of the

team/school and/or that disrupts the operation of the school.

Disclaimer

NPS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from the use of the network or district accounts.

NPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. Students under the age of 18 should only access NPS network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school.

NPS District Guidelines for Consequences for Irresponsible Use:

Misuse of NPS online and digital technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will tailor any disciplinary action to the specific issues related to each violation.

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Note: Natick Public Schools <u>will not</u> assume responsibility for lost or stolen items under any circumstances.

Security and Safety Guidelines

Visitors at Johnson:

Throughout the school-day parents, volunteers, and service providers visit Johnson. To ensure the safety of our students and staff as well as the integrity of our learning environment, a comprehensive visitors protocol is in place. Please review this protocol and the procedures we employ to ensure they are successfully implemented.

Expectation:

Any adult(s) who are not directly employed by the school or district must check in and out through the front office and wear appropriate identification throughout their stay in the building.

Procedure:

- 1. Each adult visiting the building must use the main entryway and proceed to the front office.
- 2. Once in the front office, each visitor must sign in with front office staff. Office staff will issue a visitor's identification badge.
- 3. Each visitor must wear this identification badge for the entirety of his/her stay.
- 4. Each visitor must return directly to the front office when ready to depart, hand in his or her identification badge, and sign out.

Parking Lot Policies

- 1. Parents and visitors may park in the Johnson School lot after 8:30AM. Prior to 8:30, the spots are reserved for employees.
- 2. The speed limit in the parking lot is 5 miles per hour.
- 3. Cell phone use in the parking lot is strongly discouraged.

Parent Conferences

Parent conferences happen during the fall and spring of the school year. Parents will coordinate conference times with their classroom teachers. On the early release days targeted for conferences, parents or guardians will be expected to sign in with a building administrator prior to attending the conference. A table will be set up in the main hallway. Each visitor will be expected to wear a Visitor sticker to ensure that this process has been followed.

Appendices:

Natick Public School District has accepted the following policies as defined by our school committee to support the effective management and success of our school system. These policies align with Massachusetts General Law requirements.

Pertaining to Student Discipline:

- NPS Discipline Process & Procedures
- Chapter 37H
- Chapter 37H ½
- Chapter 37H ¾
- Chapter 370 Bullying Prevention and Intervention

Pertaining to Student Information:

- Student Records
- FERPA/Directory Information Notice
- Student Rights and Responsibilities

Pertaining to Enrollment

Residency Policy

Pertaining to District Policy

- Equal Opportunity Statement
- Title IX

NPS Discipline Process and Procedures

Disciplinary Procedures

Repeated failure of a student to demonstrate appropriate conduct will be directly communicated to parents. Logical consequences for infractions may involve any of several levels of disciplinary action including conferences with student, parents, staff and/or the principal; written accounts of incidents; phone calls to parents; loss of privileges such as but not limited to removal from recess, the lunchroom, or the bus; restitution or tasks designed to redress infractions; time-out, in-school suspension, at-home suspension, and expulsion from school in accordance with Chapter 76, Section 17 of the Massachusetts General Law.

Any of the following actions engaged in while on school property or while part of a school activity off school grounds may subject a student to disciplinary measures including the full range of actions outlined above as logical consequences for infractions:

Intentionally causing, attempting to cause, or threatening to cause physical injury to another person

Intentionally causing, attempting to cause, or threatening to cause damage to school property or private property located at school; stealing or attempting to steal school property or private property located at school or while part of a school activity off school grounds

Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators

Determination of the appropriate disciplinary action will be made by the staff involved with the student and, when appropriate, by the principal. Actions will be geared to realizing three interrelated goals:

- 1. Elimination of the inappropriate student behavior
- 2. Development of positive, more productive student behavior
- 3. Provision of an appropriate learning environment for all students

Suspension

The following offenses are considered serious enough to warrant a suspension from school. Parents will be notified by phone or letter. The Superintendent of Schools will be notified in writing of the reason(s) for the suspension. The student is responsible for making up all missed work. After a suspension, the school may request a conference with parents/guardians before the student may return to his/her program.

- 1. Tobacco, alcohol, or other drugs
 - a. Use of tobacco on school property, school busses, and field trips
 - b. Possession, use or sale of alcohol or other drugs on school property, school busses, or field trips Police will be notified
- 2. Any act of vandalism to school property such as furniture, books, equipment, lavatories, which cannot be satisfactorily corrected by the student
- 3. Disrespectful or threatening behavior directed toward a staff member
- 4. Stealing
- 5. Throwing or misuse of food
- 6. Possession, use, or sale of any dangerous or illegal devices (e.g. fireworks, knives, firearms, etc.)
- 7. Leaving school property without permission
- 8. Disobedience to a teacher or administrator
- 9. Extorting money from others
- 10. Causing a fire, false alarm or bomb scare
- 11. Causing a fight, fighting, and/or willfully causing harm to another person
- 12. Making a racial or other discriminating slur towards another person on school grounds
- 13. Making a verbal threat towards another person on school grounds
- 14. Hazing

A suspension from school may be up to (10) days; most suspensions are for 1 to 3 days in length depending on the scope and severity of the infraction. Chronic offenses or situations that result in the violation of federal, state, or local laws or property damage or bodily injury, can be cause for suspension of up to ten days.

Due Process

Before a student is temporarily suspended from public school, the student has the constitutional right to receive:

- 1. Oral or written notice of the charges against him/her
- 2. An exploration of the evidence against him/her
- 3. The opportunity to present his/her side of the story to an impartial decision maker (who may be a school administrator)

A student has the right to appeal a suspension decision. The appeal must be made first to the building principal. If the student wishes to pursue his/her appeal, it is taken to the Superintendent of Schools and then if it is still unresolved, to the School Committee for resolution.

Suspension/Expulsion Under the Massachusetts Education Reform Act of 1993

The Natick School Committee, having conducted two public readings of the following policy voted to adopt it at its meeting of June 28, 2003. The Education Reform Act of 1993

(Massachusetts General Law, Chapter 71, Section 37H) required all school committees tin the Commonwealth to promulgate such a policy among its personnel, student body, and other individuals:

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not to limited to, a gun or a knife, or a controlled substance as defined in Chapter 94C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal
- b. Any student who assaults a principal, assistant principal, teacher, teacher's assistant, or other educational staff member on school premises or at school-sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the principal
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

Harassment

I. Policy

- A. It is the policy of the Natick Public Schools to provide a learning and working atmosphere for students, employees and visitors free from sexual harassment, bullying, hazing, and intimidation. These terms are referenced herein as "harassment". Such action may occur on the basis of race, color, religion, national origin, age, gender, sexual orientation or disability, or for any other reason.
- B. It is a violation of this policy for any administrator, teacher or other employee, or 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.
- C. 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 an employee's or student's work or participation in school related activities.

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, 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. A student disciplined for cyberbullying will not be readmitted to the regular school program until his or her parent(s) attend such meeting.

- D. 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.
- 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.

II. Procedures

A. Definitions – Sexual Harassment Prohibited

"Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronically transmitted, or physical conduct of a sexual nature, including but not limited to unwelcome comments, touching, written notes, pictures/cartoons or other inappropriate conduct, such as leering, whistling, brushing up against the body, commenting on sexual activity or body parts or other activity referred to by the Model MCAD policy prohibiting such behavior. Harassment has the effect of creating an intimidating, hostile, or offensive work or learning environment that takes place under any of the following circumstances:

- 1. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs;
- 2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
- 3. When such conduct has the effect of unreasonably interfering with the individual's work, attendance at school or participation in academic or curricular activities, or
- 4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

B. Definitions – Bullying Prohibited

Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result no student or employee shall be subjected to harassment, intimidation, bullying, or cyberbullying in any public educational institute:

1. "Bullying and cyberbullying," means unwelcome written, electronic, verbal or

physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable person to suffer physical or emotional harm to a student or employee, (2) may cause damage to another student's or employee's property, or (3) may cause a disruptive or hostile school environment. The behavior must interfere with an employee's ability to perform his or her duties or with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges:

- i. that are being offered through the school district; or
- ii. during any education program or activity; or
- iii. while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or
- 2. Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.
- 3. As used in this Section, "electronic communication" means any communication through an electronic device including a telephone, cellular phone, computer or pager.

C. Definitions – Hazing Prohibited

The term "hazing" shall mean 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.

- 1. Such conduct shall include, but is not limited to, 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 person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
- 2. Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline.

D. Guidelines for Investigating Harassment Claims

In school systems, harassment may take many forms and cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Guidelines for dealing with any charge of harassment are as

follows:

- 1. By law, harassment is defined by the victim's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.
- 2. In all charges of harassment, the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.
- 3. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, or intimidation shall immediately report it to the administration; each school shall document any prohibited incident that is reported and confirmed, and report all incidents of discrimination, harassment, intimidation, bullying or cyberbullying and the resulting consequences, including discipline and referrals, to the Superintendent's office as they occur.
- 4. A good faith report from a staff member renders the staff member immune from discipline for making a report and is considered to have been made in the course of the staff member's employment for purposes of M.G.L. c. 258. As a result, the school district shall indemnify staff members from any cause of action arising out of a good faith report of harassment or the district's subsequent actions or inaction in connection thereto.
- 5. If an instance of student to student harassment is reported to a staff member other than an administrator, the staff member must inform the Assistant Principal/House Master, or the Building Principal.
- 6. If a situation involving a charge of staff member to student harassment is brought to the attention of any staff member, the staff member should notify the Building Principal or Assistant Superintendent immediately.
- 7. In a situation involving a charge of student to staff member sexual harassment the staff member should notify the Building Principal or Assistant Superintendent.
- 8. In a situation involving a charge of staff member to staff member harassment the staff member should notify the Building Principal or the Assistant Superintendent.
- 9. Once a charge of harassment has been made, including charges of mental, emotional or physical harassment as well as threats to a person's safety or position in the school or work environment, the following course of action should be taken.
 - a. The Building Principal should investigate the charge through discussions with the

individuals involved. In situations involving allegations against a staff member, he/she should be informed of his/her rights to have a third party present at the time of the discussion. In situations involving students the Principal should engage the appropriate classroom or special subject area teacher. Parents will be informed of the situation and invited to participate in resolution discussions. It is important that the situation be resolved as confidentially and as quickly as the circumstances permit.

- b. If the harasser and the victim are willing to discuss the matter at resolution meeting in the presence of the Principal/designee or Assistant Superintendent, a supportive faculty member and/or parent should be included in the discussion. During this discussion, the offending behavior should be described by the victim and administration, a request for a change in behavior should be made, and a promise should be made that the described behavior will stop. If circumstances do not permit a face to face meeting the administration will present the victim's position. Follow-up verification procedures will be explained. Failure to comply after a resolution meeting will result in appropriate discipline.
- 10. If after a resolution meeting with the involved parties, the Building Principal determines that further disciplinary action must be taken, the following could occur:
 - a. In instances involving student to student or student to staff member harassment, the student may be subject to discipline including but not limited to counseling, suspension, and in appropriate cases expulsion.
 - b. In instances involving staff member to student and staff member to staff member harassment, findings will be reported to the Superintendent of Schools for further action. Personnel action may also be initiated at this point, consistent with the applicable law and collective bargaining agreement.
 - c. In all cases a referral to law enforcement will be considered by the Principal or Superintendent based on the circumstances. School officials will coordinate with the Police Department to identify a police liaison for harassment cases.

11. Retaliation:

Retaliation in any form against any person who has made or filed a complaint relating to harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student. A referral to law enforcement may be made.

12. Confidentiality:

Reports of harassment should be kept completely confidential, consistent with necessary investigation procedures, with the goal of protecting the victim and stopping the behavior.

For further information about these guidelines or help with sexual harassment problems or any other form of harassment, consult:

Harassment Coordinator, Natick Public Schools

If the alleged harasser is responsible for conducting an investigation, the Superintendent or Committee shall designate an alternative Harassment Coordinator.

Discipline of Students with Special Needs

All students are expected to meet the requirements for behavior as set forth in the Student Handbook. Chapter 71a of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Educational Plan (IEP). The following additional requirements apply to the discipline of special needs students.

Definition:

Suspension shall be defined as any action, which results in the removal of a student from the program that is prescribed in his/her Individualized Educational Plan (IEP). This includes in-school suspensions as well as any exclusion from transportation services that prohibits the student's participation in his/her prescribed program.

Procedure:

IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires modification. Any modification will be described in the IEP

The Principal (or designee) will notify the Special Education office of the suspendable offense of a special needs student, and a record will be kept of such notice.

When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the IEP as provided in Section 333 of the Chapter 766 Regulations will be held to determine the appropriateness of the student's placement in the program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:

- a. Design a modified program for the students or
- b. Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code exceptions.

In addition, the Department of Education will be notified by a SPED administrator as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

MASSACHUSETTS GENERAL LAWS RELATED TO SCHOOL DISCIPLINE

M.G.L. 71, Chapter 37H

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

M. G.L. 71, Chapter 37H 1/2

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster 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 the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster 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 such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M. G.L. 71, Chapter 3 7H 3/4

- (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section $37H\frac{1}{2}$.
- (b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.
- (c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.
- (d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.
- (e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may

request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M.G.L. c. 71, § 370 Bullying Policy and Procedure

I. LEADERSHIP

The Natick Public Schools has and will continue to employ multiple layers of involvement in the development of our Plan as required by M.G.L. c. 71, § 37O. Under the direction of the Superintendent, Natick's Plan was developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. Natick has established a Bully Prevention Committee that meets on a monthly basis to review and evaluate our progress. In addition, at all eight of our schools Bullying Prevention and Intervention is an objective in the School Improvement Plans and thus, is discussed and reviewed by all School Councils. The Natick Public Schools have partnered with MetroWest Community Health Care Foundation (MWHCF) to survey our students for baseline data on bullying and harassment. In addition, MWHCF has funded a grant to support bullying prevention and intervention efforts at both of our middle schools.

GOALS

The Natick Public School Department is committed to providing our students equal educational opportunities, and a safe learning environment free from bullying. This will be possible when all members of the Natick school community treat each other with respect, appreciating the rich diversity in our schools. This policy is an integral part of the Natick Public Schools' comprehensive effort to promote optimal learning and eliminate all forms of violent, harmful and disruptive behavior. All students require this support to achieve their personal and academic potential.

The Natick Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities including on school buses. All reports of bullying will be promptly investigated by Natick Public Schools' administrators.

Bullying is defined as 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: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying. It is equally important for all members of the school community to understand that conflict is not automatically synonymous with bullying. Arguing, bantering back-and-forth, ignoring, roughhousing and fighting, while potentially serious 3 forms of conflict, are not necessarily instances of bullying. Bullying is characterized by intention, repetition and power imbalance. Not every conflict meets these criteria.

"Cyber-bullying" - is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, cell phone text messaging, images, sounds, data or intelligence of any nature

transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

The Natick Public Schools response to bullying actions will include, when appropriate, referral to a law enforcement agency. The Natick Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement. Lastly, retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

II. RATIONALE

The Natick Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. The Natick Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. Further, the Natick Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

III. APPLICATION

This policy applies to all sites and activities under the supervision and control of the Natick Public Schools, or where it has jurisdiction under the law. The policy applies to all students, school committee members, school employees, independent contractors, town employees, school volunteers, visitors, parents and legal guardians of students, whose conduct occurs on school premises or in school-related activities, including school-related transportation. Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct. 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.

IV. DISCIPLINARY AND CORRECTIVE ACTION

Violation of this policy is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its recurrence. The District is committed to protecting a complainant, and other similarly-situated individuals, from bullying in the future. Procedural manuals containing responsibilities of staff and students, reporting procedures, complaint process, resolution, and protection against retaliation shall be in place at each level.

This policy shall be printed/listed in each school handbook/web page.

- It is a violation of this policy for any administrator, teacher or other employee, or 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.
- 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 link to school, or is disruptive to an employee's or student's work or participation in school related activities.
- Reports of cyber-bullying by electronic or other means, occurring in or out of school will be reviewed and, when a link to work or school exists, 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. A student disciplined for cyber-bullying will not be readmitted to the regular school program until his or her parent(s) or guardian(s) attend such meeting.
- 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, bullying, or cyber-bullying. As a means of support counseling services will be available upon request or referral for targets, aggressors and appropriate family members of the involved students.

Strategies for protecting the target: Each school will employ clear procedures for restoring a sense of safety for a target and assessing that target's need for protection, including but not limited to strong disciplinary procedures, parental contact and availability of administration/counselors for support.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Student Disciplinary Actions

Remediation Actions

- -Target Safety
- · Admonishment, warning
- · Parental Contact/Letter
- · Student Apology/Think About it Form
- · Temporary removal from the classroom

- · Loss of privileges
- · Classroom or administrative detention
- · In-school suspension during the school week or the weekend for students
- · Out-of-school suspension
- · Student Re-entry Plan
- · Legal action
- · Expulsion or termination
- Consequences for repeat offenses
- · Meetings between parents
- · Counseling
- · Education including strategies to repeating behavior
- · Revision of IEP, if applicable
- · Individual Behavior Plan (for repeat offenders)
- · Guidelines for avoiding further unnecessary contact with the target
- · Clarification about who will be notified
- · Notify staff about incident and danger of further contact
- · Strategies to avoid further bullying
- · Identifying trusted adults and "safe areas"
- · Education about rights to be free of retaliation and reasonable expectations about social consequences for being part of a bullying investigation
- · Identification and empowerment of bystanders

Student Records

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. (They also apply to private day and residential schools that have state approval to provide publicly funded special education services.) The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The regulations apply to all information kept by the school or school district on a student in a way that all students may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within seven years after the student leaves the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade. Eligible students may exercise these rights just as their parents may.

Inspection of Record

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the parent or student consents to a delay.

The parent or eligible student has the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplication of the materials.

The parent or eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them. Third parties are required to present specific written consent of the parent or eligible student prior to gaining access to the student record. A copy of such consent will be placed in the temporary record.

Confidentiality of Record

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

This constitutes public notice that the school may release the following directory information: a student's name, address, telephone listing, date of birth, class, participation in officially recognized activities and sports, degrees, honors and awards without the consent of the eligible student or parent unless the eligible students and parents notify the school within two weeks of receipt of this Johnson Handbook that this information may not be released without the prior consent of the eligible student or parent.

The school may release information in or from the student record upon receipt of a court order or lawfully issued subpoena, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance. The school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services.

Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs. The school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services.

This provides notice that when a student leaves, Johnson School forwards student records to schools in which the student seeks or intends to enroll without the consent of the eligible student or parent.

School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Amendment of Record

The parent or eligible student has the right to add relevant comments, information, or other written materials to the student record. In addition, the parent or eligible student has the right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection to information that is in the record and to receive a written decision. A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

Destruction of Records

The regulations require school authorities to destroy a student's temporary record within seven years after the student transfers, graduates, or withdraws from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of parents and eligible students. The Student Record Regulations are included in the Code of Massachusetts Regulations at 603 CMR 23.00. For more detailed information, please review the regulations (copies of which should be available in every public school) and the Questions and Answers Guide published by the Massachusetts Department of Education in 1995.

Copies of the Education Law and Regulations (603 CMR 23.00: Student Records) are available from the office upon request.

Student Data Privacy

Student Data Privacy Policy

FERPA

Notification of Rights Under FERPA (Family Educational Rights and Privacy Act) and Massachusetts Student Records Regulations

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) and Massachusetts Student Records Regulations affords parents and students over 14 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records. Access is generally provided within 10 days of the request. State law sets forth specific procedures prior to the release of records to a non-custodial parent (M.G.L. c. 71, §34H).

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Upon request, copies of any information contained in the student record will be furnished to the parent or eligible student, subject to a reasonable copying fee.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA or state law.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be amended. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request,

the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with these legal requirements.

Complaints may be filed with the Massachusetts Department of Elementary and Secondary Education

(DESE), 75 Pleasant St., Malden, MA 02148 and/or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-5901.

FERPA Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Natick Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Natick Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Natick Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- · Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Natick Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify your school principal in writing by October 1st of each school year.

The Natick Public Schools have designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- · Weight and height of members of athletic teams
- Electronic mail address
- Photograph and video image
- Degrees, honors, and awards received
- Date and place of birth

- Major field of study
- Dates of attendance
- Grade level
- Post-high school plans

Student Rights and Responsibilities

Home and school must work in a cooperative way to support the proposition that students have responsibilities as well as rights. Together, we must foster a mutuality of respect within the school environment. A goal of our elementary schools is to develop and maintain a positive self-image for each student combined with an appreciation for the rights of other persons with whom he or she interacts.

The elementary principals have prepared this statement to help families to understand what we expect of and for your children. We are requesting that you review with your children the expectations that we have of him or her and the expectations that you have of the school and classroom.

If the rules of the classroom and/or the school are not obeyed, the students will be disciplined by the teacher and, if deemed necessary, by the principal. If the rules of the classroom and/or school continue to be broken, parents will be notified and privileges will be withheld. Parents and students will be invited to meet in conferences. Call your child's principal if clarification of this procedure is necessary.

Student Rights It is expected that children will:

- 1. Be respected and treated with kindness and understanding
- 2. Enjoy learning in an atmosphere that will lead to success
- 3. Be treated as individuals in order to develop a positive self-image
- 4. Learn to appreciate the purposes and understand the penalties associated with all of the school rules
- 5. Be assured of safety while at school
- 6. Be taught with a sufficient amount and variety of materials and methods
- 7. Have teachers who will show fairness and firmness
- 8. Receive training in manners and respect for others
- 9. Expect consistency in the application of corrective discipline
- 10. Be helped toward learning to assume responsibility for their behavior

Student Responsibilities It is expected that children will:

- 1. Accept others regardless of size, race, creed, nationality, ability, or physical appearance
- 2. Do all that is educationally possible by completing class and homework assignments
- 3. Cooperate so that their activities will not interfere with the rights of others
- 4. Listen to and follow directions of those in authority
- 5. Be honest with themselves, teachers, and parents
- 6. Be willing to accept constructive criticism
- 7. Be polite and show concern for the values and feelings of others
- 8. Respect the person and property of others
- 9. Be sure that school papers and reports are taken home and, as needed, returned to school promptly
- 10. Cooperate & obey rules set up for areas such as the cafeteria, playground, and busses

Residency Policy

Purpose

The purpose of this policy is to provide guidance to school administrators, parents, and/or legal guardians concerning the admission of students to the Natick Public Schools (the "Schools"). The Schools were established pursuant to statutes providing publicly funded education for students within The Commonwealth of Massachusetts, and the right to attend the schools is also regulated by statute. Generally and as more fully set forth in this policy, the right to attend the schools is limited to students who reside in the Town of Natick and to certain nonresident students who are eligible to attend the schools under specific programs or conditions approved by the Natick School Committee.

Eligibility to Attend the Schools

- **a.** A student between the minimum and maximum ages established by the Department of Elementary and Secondary Education who has not received a diploma or certificate from a secondary school shall be eligible to attend the schools if:
 - i. Kindergarten students are 5 years of age on or before August 31st of the enrollment year. Grade 1 students are 6 years of age on or before August 31st of the enrollment year. Exceptions to age requirements will be considered in accordance with Natick Public Schools early admission protocol (See Appendix A).
 - **ii.** The student permanently, not temporarily or sporadically, resides in Natick with his/her parent(s) or legal guardian.
 - iii. The student actually resides in Natick with someone other than his/her parent(s) or legal guardian for the purpose of attending the schools and tuition for such student is paid as in accordance with Section 6 of this policy.
 - iv. The student actually resides in Natick with someone other than his/her parent(s) or legal guardian for the purpose of temporarily ameliorating personal extreme hardship, and may attend the schools at the discretion of the Superintendent.
 - v. The student, regardless of place of residence, has been selected to attend the schools under a statutory program for the education of non-resident students, duly accepted by the School Committee.
 - vi. The student is from a foreign country and meets the requirements of Section 7 of this policy.
 - **vii.** The student, regardless of place of residence, meets the requirements of Section 9 of this policy.
 - viii. Prior to entry, the student must meet all MA Department of Public Health immunization requirements in accordance with 105 CMR 220.

Verification of Residency

- **b.** Before any student is enrolled in Natick Public Schools, his or her parent or legal guardian must provide:
 - i. A signed Statement/Affidavit of Occupancy (see below)
 - ii. Proof of Residency in Natick (3 documents).

All applicants for enrollment must submit at least one document each from Column A, B, and C and any other documents that may be requested, including but not limited to those from Column A, B, or C (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent.

COLUMN A-Evidence of	COLUMN B-Evidence of	COLUMN C -Photo
Residency	Occupancy	Identification
Record of recent mortgage payment and/or property tax bill	Gas/Oil Bill, Electric Bill, Home (not cell) Telephone Bill, Cable Bill, Water Bill (Note: Bill must be dated within the past 45 days and address and name must be stated)	Valid MA Driver's License
Fully signed and executed Lease and/or Rental Agreement with the names of the children listed on the document. (Must be executed by both parties)	Recent bill dated within the past 45 days showing Natick address and name (Note: A Residency Statement/Affidavit is required with this option)	Valid MA Photo ID Card
Residency Affidavit	Excise Tax bill	Valid Passport
Fully signed and executed Purchase and Sale (P&S) Agreement (provided occupancy date occurs within 45 days of enrollment)		Other Government issued Photo ID
Section 8 Agreement		

Determination of Eligibility

The Superintendent, or his/her designee(s), shall determine whether a student is

eligible to attend the Schools. In determining whether a student actually resides in Natick for purposes of Sections 2.b, 2.c and 2.d of this policy, the following factors shall be considered:

- A. Whether the student physically occupies a dwelling in Natick regardless of whether such occupancy is based upon ownership, lease, or consent of a person legally entitled to occupy the dwelling;
- B. With whom the student lives, such as parent(s), legal guardian, custodial parent after a divorce, relative, or other person and the duration of such living arrangement;
- C. If a student resides with someone other than his/her parent(s), legal guardian, or the parent with physical custody after a divorce, the reasons for doing so;
- D. The amount of time actually spent by the student in the dwelling in Natick;
- E. Whether the student's physical belongings are stored at the dwelling;
- F. Whether mail concerning the student, such as mail from doctors, etc., is addressed to the dwelling;
- G. Whether the residence is the center of the student's domestic, social, and civic life:
- H. Whether the student was included as an occupant of the dwelling for purposes of the town census;
- I. Such other information as the Superintendent or his/her designee(s) may deem relevant to determining where a student actually resides.

Post-Enrollment Verification And Enforcement

Should a question arise concerning any student's residency in the Town of Natick while s/he is attending the Natick Public Schools, the student's residency will be subject to further inquiry and/or investigation. Questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that is returned to Natick Public Schools because of an invalid or unknown address; statements made by students that they are moving or have moved, or other grounds. When he/she becomes aware of a question regarding a student's residency, the building principal or other member of the Administration (or his/her designee) shall contact the Superintendent. The principal may request updated proof of residence, and may obtain the services of the Natick Police Department to conduct an investigation into student's residence.

The Natick Police Department may use, but is not limited to, the following methods to conduct his/her investigation:

- Investigator will visit the residence without an advanced notice
- Investigator may attempt to contact/interview parent to gather documentation to either confirm residency or prove non-residency
- Investigator may interview landlord and neighbors when possible
- Investigator may keep residence under surveillance to establish patterns of occupancy
- Investigator will leave evidence of his/her visit by leaving a dated letter and business card with contact information
- The investigation will continue until residency or non-residency is confirmed and supported with appropriate documentation

The residency investigator will report his or her findings to the Principal/Superintendent.

Payment of Tuition for Certain Students

It is the intention of this policy to require the payment of tuition in advance for all students legally required to pay tuition to attend the schools. Nothing in this policy shall be construed as acceptance by the Town of Natick of any financial obligations for the education of students who temporarily reside in Town for the purposes of obtaining an education.

- A. A student who resides temporarily in Natick with someone other than his/her parent(s) or legal guardian for the purpose of attending the Schools shall only be admitted to the Schools upon the payment of tuition by (i) the town in which the student's parent(s) or legal guardian resides(s), or (ii) by the student's parent(s) or legal guardian, as provided in M.G. L. Ch. 76, Sec. 6. Tuition payable by the parent or guardian shall, for the period of attendance, be computed at the average expense per pupil in such school for such period.
- B. Any student for whom tuition is payable shall only be admitted to the Schools for the period of time actually covered by a tuition payment and shall be required to withdraw from the Schools if future tuition payments are not received by the Schools in a timely fashion as determined by the Superintendent.
- C. The education of students with disabilities is the financial responsibility of the city or town in which the student resides. The programmatic and fiscal obligations for "tuition" students, who require special education services, is addressed in 603CMR 28.03 (4)

School Choice

Natick has voted to be a Massachusetts School Choice District. Determination on allowing students to attend the Natick Public Schools under School Choice is determined on an annual basis. Factors determining that decision are:

- A. The availability of seats/space in the school/grade requested;
- B. The class sizes at the grade levels of enrollment;
- C. That enrollment of the student will not have an adverse impact on the schools' budget;
- D. The effect on the student of enrollment, if it is to be at a time other than the beginning of a school year; and
- E. Whether an appropriate educational program and current school resources for the student exist in the schools, provided that the education of students with disabilities remains the financial responsibility of the city or town in which the student's parent(s) or legal guardian resides.

METCO

Natick Public Schools adheres to the provisions of M.G.L. Chapter 76, section 12A (METCO) in enrolling non-resident students under the METCO program.

Foreign Students

In order to provide students at Natick High School with the opportunity to meet students from foreign cultures and to be educated abroad, the School Committee supports the enrollment of foreign students in the Schools as provided for in this section.

- a. The Principal of Natick High School may enroll foreign students annually, subject to the approval of the Superintendent.
- b. A foreign student who wishes to reside in Natick for the purpose of attending the Schools shall be subject to the provisions of Section 6 and shall be required to pay tuition as provided therein, unless the Superintendent, if permitted by federal law, specifically waives payment of tuition.

Admission of Non-Resident Students

Except as expressly provided for herein, non-resident students shall not be admitted to the Schools. In addition to non-resident students who are eligible to attend the Schools under Sections 2.e, and 2.g above, the Superintendent may, in accordance with state and federal laws and regulations, permit a non-resident student to attend the schools as follows:

- a. A student who was legally enrolled in the Schools under Sections 2.b and 2.c and whose family moves out of Town on or after April 1 of a school year may, with the permission of the Superintendent, continue to attend the schools for the remainder of the year (see Section 10).
- b. Continued enrollment for grade 12 of a student who has completed grade 11 in accordance with Section 9.a is subject to application to and approval by the Superintendent
- c. A student whose family provides satisfactory evidence that he/she will be residing in Natick within a grading period and would be eligible to attend the schools under Sections 2.a, 2.b or 2.c of this policy may, in accordance with regulations adopted by the Superintendent, and with the permission of the Superintendent, attend the Schools prior to actually residing in Natick.
- d. The Superintendent may permit a non-resident student to attend the High School for not more than one year under a reciprocal arrangement with the Schools in the Town in which the student resides pursuant to M.G.L. Ch. 76, Sec 12, where such temporary attendance is (i) in the best educational interests of the student, (ii) there is no reason to believe that the student presents any risk to other students or employees of the Schools.

Superintendent's Permission

The Superintendent may permit a non-resident student to attend the Schools under Sections 9.a, 9.b, and 9.c of this policy if:

- a. The school district in which the student's parent(s) or legal guardian reside(s) requests that the student attend the Schools; and
- b. There is space available for the student; and
- Attendance by the student would not impose an undue burden on the Schools' budget; and
- d. The student has a good disciplinary record and an acceptable custodial arrangement; and
- e. Refusal of the request would, in the judgment of the Superintendent, likely harm the student's education.

Transportation of Non-Residents

Except as otherwise provided in state and federal laws and other policies, transportation of a non-resident student to and from school shall remain the responsibility of his/her parent(s) or legal guardian.

Students with Disabilities

The education of students with disabilities is the financial responsibility of the city or town in which the student resides. The programmatic and fiscal obligations for students, who require special education services, is addressed in 603CMR 28.03 (4)

Good Behavior

Schools under Sections 2.e, 2.f, 2.g, or 2.h do so subject to the terms and conditions established by those programs and any School Committee policies and regulations therefore, and their continued eligibility to attend the Schools is conditional upon such students' good behavior. Such students' eligibility to attend the Schools may be terminated as provided for by those programs or for bad conduct pursuant to the Schools' Code of Conduct. Non-resident students attending the t.

Regulations

The Superintendent shall adopt written regulations from time to time implementing this policy and requiring students, their parent(s), legal guardians, or persons having custody of a student to supply such information as may be reasonably necessary to make determinations about a student's eligibility to attend the Schools, whether tuition may be charged for such student, or for any other purpose relating to the implementation of this policy.

Failure to provide information or to pay tuition

Failure by a student and/or parent/guardian to provide evidence or explanations as requested by the school administration to implement this policy and failure to promptly pay any tuition due shall result in the student being ineligible to attend the Schools.

Waiver of Tuition

Upon recommendation by the Superintendent, the Committee may, in its discretion, waive payment of tuition.

Penalty

Only students who qualify under this policy shall be eligible to attend the schools. Any person who knowingly misrepresents facts concerning a student's actual place of residence or reasons for residing in Natick, or any other material facts concerning a student's eligibility to attend the schools under this policy in order to enroll a student in the schools or to avoid paying tuition may be liable for the consequences. Natick Public Schools reserves the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

Relationship to Federal and Massachusetts Laws and Regulations

It is the intent of the foregoing policy that the Natick Public Schools shall also be in compliance with all Federal and State laws and regulations bearing upon enrollment issues, including but not limited to:

- The McKinney-Vento Homeless Assistance Act, as amended [42 U.S.C. 725] by the No Child Left Behind Act Federal Immigration Law Regarding Foreign Students [8 U.S.C. 1184 (L) (3)]
- Massachusetts Special Education Regulations [603 CMR 28.03 (4)].
- Caregiver Authorization Affidavit (MGL Chapter 511 of the Acts of 2008 as amended by Chapter 20 1F)
- Massachusetts Department of Public Health Regulations (105 CMR 220)

Adopted by the Natick School Committee – January 5, 2015

NATICK PUBLIC SCHOOLS RESIDENCY AFFIDAVIT LANDLORD/SHARED TENANCIES

Instructions: Any applicant for the Natick Public Schools who cannot produce a property deed or lease must ask the owner or lessee of the property where the applicant lives to complete and sign this legal affidavit.

It is the responsibility of the applicant (not the person who completes this affidavit) to attach a record of recent rent payment unless this affidavit affirms in Item #3 below that the tenancy does not require payment of rent.

AFFIDAVIT and I hereby depose and certify as My name is follows: (Please complete all three items and sign below.) 1. I am the owner/lessee of property located at in the town of Natick. 2. (Parent or guardian name) who is the parent or legal guardian of (child's name) leases or subleases this property as their principal residence from me, without a written lease, in a tenancy at will, from month to month. 3. PLEASE CHECK ONE: ■I have received within the last thirty (30) days rental payment for the lease or sublease of these premises. OR: ■Alternatively, I hereby state that the party named above resides with me at the address above with no payment of rent. Signed under the pains and penalties of perjury this _____day of _____20___. Signature Print Name:_____ Print

The information contained in this legal affidavit is subject to verification by a residency investigator.

Equal Opportunity Statement

The Natick Public Schools is committed to equal employment and educational opportunity for all employees and applicants, students, parents, and members of the school community, including those parties who contract to perform work for the Natick Public Schools, without regard to race, color, religion, sex, national origin, age, sexual orientation, or disability in all aspects of employment and education. The members of the school community include administration, faculty, staff, and students and volunteers working in the schools while they work and study subject to school authorities.

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district education program or activity, on the basis of being handicapped, under Section 504 of the Rehabilitation Act of 1973, may file a written complaint with the Principal.

Title IX

In accordance with the federal government law under Title IX, "No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance..." Johnson School does not discriminate on the basis of sex in any of its education programs and activities



Lilja Elementary School Handbook 2022-2023

Tradução portuguesa	Traducción Española
<u>Traducción francés</u>	<u>Traducción rusa</u>

Natick Public Schools' Return to School Plan

Natick Public Schools does not discriminate in employment nor in its educational programs, services and activities on the basis of race, creed, color, age, sex, gender identity, religion, nationality, sexual orientation, disability, pregnancy and pregnancy-related conditions, physical and intellectual differences, immigration status, homeless status, or any other basis prohibited by law.

September 2022

Dear Community Members,

Welcome to the 2022-2023 school year! This year promises to be full of fun, excitement, and learning for your child. Lilja's Community Handbook is an important part of creating a school climate that fosters a positive experience for students and families.

The community handbook you are about to review contains a wealth of information about school programs and services. The content of this handbook is intended to provide community members and families with basic functional and programmatic information and to communicate the policies, procedures, and practices of the school. There is a great deal of information and, therefore, this handbook will most often serve as a reference for you as questions come up during the year.

While this handbook will ultimately serve as a reference, it is important that families develop familiarity with the policies and procedures of the school. In doing so, you ensure that the school operates efficiently. Deviations from policy and procedure take time away from our primary responsibilities, learning and teaching.

It is my hope that the content of this handbook is both informative and useful. Everything we do is aimed at improving the service to and education of our students. If you have questions or comments regarding the information contained in this handbook please contact me at smartcher@natickps.org. We are looking forward to a great year working together for the benefit of our students.

Best,

Dr. Shelby Marscher Interim Principal

Mission, Vision, and Core Values

Mission Statement

The mission of Lilja School is to create a supportive, inclusive community that inspires everyone to be learners, reach their full potential, and become respectful, empowered citizens.

CORE Values

Responsibility

Respect

Kindness

Engaged Learning

Philosophy

We believe that inspiring and developing a lifelong love of learning is the foundation for every child's future success. Children are innately curious and come to school eager to learn – to develop the skills and acquire the knowledge and understanding necessary for them to be capable and competent citizens. As a community, we must access students' desire to learn and engage them in that life-long pursuit of knowledge.

Learning does not begin or end with the school day, week, or year. Children gain insight and understanding through all of their experiences and interactions with their environment. Values, ideas, and concepts are communicated explicitly through direct teaching and implicitly through the words and actions of the influential adults in their lives. Over time, the child's cumulative interactions with people shape their perception of themselves, others, and the diverse world around them.

We believe that an unwavering commitment to developing a positive school culture is essential to achieving our mission. This culture is characterized by:

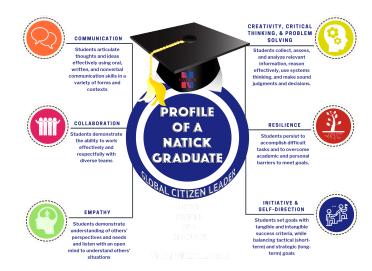
- a direct focus on shared core values.
- strong collaborative relationships
- a safe learning environment
- reflection on our practice and parenting
- an atmosphere that fosters academic rigor while instilling the joy and fun of learning

Students must be prepared to engage in an ever changing landscape. The integration of communication, collaboration, critical thinking and problem solving partnered with empathy, resilience and initiative and self-direction will lay the foundation for our children to experience success as members of a productive community. This Profile of Natick Graduate threads

through our K-12 school design in the

service of students.

Children thrive when their hard work, effort, and success are celebrated. Establishing traditions and structures that promote recognition, celebration, and the joy of learning are central to bringing shared values to life and achieving the school's mission.



General Information

- 1. School Contact Information
- 2. Daily School Schedule
- 3. Arrival/Guidelines for Morning Drop Off
- 4. Dismissal
- 5. Dress Code
- 6. Attendance
- 7. Health and Wellness
- 8. Cell Phones and Electronic Devices
- 9. Security and Safety Guidelines

School Contact Information

Main Office 508.647.6570 Dr. Shelby Marscher, Interim Principal Jovanne Buckmire, Interim Vice Principal Christie Ingoldsby, Admin Asst. to the Principal Peg Haswell, Admin Asst.	ASAP 508.647.6400 x1214 Megan Cap-Renzi, District Director 508-808-8403 Amanda Roberts, Site Director
Special Education 508.647.2126 Nevart Mikaelian, Special Education Coordinator	Title IX Coordinator: Suzanne Kenny suzkenny@natickps.org Title IX Coordinator (Students): Sue Balboni, subalboni@natickps.org 504 Coordinator: Tim Luff tluff@natickps.org EL Coordinator: Caitlin O'Neil
School Psychologist and Counselor 508.647.6570 Andrea Sikavi- School Psychologist Courtney Simoni - School Counselor Adria McMillian-School Counselor	Transportation 508.647.6497 Robin Agostinelli-Solivan
Nurses Office 508.647.6571 Barbara Naser - School Nurse	Food Service 508.647.6611 Kristen Gentili, Director

Interim Principal	Interim Vice Principal	Main Office	Nurse
Dr. Shelby Marscher	Jovanne Buckmire	Christie Ingoldsby Peg Haswell	Barbara Naser
School Counselor	SPED Team Leader	School Psychologist	Learning Center
Courtney Simoni Adria McMillian	Nevart Mikaelian	Andrea Sikavi	Elisabeth Galvin (K-2) Mary Hawkins (3rd) Jennifer Cobe (4th)
English Learners (EL)	Kindergarten	Grade 1	Grade 1-2
Megan Ferrari Rachel Brodsky Caitlin O'Neil (Director)	Liz Gregg Mary Randolph Allison Niedrach Lindsay Murphy Jodi Levine	Kristin Kelly Alison Bracey Sarah Pershouse	Beth Altchek Kristen McEnaney
Grade 2	Grade 3	Grade 4	Sub Separate
Lisa Cronin Kendra Chase Marisa Talarico	Kelly McShane Tessie Snow Christine Norrman Rebecca Wilson	Courtney Hally Heather Starkel Joanna Tsacoyeanes Sarah Quimby	Erin Brien Laurie Silva
Board Certified Behavior Analyst (BCBA)	Applied Behavior Analysis Tech (ABA)	Literacy Specialist	Math Specialist
Hannah Cerone	Gianna Gusmini Angelina Carpanetti	Dorothy Ferranti Karen Bicknell	Jennifer Violet
Speech & Language	Occupational Therapist (O.T)	Physical Therapist (P.T.)	Kindergarten/1st Grade Strategist
Katie Schneider Samantha Mallon	Renee Krikorian	Brandon Westfield	Gina Caulfield
Interventionists/ Tutors	Paraprofessionals	Physical Education (P.E.)	Art
Jessica Miyasato Chloe Johnson Kate Bacon- Schnieder Kaylee Sparro Kristine Black Laurie Jaffe Michelle Sawan Missy McCauley Jen Lipoma Liz O'Leary Melissa Steinberg	Claire Lynch Michele Fernandes Duncan MacDonald Veronica Glavin Tammy Steinman Cathy Jameison Raychyl Goldman	Gary DeMayo Lexi Fahey	Sepideh Golestani
Music	Library	Building Substitute	Custodians
Tim Roper	Becky Moss	Colleen O'Leary	Mark D'Agostino (Head) Luis Galan Bob Harris
Food Service	Preschool		
Charlene Harrow Martha Herzberg Natalie Medoff Michele Lanoue	Sue Earner Meg Murphy Stacie MacDonald - Para Joan Leary - Para		

Katie Harris - Para	
Kate Meyer - ABA tech	

Student Drop Off at Lilja

Morning Arrival

Arrival begins at 8:20 AM. Instruction starts promptly at 8:30. It is essential that students are on time to allow them ample opportunity to greet their teachers and peers, store their belongings and get prepared for starting their day at 8:30 sharp.

By Bus – Buses drop off students in the front loop on Bacon Street. This area is designated for buses only during arrival. Cars are not allowed to enter the front parking lot/bus loop between 8:00-8:45am or when buses or vans are in the loop.

By Car - families/caregivers driving should enter the parking lot through the lower entrance by Sargent/MathWorks Field between 8:10-8:20 and follow the traffic pattern outlined <u>here</u>.

- You will reach a "Stop" on the pavement before the Lilja parking lot.
- Look carefully, then cross into the Lilja traffic circle, following the arrows.
- Use the "outside" lane closest to the building.

This area is for drop-off only so children must be seated on the curb side of the vehicle with their belongings in hand. They need to be able to unbuckle as well as open and shut the car door themselves as drivers are not allowed to exit their vehicles when in line.

With the exception of students attending breakfast, there is no drop-off allowed prior to 8:20 a.m. or after 8:30 as there is no supervision at that time and the school cannot take responsibility for students' safety.



Families/caregivers delivering children after 8:30 when no staff are on duty, MUST park in the lot and escort their child to the main office and sign in on the tardy book in the front office. Children arriving after 8:30 am will be marked as tardy. Never leave a child unsupervised.

Student Dismissal at Lilja School

Dismissal: 2:56pm Bus Dismissal

- Students riding buses will be called to line up in the gym.
- Buses will pull into the circle for students to load.
- Staff members will be inside supporting students before loading buses.

<u>Walkers</u>

- All walkers will exit the front door.
- Walkers will use the crosswalk at the intersection of Bacon/Oak/Arbor under the supervision of the crossing guard and meet a Family member/caregiver.
- If students are walkers, they are expected to walk off school grounds to go home.

Car Line Pick Up Process

- All students being picked up will line up outside by the cafeteria wall.
- Cars enter through the Oak Street lower entrance by the Sargent Field and follow the traffic pattern outlined here. This is the same process as morning arrival, except:
- Staff will escort students to their cars and release student(s).
- Families/caregivers remain in the vehicle and students should be entering vehicle from the passenger side only.
- If you are ready to leave before the cars ahead of you, you must wait. DO NOT pass cars in line.
- Cars will exit Lilja by driving slowly out of the parking lot.
- All cars that drive onto school grounds for pick up must follow the pick up process.



Changes in Regular Dismissal for Students

Natick Public Schools use **PickUp Patrol** for managing all dismissal plans and dismissal plan changes. (Changes in dismissal plans can not be accepted after 2:00 p.m. to ensure the safety of all students.)

Please login to PickUp Patrol each day that you will be dismissing your student before the regular school dismissal time or if your student's normal after school routine will change that day. You also have the option to enter dismissal changes for future dates. For safety reasons, the school cannot dismiss a child to anyone other than a parent or a specifically authorized



Enrollment Instructions

PickUp Patrol is:

- **Convenient**: Make changes, days, weeks or months in advance.
- Automated: Reduces classroom interruptions and accurately tracks who's going where.
- **Safe and Secure**: All student information is secure and the program is entirely administered by our own school staff.

Each August you will be asked to set up your child's default dismissal plan via email from PickUp Patrol. Your child's default plan is "typically" the way your child will be sent home each day. Please note that default plans can only be set up on a laptop or desktop.

Once this plan is set up you will have the opportunity to download the app on your mobile phone, making it quick and easy to access the program for those last minute changes.

ALL plan changes should be submitted through PickUp Patrol.

The PickUp Patrol app is not found in the app store or google play store. You need to add the app to your homescreen from the browser.

To download the PickUp Patrol app:

From the browser on your phone go to http://app.pickuppatrol.net/parents

On an Android device:

Click on the three dots next to the app name.

Choose Add to the Homepage.

On an iPhone:

Click on the box with an arrow at the bottom of your screen.

Choose Add to the Homepage

Playground Closure

To ensure the safety of children attending the NPS ASAP program, Lilja's playgrounds are closed to the public while in use by ASAP between 3:30 - 5:30pm on regular school days. Hours will differ on early release days. The public is welcome to use the playground anytime it is not currently in use by the ASAP program.

STUDENT SCHOOL BUS BEHAVIOR EXPECTATIONS

Students are expected to behave in an orderly manner while riding the bus, and during loading and unloading procedures. The bus driver shall be in complete charge of the bus and its passengers at all times, and shall ensure the safety and wellbeing of all students who ride the school buses.

Students shall observe the safety procedures below.

Riding the Bus

To ensure your safety while riding the bus, we expect you to:

- 1. Follow the driver's instructions at all times.
- 2. Remain in your seat, facing forward, at all times.
- 3. Keep your hands and feet to yourself. Keep all body parts, voice, and objects inside the bus at all times.
- 4. Use a quiet voice to speak to others sitting in a seat near you.
- 5. Use school-appropriate language.
- 6. No food, snacks and drinks on the bus at any time.
- 7. Open the windows only when the driver has indicated it is safe to do so.
- 8. Ride only your assigned bus to and from your assigned stops.

Getting On or Off the Bus

Parents will be responsible for their students' behavior while at the bus stop.

To ensure your safety while getting on or off the bus, we expect you to:

- 1. Line up single file to board the bus.
- 2. Wait until the bus has stopped completely and the driver signals it is safe before approaching the bus. Walk to the bus. If you need to cross in front of the bus please walk at least 10 feet in front of the bus so the driver can see you at all times.
- 3. Find an appropriate vacant seat quickly and sit down.
- 4. Sit where you are assigned. Elementary students shall be seated by grade with K students in the front of the bus with 6th grade students in the rear.
- 5. Wait until the bus has come to a complete stop to exit. Leave your seat quickly and quietly, and wait patiently until it is your turn to get off the bus.
- 6. Use only the front exit of the bus. Exit the bus using the emergency door at the rear of the bus *only in the event of an emergency*.
- 7. Walk away from, not alongside the bus once you have gotten off of it.
- 8. Cross in front of the bus, at least 10 feet in front so that you and the driver can see each other. Look both ways and to the driver for their signal before crossing the street for your own safety.

Students must also follow these guidelines:

- 1. Students may not light matches, smoke, vape, or consume alcohol on the bus per state law.
- 2. Liability for any bus vandalism shall be assumed by the parents of the student(s) involved.
- 3. Objects which may create a hazard on the bus will not be permitted such as sharp objects, animals, or excessively large items which cannot be transported safely, or which cause an inconvenience to other passengers due to insufficient seating space. The Transportation Office reserves the right to make this determination.

STUDENTS' RIGHTS:

Students will be given the opportunity to express their views to their building administrator prior to any disciplinary action being taken as a result of a formal complaint from a bus driver.

Students will be transported to their designated destination until such time that disciplinary action is taken. Drivers cannot make arbitrary decisions to discharge a student at a location other than the student's authorized destination.

DISCIPLINARY ACTION:

Bus drivers have been instructed to prepare formal reports in the event of student misconduct on the bus. The following procedure will be followed after the report has been received by the building Principal:

<u>First Offense</u> — Principal speaks to the student and a first notice is sent home to parents. In addition, the Principal will speak with the parent and/or send notice home explaining the situation and the potential consequences of a subsequent offense. In serious incidents, the Principal may elect to suspend bus privileges.

<u>Second Offense</u> — Principal speaks to student and a second notice is sent home. In serious incidents, the Principal may elect to suspend bus privileges.

<u>Subsequent Offenses</u> — Principal speaks to student and parents regarding suspension of bus privileges.

<u>Violation of State Laws</u> — (i.e., smoking, lighting matches, etc.) will result in a one (1) week suspension of bus privileges.

Dress Code

A student dress code should accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/genderidentification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

The primary responsibility for a student's attire resides with the student and families/caregivers. Lilja is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Basic Principle: Certain body parts must be covered for all students. Clothes must be worn in a way that genitals, buttocks and nipples are covered with opaque materials.

Students are scheduled for daily recess periods and need to be prepared for the fluctuation of the weather. During snowy, cold or windy weather, appropriate boots, hats, gloves/mittens, ski pants, and a warm jacket are required. Students should bring in an additional pair of sneakers with their boots so that winter footwear might be removed during the day.

Students should wear or bring sneakers on days they are scheduled to have physical education classes. Tie or Velcro™-closure sneakers stay on during PE class better than slip-on shoes. Children should also dress comfortably in order to fully participate.

We urge families/caregivers to label ALL removable clothing. If an item is deemed missing, families/caregivers and students are encouraged to check for items in the Lost & Found area in the main hallway. Many quality items are never claimed and are donated to charity periodically during each school year.

Attendance Policy

The Natick School Committee believes strongly in the importance of regular attendance by all students. The Committee adheres to and is in full compliance with Chapter 76 of the laws of the Commonwealth of Massachusetts, which defines attendance regulations. Except in cases of illness or other unique circumstances, students are expected to be present when school is in session.

All students are expected to attend school, be on time, and remain for the duration of the school day. In the event that your child is absent from school, please notify the school as soon as possible on the day of the absence. A student is considered absent if they are not present for at least half of the school day. Even if a student is tardy or has an early dismissal, students who are present for less than half the day will be marked absent.

Students are expected to be in homerooms by 8:30am in order to be marked present. If a student arrives after that time, they must be accompanied by a family member/caregiver and signed in at the main office.

Natick Public Schools has implemented the following policy to verify student absences in grades PreK-4:

- Families/caregivers are expected to enter an absence into **Pick Up Patrol** as soon as it is determined that a child is to be absent (**preferred**).
- Or, a voicemail has been created to receive your call at any time, day or night. Please call (508) 647-6570 option 1 and leave a message that includes:
 - o your name,
 - o your child's name and teacher,
 - o and the reason for the absence.

Natick's automated attendance line will contact any family member/caregiver who has not notified the school by 9:00am on the day of the child's absence. Families/caregivers who do not return the automated call will be contacted on cell phone or work number for confirmation. In the event that a parent can not confirm the absence, the school resource officer will be sent to the home to do a safety check.

Excused Absences

An absence is considered excused when the family member/caregiver has notified the school on the day of the absence before the end of that school day, AND the student's total number of absences has not exceeded 10 in the course of the school year.

Please provide doctor's notes if your student has had many absences, as this will help to document the reasons for absences that are technically "unexcused."

If a student is absent for 5 or more consecutive days, a parent must obtain a doctor's note and submit it to the school.

Any absence that exceeds a total number of 10 can only be excused by a physician or evidence of religious observance. If a student is absent for religious observance it will be considered an excused absence

Notification of Attendance Concern

If a student is absent for 8 days, a school administrator will contact families/caregivers to alert them that their child is approaching 10 absences.

Once a student is absent for ten days a letter documenting the attendance concerns will be mailed to the student's residence along with communication from the District Attorney's office outlining Massachusetts General Law on school attendance.

Any absences totaling over 13, unless deemed extraordinary, may result in a meeting with the School Resource Office and possibly the filing of a CRA (Child Requiring Assistance) with the juvenile court.

If a student is expected to be out for 10 days for vacation or other non-medically excused reasons, families will be asked to unenroll their child and develop a home-school plan that will need to be approved by the Assistant Superintendent of Curriculum and Learning. Guidelines for this process are outlined on the Natick Public Schools website (www.natickps.org).

Tardy

A child will be considered tardy if they are not in the homeroom at the start of the school day. Families/caregivers need to notify the school, prior to the start of the school day, if a child is going to be tardy. Tardies can be reported at (508) 647-6570. **Tardies can now be reported as "Late Arrivals" in Pick Up Patrol.**

Any tardies over 10 will be considered unexcused unless a doctor's note is provided or if there are religious reasons for the tardy.

Any tardies over 15 may result in a meeting with the building administrator and possibly the School Resource Officer. Any tardies over 20 may result in a CRA being filed with the juvenile court. Any tardy greater than 50% of the school day will be recorded as an absence.

Early Dismissal

A child dismissed prior to the end of the school day will be considered dismissed early.

Any early dismissals over 10 will be considered unexcused unless a doctor's note is provided or if there are religious reasons for dismissing from school early.

Any early dismissal over 15 may result in a meeting with the school administrator and possibly the School Resource Officer. Any early dismissals over 20 may result in a CRA being filed with the juvenile court.

Considering a Vacation During School Time?

Should a family member/caregiver choose to keep a student out of school for reasons other than illness or unique circumstances, the school and individual teacher(s) will not assume responsibility for either preparing lessons in advance for the student or for providing individual tutoring or extensive individual help for the student when he/she returns.

Health and Wellness

Health Services and Guidelines

Please refer to the Health Department section on the Natick Public Schools website for up-to-date health information, policies, and health forms. Health Services are responsible for treating students having illness or injuries occurring during school hours. Each school maintains a Health Clinic and is staffed with a School Nurse.

Health Information/Emergency Form: These forms are completed online annually to ensure that up to date health and contact information is available in the event of an emergency.

In order to understand and safeguard your child's health, we ask each parent to complete an emergency form at the beginning of the school year. This form is available online annually for completion. We ask that you update this form during the school year as needed. It is incumbent upon families/caregivers to keep the School Nurse apprised of relevant health information.

Immunizations:

Upon enrollment into kindergarten, families/caregivers are required to present a physician's certificate or a certificate from the Board of Health attesting to students' immunizations against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and Hemophilus influenza type B, and such other communicable diseases as specified by the Massachusetts Department of Public Health. Per state law, students will be excluded from school if immunizations are not up to date.

Vision and Hearing Screenings:

Students' vision and hearing are tested yearly. Families/caregivers will be notified if any concerns are detected. These are merely screening tests and should be accompanied by periodic exams by your doctor.

Height and Weight/BMI Screening:

Schools in Massachusetts are now mandated by Massachusetts General Laws to obtain heights and weights on students in grades 1, 4, 7 and 10. After obtaining your child's height and weight, your child's BMI (Body Mass Index) will be calculated and you will be notified of the results in a confidential manner.

Healthy Habits:

Good health habits should be developed early in life. It takes a healthy child to be educated. You may assist your child in developing good health habits by teaching and encouraging them to:

- 1. Eat adequate and well-balanced meals, especially breakfast.
- 2. Brush teeth twice a day.
- 3. Cleanliness is important and expected.
- 4. Perform toilet habits independently.
- 5. Make sure the child has their eyeglasses at school at all times.
- 6. Cover nose and mouth with a tissue or inside elbow when coughing or sneezing.
- 7. Wash hands after using the toilet and before eating snacks and meals.
- 8. Go to bed regularly at an early hour to get adequate rest.

Absences:

Although regular school attendance is desirable, a sick child should never be sent to school. Students should not come to school if they are ill and should be fever-free for 24 hours before returning to school.

Reasons for Keeping a Child Home:

- 1. Temperature over 99.6 degrees
- 2. Colds, coughs and runny nose
- 3. Nausea, vomiting, diarrhea
- 4. Undiagnosed rashes
- 5. Impetigo
- 6. Conjunctivitis (pink eye)
- 7. Pediculosis (head lice)
- 8. Scabies
- 9. Ringworm

Students returning to school after an absence of more than five (5) days should present evidence for absence (a physician's note).

Medication Policy:

Only a physician is legally authorized to prescribe medication, this includes over the counter medication. If at all possible medication should be given at home before or after school hours. A student who needs to take any medication during school hours must have a signed permission slip from parent/guardian and the physician. Medication (in a pharmacy labeled bottle) is kept locked in the clinic and taken under the supervision of the nurse. Acetaminophen (Tylenol) may be given at the discretion of the school nurse, if the parent/guardian has signed the permission form.

CHILDREN ARE NOT ALLOWED TO TRANSPORT ANY MEDICATION, INCLUDING OVER-THE-COUNTER MEDICINES. The only exception: students at NHS and the middle schools are allowed to carry their own epi-pen and/or inhaler (with written permission from their physician on file in the clinic.)

Infectious Disease Regulations:

Chicken Pox should be reported to the Board of Health either by the physician or parent. The student's release certificate, issued by the Board of Health or the physician, must be presented to the school nurse before the student is readmitted. The period of isolation for Chicken Pox is at least 7 days from the appearance of the most recent eruptions as long as all lesions are crusted and dry.

It is not necessary to report the following to the Board of Health, BUT the period of isolation must be followed:

Disease/Period of Isolation:

- 1. Streptococcal infections 24 hours after treatment with appropriate antibiotic
- 2. Impetigo 24 hours after initiation of treatment with appropriate antibiotic topical or oral medication
- 3. Conjunctivitis (pink eye) 24 hours after initiation of treatment with appropriate ointment or drops
- 4. Ringworm 24 hours after initiation of treatment with appropriate topical medication
- 5. Scabies 24 hours after initiation of treatment with appropriate topical medication
- 6. Pediculosis (head lice) Until seen by the school nurse.

Lice:

- 1. If a student is identified as having a case of Pediculosis (nits and/or live lice), they will be assessed and returned to class and/or dismissed at the nurse's discretion.
- 2. The nurse will assess siblings and close contacts who attend the Natick Public Schools.
- 3. Notification will be sent home to families/caregivers of all children in the classroom. Additional notification will be sent home at the nurse's discretion.
- 4. Families/caregivers will be given information regarding the treatment of lice.
- 5. The student has to be checked by the nurse prior to returning to school. A student will be accompanied by their family/caregiver until the exam is completed.
- 6. If nits are found after treatment, the student may attend class at the nurse's discretion.

Food Allergies:

All children have different needs. Some are academic in nature while some are behavioral. Other children's needs are dietary. Many children at Lilja have moderate to severe food sensitivities. Lilja's mission is to ensure that all students thrive in a positive school climate that engages them in rigorous learning while providing an atmosphere that instills the joy and fun of seeking knowledge. Part of ensuring a positive school climate is attending to the needs of our students.

Students with food sensitivities and allergies need certain interventions, as do students with academic and behavioral needs. In order to best meet the needs of our food sensitive children, the following policies and practices are set forth:

- 1. Birthday celebrations in the classroom:
 - a. We avoid food for celebrations. There are many ways to celebrate a birthday that do not involve food. Please contact your classroom teacher for ideas or suggestions.
- 2. Allergy Classrooms and Peanut/Tree Nut Sensitive classrooms:
 - a. Classrooms at each grade level are designated as allergy, peanut or tree nut sensitive rooms. If your child is in one of these classrooms, the school nurse will provide you with more specific information. The allergy sensitive classroom ensures that the needs of children with food sensitivities are met throughout the day.
- 3. Allergy Lunch Tables:
 - a. Certain tables in the cafeteria are designated as "free" from required allergens. Staff members are aware of these tables and monitor them carefully to ensure that they indeed remain free from foods that may cause harm.

The safety of students is a community responsibility. The following responsibilities ensure that everyone understands their part in food safety at Lilja.

Student Responsibilities:

- 1. Take responsibility for avoiding allergens
- 2. Do not trade or share foods
- 3. Wash hands before and after eating
- 4. Learn to recognize the symptoms of an allergic reaction
- 5. Promptly inform an adult as soon as accidental exposure or symptoms appear
- 6. Consider wearing a medical alert bracelet
- 7. Report bullying, teasing, and/or threats
- 8. When appropriate, be responsible for carrying EpiPen

Family Responsibilities:

- 1. Notify the school nurse of your child's allergies prior to the start of school
- 2. Provide the school nurse a list of foods and/or ingredients that would cause a life threatening reaction
- 3. Provide the school nurse with medical documentation from your health care provider including medication orders for Epinephrine
- 4. Meet with the school nurse and teacher and participate in developing your child's individual health care plan
- 5. Provide the school nurse with up-to-date epinephrine auto-injectors. A supply of two Epipens per student with life-threatening allergy is recommended. Deliver these medications in the proper containers no later than the first day of school
- 6. Provide current contact information to the school
- 7. Provide the school nurse with an annual update on the status of your child's allergies
- 8. If possible, attend field trips with your child
- 9. Provide the school with safe snacks for your child
- 10. Provide your child with medical alert information and encourage them to wear it
- 11. Ensure that before and after school staff have the appropriate information and training regarding your child's allergies.
- 12. Contact the Director of Food and Nutrition Services in regards to menu choices
- 13. Notify the bus company if your child will carry an EpiPen on the bus

<u>Teacher Responsibilities:</u>

- 1. Consult with school nurse, families/caregivers, and student regarding individual health care plan
- 2. Ensure the classroom has direct communication with the front office and nurse
- 3. Transport the EpiPen so that it is always with the student
- 4. Communicate to and remind all families/caregivers in the classroom of LTA (Life Threatening Allergies) in the classroom
- 5. Participate in education and training regarding LTA
- 6. Keep all necessary documents regarding LTA accessible
- 7. Ensure that all student teachers, teaching assistants, support staff, and volunteers are aware of LTA and necessary safeguards
- 8. Educate classmates to avoid endangering, isolating, stigmatizing, or teasing students with LTA
- 9. Respond to every symptom or sign as a possible allergic reaction
- 10. Avoid using food based projects/curriculum
- 11. Prohibit students from sharing or trading snacks
- 12. Encourage families/caregivers to send in a box of safe snacks

- 13. Avoid cross contamination by wiping surfaces with soap and water before and after eating
- 14. Reinforce hand washing before and after eating
- 15. Field Trips
 - a. Ensure all life saving medications and instructions are taken on field trips
 - b. Assign students with LTA to their family/caregiver if possible. If not, assign to the classroom teacher
 - c. Ensure a functioning communication device is taken on the trip
 - d. Review field trip plans; avoid high risk places and know where the closest medical facilities are located

Cell Phones and Electronic Devices Acceptable Use Policy for Students

Natick Public Schools Student Responsible Use Policy

The purpose of the Natick Public Schools (NPS) Student Responsible Use Policy (RUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of district technology.

NPS uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor students' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Students should have no expectation of privacy regarding their use of NPS equipment, network, and/or Internet access or files, including email.

Email accounts are provided to all students in our 1:1 program, grades 7. 12, to encourage student and teacher collaboration. Email accounts issued to students are archived to ensure student safety.

NPS will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to websites, applications, including, but not limited to, email, data management and reporting tools, and other web applications.

Summary

Natick Public Schools believes in a Digital Citizenship model for supporting safe and responsible use of all Online and Digital Technologies (ODT) in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like.

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at our schools to agree to use the internet and other ODT technologies in a safe and responsible way. NPS utilizes resources from Common Sense Education for our Digital Citizenship curriculum.

Natick Public Schools promotes the use of technology as an effective environment for learning. However, given the degree to which unregulated use of cell phones and other personal electronic devices may interfere with teaching and learning. The following regulations will apply through June 2011 at which this policy will be reviewed.

Elementary and Middle Schools;

- Cell phones and personal electronic devices must be turned off and not visible during the school day. Texting is prohibited. Contact with parents and guardians during the school day must take place through the office. Cell phones may be used after the school day ends.
- 2. Electronic devices necessary for specific educational purpose and/or individual student

need may be used in class with the approval of the supervising teacher/staff member.

All students are responsible for practicing positive Digital Citizenship. Positive Digital Citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. Students should also reference the student handbook for additional policies and guidelines.

It is the expectation of the School Administration that all students will comply with these guidelines. Students not adhering to guidelines of this policy will be subject to consequences outlined in the student handbook.

Natick Public Schools is not responsible for lost or stolen electronic devices under any circumstances.

Jurisdiction

This policy is in effect:

- When NPS-provided equipment (laptops, tablets, etc.) is used on or off school property;
- When non-NPS devices access the district network or district resources; or, at home, or other locations, if the improper use creates a hostile environment at school for any student and/or cause disruption or disorder within the school.

Student Responsible Use Guidelines

When using NPS Online and Digital technologies (ODT); I will always be a good digital citizen. By signing this policy, I acknowledge that I understand the following:

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	I will not send and/or distribute hateful, discriminatory, or harassing digital
	communications, or engage in sexting.
	I understand that bullying in any form, including cyberbullying, is unacceptable.
	I am responsible for accessing only educational content when using NPS technology. q I
	will not seek out, display, or circulate material that is hate speech, sexually explicit or
	violent. I understand that any exceptions must be approved by a teacher or administrator
	as part of a school assignment.
	I understand that the use of the District network for illegal, political, or commercial
	purposes is strictly forbidden.
	I am responsible for respecting and maintaining the security of NPS digital resources
	and networks.
	I will not try to get around security settings and filters, including through the use of proxy
	servers to access websites blocked by the district.
	I will not install or use illegal software or files, including copyright-protected materials,
	unauthorized software, or apps on any NPS computers, tablets, smartphones, or other
	internet devices.
	I know that I am not to use the Internet using a personal data plan at school, including
	personal mobile hotspots that enable access to NPS equipment.
	I will not use the NPS network or equipment to obtain unauthorized information, attempt
	to access information protected by privacy laws, or impersonate other users.
	I am responsible for taking all reasonable care when handling NPS equipment.
	I understand that vandalism in any form is prohibited.
	I will report any known or suspected acts of vandalism to the appropriate authority.
	I will respect my and others' use and access to NPS equipment.
	I am responsible for respecting the works of others.
	I will follow all copyright guidelines.
Ш	I will not copy the work of another person and represent it as my own and I will properly
_	cite all sources.
	I will not download illegally obtained music, software, apps, and other works.
	I understand all NPS trademarks, logos and symbols are for school district use only.
	I am responsible for the data I create and for protecting it.
	I understand the school district provides me with a Google account to save and store all
_	my data and files.
	I understand it is my responsibility to backup and protect any data or files that I create.
	I understand I should not save or store personal data or files on any device.
_	I understand that the school district may reimage any computer at any time to maintain
	the equipment in good working order.

Consequences for Irresponsible Use

Misuse of NPS online and digital technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will tailor any disciplinary action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech that is understood by school officials to threaten, harass and intimate a staff member or fellow student, even when such online action originated, and was disseminated, off-campus without the use of school resources.

Students are welcome to take and post pictures online in their uniforms and/or with the school logo, recognizing that those images should display appropriate decorum and not conduct unbecoming of the team/school. Disciplinary action may also be taken if students post pictures

online in their uniforms and/or with the school logo, that display conduct unbecoming of the team/school and/or that disrupts the operation of the school.

Disclaimer

NPS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or district accounts.

NPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. Students under the age of 18 should only access NPS network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school.

NPS District Guidelines for Consequences for Irresponsible Use:

Misuse of NPS online and digital technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will tailor any disciplinary action to the specific issues related to each violation.

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any circumstances.		

Note: Natick Public Schools <u>will not</u> assume responsibility for lost or stolen items under

Security and Safety Guidelines

Visitors at Lilja:

Throughout the school-day many families/caregivers, volunteers, and service providers visit Lilja. To ensure the safety of our students and staff as well as the integrity of our learning environment, a comprehensive visitors protocol is in place. Please review this protocol and the procedures we employ to ensure they are successfully implemented.

Expectation:

Any adult(s) who are not directly employed by the school or district must check-in and out through the front office and wear appropriate identification throughout their stay in the building.

Procedure:

- 1. Each adult visiting the building must use the main entryway and proceed to the front office.
- 2. Once in the front office, each visitor must sign in with the front office staff. Office staff will issue a visitor's identification badge.
- 3. Each visitor must wear this identification badge for the entirety of their stay.
- 4. Each visitor must return directly to the front office when ready to depart, hand in his or her identification badge, and sign out.

Parking Lot Policies

- 1. The speed limit in the parking lot is 5 miles per hour.
- 2. Cell phone use in the parking lot is strongly discouraged.
- 3. Parking is permitted in designated, marked parking spaces only.
- 4. Parking in the fire lane is strictly prohibited.

Parent Conferences

Parent conferences happen during the fall and spring of the school year. Families/caregivers will coordinate conference times with their classroom teachers. On the early release days targeted for conferences, families/caregivers will be expected to sign in with a building administrator prior to attending the conference. A table will be set up in the main hallway. Each visitor will be expected to wear a Visitor sticker to ensure that this process has been followed.

Appendices:

Natick Public School District has accepted the following policies as defined by our school committee to support the effective management and success of our school system. These policies align with Massachusetts General Law requirements.

Pertaining to Student Discipline:

- NPS Discipline Process & Procedures
- Chapter 37H
- Chapter 37H ½
- Chapter 37H ¾
- Chapter 370 Bullying Prevention and Intervention

Pertaining to Student Information:

- Student Records
- FERPA/Directory Information Notice
- Student Rights and Responsibilities
- Student Data Privacy Policy

Pertaining to Enrollment

• Residency Policy

Pertaining to District Policy

- Equal Opportunity Statement
- Title IX

NPS Discipline Process and Procedures

Disciplinary Procedures

Repeated failure of a student to demonstrate appropriate conduct will be directly communicated to families/caregivers. Logical consequences for infractions may involve any of several levels of disciplinary action including conferences with student, families/caregivers, staff and/or the principal; written accounts of incidents; phone calls to families/caregivers; loss of privileges such as but not limited to removal from recess, the lunchroom, or the bus; restitution or tasks designed to redress infractions; time-out, in-school suspension, at-home suspension, and expulsion from school in accordance with Chapter 76, Section 17 of the Massachusetts General Law.

Any of the following actions engaged in while on school property or while part of a school activity off school grounds may subject a student to disciplinary measures including the full range of actions outlined above as logical consequences for infractions:

Intentionally causing, attempting to cause, or threatening to cause physical injury to another person

Intentionally causing, attempting to cause, or threatening to cause damage to school property or private property located at school; stealing or attempting to steal school property or private property located at school or while part of a school activity off school grounds

Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators

Determination of the appropriate disciplinary action will be made by the staff involved with the student and, when appropriate, by the principal. Actions will be geared to realizing three interrelated goals:

- 1. Elimination of the inappropriate student behavior
- 2. Development of positive, more productive student behavior
- 3. Provision of an appropriate learning environment for all students

Suspension

The following offenses are considered serious enough to warrant a suspension from school. Families/caregivers will be notified by phone or letter. The Superintendent of Schools will be notified in writing of the reason(s) for the suspension. The student is responsible for making up all missed work. After a suspension, the school may request a conference with families/caregivers before the student may return to their program.

- 1. Tobacco, alcohol, or other drugs
 - a. Use of tobacco on school property, school buses, and field trips
 - b. Possession, use or sale of alcohol or other drugs on school property, school buses, or field trips Police will be notified
- 2. Any act of vandalism to school property such as furniture, books, equipment, lavatories, which cannot be satisfactorily corrected by the student
- 3. Disrespectful or threatening behavior directed toward a staff member
- 4. Stealing
- 5. Throwing or misuse of food
- 6. Possession, use, or sale of any dangerous or illegal devices (e.g. fireworks, knives, firearms, etc.)
- 7. Leaving school property without permission
- 8. Disobedience to a teacher or administrator
- 9. Extorting money from others
- 10. Causing a fire, false alarm or bomb scare
- 11. Causing a fight, fighting, and/or willfully causing harm to another person
- 12. Making a racial or other discriminating slur towards another person on school grounds
- 13. Making a verbal threat towards another person on school grounds
- 14. Hazing

A suspension from school may be up to (10) days; most suspensions are for 1 to 3 days in length depending on the scope and severity of the infraction. Chronic offenses or situations that result in the violation of federal, state, or local laws or property damage or bodily injury, can be cause for suspension of up to ten days.

Due Process

Before a student is temporarily suspended from public school, the student has the constitutional right to receive:

- 1. Oral or written notice of the charges against them
- 2. An exploration of the evidence against them
- 3. The opportunity to present their side of the story to an impartial decision maker (who may be a school administrator)

A student has the right to appeal a suspension decision. The appeal must be made first to the building principal. If the student wishes to pursue their appeal, it is taken to the Superintendent of Schools and then if it is still unresolved, to the School Committee for resolution.

Suspension/Expulsion Under the Massachusetts Education Reform Act of 1993

The Natick School Committee having conducted two public readings of the following policy voted to adopt it at its meeting of June 28, 2003. The Education Reform Act of 1993 (Massachusetts General Law, Chapter 71, Section 37H) required all school committees tin the Commonwealth to promulgate such a policy among its personnel, student body, and other individuals:

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not to limited to, a gun or a knife, or a controlled substance as defined in Chapter 94C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal
- b. Any student who assaults a principal, assistant principal, teacher, teacher's assistant, or other educational staff member on school premises or at school-sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the principal
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

Harassment

I. Policv

- A. It is the policy of the Natick Public Schools to provide a learning and working atmosphere for students, employees and visitors free from sexual harassment, bullying, hazing, and intimidation. These terms are referenced herein as "harassment". Such action may occur on the basis of race, color, religion, national origin, age, gender, sexual orientation or disability, or for any other reason.
- B. It is a violation of this policy for any administrator, teacher or other employee, or 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.
- C. 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 an employee's or student's work or participation in school related activities.

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, will result in discipline. Families/caregivers 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. A student disciplined for cyberbullying will not be readmitted to the regular school program until his or her parent(s) attend such a meeting.

- D. 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.
- 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.

II. Procedures

A. Definitions – Sexual Harassment Prohibited

"Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronically transmitted, or physical conduct of a sexual nature, including but not limited to unwelcome comments, touching, written notes, pictures/cartoons or other inappropriate conduct, such as leering, whistling, brushing up against the body, commenting on sexual activity or body parts or other activity referred to by the Model MCAD policy prohibiting such behavior. Harassment has the effect of creating an intimidating, hostile, or offensive work or learning environment that takes place under any of the following circumstances:

- 1. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs;
- 2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
- 3. When such conduct has the effect of unreasonably interfering with the individual's work, attendance at school or participation in academic or curricular activities, or
- 4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

B. Definitions – Bullying Prohibited

Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result no student or employee shall be subjected to harassment, intimidation, bullying, or cyberbullying in any public educational institute:

- 1. "Bullying and cyberbullying," means unwelcome written, electronic, verbal or physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable person to suffer physical or emotional harm to a student or employee, (2) may cause damage to another student's or employee's property, or (3) may cause a disruptive or hostile school environment. The behavior must interfere with an employee's ability to perform his or her duties or with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges:
- i. that are being offered through the school district; or
- ii. during any education program or activity; or
- iii. while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or
- 2. Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.
- 3. As used in this Section, "electronic communication" means any communication through an electronic device including a telephone, cellular phone, computer or pager.

C. Definitions – Hazing Prohibited

The term "hazing" shall mean 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.

- 1. Such conduct shall include, but is not limited to, 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 person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
- 2. Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably

practicable. Whoever fails to report such behavior shall be subject to discipline.

D. Guidelines for Investigating Harassment Claims

In school systems, harassment may take many forms and cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Guidelines for dealing with any charge of harassment are as follows:

- 1. By law, harassment is defined by the victim's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.
- 2. In all charges of harassment, the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.
- 3. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, or intimidation shall immediately report it to the administration; each school shall document any prohibited incident that is reported and confirmed, and report all incidents of discrimination, harassment, intimidation, bullying or cyberbullying and the resulting consequences, including discipline and referrals, to the Superintendent's office as they occur.
- 4. A good faith report from a staff member renders the staff member immune from discipline for making a report and is considered to have been made in the course of the staff member's employment for purposes of M.G.L. c. 258. As a result, the school district shall indemnify staff members from any cause of action arising out of a good faith report of harassment or the district's subsequent actions or inaction in connection thereto.
- 5. If an instance of student to student harassment is reported to a staff member other than an administrator, the staff member must inform the Assistant Principal/House Master, or the Building Principal.
- 6. If a situation involving a charge of staff member to student harassment is brought to the attention of any staff member, the staff member should notify the Building Principal or Assistant Superintendent immediately.
- 7. In a situation involving a charge of student to staff member sexual harassment the staff member should notify the Building Principal or Assistant Superintendent.
- 8. In a situation involving a charge of staff member to staff member harassment the staff

member should notify the Building Principal or the Assistant Superintendent.

- 9. Once a charge of harassment has been made, including charges of mental, emotional or physical harassment as well as threats to a person's safety or position in the school or work environment, the following course of action should be taken.
 - a. The Building Principal should investigate the charge through discussions with the individuals involved. In situations involving allegations against a staff member, they should be informed of their rights to have a third party present at the time of the discussion. In situations involving students the Principal should engage the appropriate classroom or special subject area teacher. Parents will be informed of the situation and invited to participate in resolution discussions. It is important that the situation be resolved as confidentially and as quickly as the circumstances permit.
 - b. If the harasser and the victim are willing to discuss the matter at resolution meeting in the presence of the Principal/designee or Assistant Superintendent, a supportive faculty member and/or parent should be included in the discussion. During this discussion, the offending behavior should be described by the victim and administration, a request for a change in behavior should be made, and a promise should be made that the described behavior will stop. If circumstances do not permit a face to face meeting the administration will present the victim's position. Follow-up verification procedures will be explained. Failure to comply after a resolution meeting will result in appropriate discipline.
- 10. If after a resolution meeting with the involved parties, the Building Principal determines that further disciplinary action must be taken, the following could occur:
 - a. In instances involving student to student or student to staff member harassment, the student may be subject to discipline including but not limited to counseling, suspension, and in appropriate cases expulsion.
 - b. In instances involving staff member to student and staff member to staff member harassment, findings will be reported to the Superintendent of Schools for further action. Personnel action may also be initiated at this point, consistent with the applicable law and collective bargaining agreement.
 - c. In all cases a referral to law enforcement will be considered by the Principal or Superintendent based on the circumstances. School officials will coordinate with the Police Department to identify a police liaison for harassment cases.

11. Retaliation:

Retaliation in any form against any person who has made or filed a complaint relating to harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student. A referral to law enforcement may be made.

12. Confidentiality:

Reports of harassment should be kept completely confidential, consistent with necessary investigation procedures, with the goal of protecting the victim and stopping the behavior.

For further information about these guidelines or help with sexual harassment problems or any other form of harassment, consult:

Harassment Coordinator, Natick Public Schools

If the alleged harasser is responsible for conducting an investigation, the Superintendent or Committee shall designate an alternative Harassment Coordinator.

Discipline of Students with Special Needs

All students are expected to meet the requirements for behavior as set forth in the Student Handbook. Chapter 71a of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Educational Plan (IEP). The following additional requirements apply to the discipline of special needs students.

Definition:

Suspension shall be defined as any action, which results in the removal of a student from the program that is prescribed in their Individualized Educational Plan (IEP). This includes in-school suspensions as well as any exclusion from transportation services that prohibits the student's participation in their prescribed program.

Procedure:

IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires modification. Any modification will be described in the IEP

The Principal (or designee) will notify the Special Education office of the suspendable offense of a special needs student, and a record will be kept of such notice.

When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the IEP as provided in Section 333 of the Chapter 766 Regulations will be held to determine the appropriateness of the student's placement in the program. The TEAM will make a finding as to the relationship between the student's misconduct and their handicapping condition and either:

- a. Design a modified program for the students or
- b. Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code exceptions.

In addition, the Department of Education will be notified by a SPED administrator as required by

law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

MASSACHUSETTS GENERAL LAWS RELATED TO SCHOOL DISCIPLINE

M.G.L. 71, Chapter 37H

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

M. G.L. 71, Chapter 37H 1/2

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster 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 the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster 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 such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M. G.L. 71, Chapter 3 7H 3/4

- (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section $37H\frac{1}{2}$.
- (b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.
- (c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.
- (d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

- (e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or designee shall hold a hearing with the student and the parent or quardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or quardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.
- (f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M.G.L. c. 71, § 370 Bullying Policy and Procedure

I. LEADERSHIP

The Natick Public Schools has and will continue to employ multiple layers of involvement in the development of our Plan as required by M.G.L. c. 71, § 37O. Under the direction of the Superintendent, Natick's Plan was developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. Natick has established a Bully Prevention Committee that meets on a monthly basis to review and evaluate our progress. In addition, at all eight of our schools Bullying Prevention and Intervention is an objective in the School Improvement Plans and thus, is discussed and reviewed by all School Councils. The Natick Public Schools have partnered with MetroWest Community Health Care Foundation (MWHCF) to survey our students for baseline data on bullying and harassment. In addition, MWHCF has funded a grant to support bullying prevention and intervention efforts at both of our middle schools.

GOALS

The Natick Public School Department is committed to providing our students equal educational opportunities, and a safe learning environment free from bullying. This will be possible when all members of the Natick school community treat each other with respect, appreciating the rich diversity in our schools. This policy is an integral part of the Natick Public Schools' comprehensive effort to promote optimal learning and eliminate all forms of violent, harmful and disruptive behavior. All students require this support to achieve their personal and academic potential.

The Natick Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities including on school buses. All reports of bullying will be promptly investigated by Natick Public Schools' administrators.

Bullying is defined as 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: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying. It is equally important for all members of the school community to understand that conflict is not automatically synonymous with bullying. Arguing, bantering back-and-forth, ignoring, roughhousing and fighting, while potentially serious 3 forms of conflict, are not necessarily instances of bullying. Bullying is characterized by intention, repetition and power imbalance. Not every conflict meets these criteria.

"Cyber-bullying" - is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, cell phone text messaging, images, sounds, data or intelligence of any nature

transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

The Natick Public Schools response to bullying actions will include, when appropriate, referral to a law enforcement agency. The Natick Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement. Lastly, retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

II. RATIONALE

The Natick Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. The Natick Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. Further, the Natick Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

III. APPLICATION

This policy applies to all sites and activities under the supervision and control of the Natick Public Schools, or where it has jurisdiction under the law. The policy applies to all students, school committee members, school employees, independent contractors, town employees, school volunteers, visitors, parents and legal guardians of students, whose conduct occurs on school premises or in school-related activities, including school-related transportation. Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct. 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.

IV. DISCIPLINARY AND CORRECTIVE ACTION

Violation of this policy is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its recurrence. The District is committed to protecting a complainant, and other similarly-situated individuals, from bullying in the future. Procedural manuals containing responsibilities of staff and students, reporting procedures, complaint process, resolution, and protection against retaliation shall be in place at each level.

This policy shall be printed/listed in each school handbook/web page.

- It is a violation of this policy for any administrator, teacher or other employee, or 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.
- 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 link to school, or is disruptive to an employee's or student's work or participation in school related activities.
- Reports of cyber-bullying by electronic or other means, occurring in or out of school will be reviewed and, when a link to work or school exists, 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. A student disciplined for cyber-bullying will not be readmitted to the regular school program until his or her parent(s) or guardian(s) attend such meeting.
- 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, bullying, or cyber-bullying. As a means of support counseling services will be available upon request or referral for targets, aggressors and appropriate family members of the involved students.

Strategies for protecting the target: Each school will employ clear procedures for restoring a sense of safety for a target and assessing that target's need for protection, including but not limited to strong disciplinary procedures, parental contact and availability of administration/counselors for support.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Student Disciplinary Actions

Remediation Actions

- Target Safety
- · Admonishment, warning
- · Parental Contact/Letter
- · Student Apology/Think About it Form
- · Temporary removal from the classroom

- · Loss of privileges
- · Classroom or administrative detention
- · In-school suspension during the school week or the weekend for students
- · Out-of-school suspension
- · Student Re-entry Plan
- · Legal action
- · Expulsion or termination
- Consequences for repeat offenses
- · Meetings between parents
- · Counseling
- · Education including strategies to repeating behavior
- · Revision of IEP, if applicable
- · Individual Behavior Plan (for repeat offenders)
- · Guidelines for avoiding further unnecessary contact with the target
- · Clarification about who will be notified
- · Notify staff about incident and danger of further contact
- · Strategies to avoid further bullying
- · Identifying trusted adults and "safe areas"
- · Education about rights to be free of retaliation and reasonable expectations about social consequences for being part of a bullying investigation
- · Identification and empowerment of bystanders

Student Records

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. (They also apply to private day and residential schools that have state approval to provide publicly funded special education services.) The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The regulations apply to all information kept by the school or school district on a student in a way that all students may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within seven years after the student leaves the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade. Eligible students may exercise these rights just as their parents may.

Inspection of Record

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the parent or student consents to a delay.

The parent or eligible student has the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplication of the materials.

The parent or eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them. Third parties are required to present specific written consent of the parent or eligible student prior to gaining access to the student record. A copy of such consent will be placed in the temporary record.

Confidentiality of Record

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

This constitutes public notice that the school may release the following directory information: a student's name, address, telephone listing, date of birth, class, participation in officially recognized activities and sports, degrees, honors and awards without the consent of the eligible student or parent unless the eligible students and parents notify the school within two weeks of receipt of this Lilja Handbook that this information may not be released without the prior consent of the eligible student or parent.

The school may release information in or from the student record upon receipt of a court order or lawfully issued subpoena, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance. The school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services.

Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs. The school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services.

This provides notice that when a student leaves, Lilja forwards student records to schools in which the student seeks or intends to enroll without the consent of the eligible student or parent.

School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Amendment of Record

The parent or eligible student has the right to add relevant comments, information, or other written materials to the student record. In addition, the parent or eligible student has the right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection to information that is in the record and to receive a written decision. A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

Destruction of Records

The regulations require school authorities to destroy a student's temporary record within seven

years after the student transfers, graduates, or withdraws from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of parents and eligible students. The Student Record Regulations are included in the Code of Massachusetts Regulations at 603 CMR 23.00. For more detailed information, please review the regulations (copies of which should be available in every public school) and the Questions and Answers Guide published by the Massachusetts Department of Education in 1995.

Copies of the Education Law and Regulations (603 CMR 23.00: Student Records) are available from the office upon request.

FERPA

Notification of Rights Under FERPA (Family Educational Rights and Privacy Act) and Massachusetts Student Records Regulations

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) and Massachusetts Student Records Regulations affords parents and students over 14 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records. Access is generally provided within 10 days of the request. State law sets forth specific procedures prior to the release of records to a non-custodial parent (M.G.L. c. 71, §34H).

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Upon request, copies of any information contained in the student record will be furnished to the parent or eligible student, subject to a reasonable copying fee.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA or state law.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be amended. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with these legal requirements.

Complaints may be filed with the Massachusetts Department of Elementary and Secondary

Education

(DESE), 75 Pleasant St., Malden, MA 02148 and/or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-5901.

FERPA Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Natick Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Natick Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Natick Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- · Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Natick Public Schools to disclose directory information from your child's education records without your prior written consent, **you must notify your school principal in writing by October 1st of each school year.**

The Natick Public Schools have designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph and video image
- · Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Post-high school plans

Student Rights and Responsibilities

Home and school must work in a cooperative way to support the proposition that students have responsibilities as well as rights. Together, we must foster a mutuality of respect within the school environment. A goal of our elementary schools is to develop and maintain a positive self-image for each student combined with an appreciation for the rights of other persons with whom he or she interacts.

The elementary principals have prepared this statement to help families to understand what we expect of and for your children. We are requesting that you review with your children the expectations that we have of him or her and the expectations that you have of the school and classroom.

If the rules of the classroom and/or the school are not obeyed, the students will be disciplined by the teacher and, if deemed necessary, by the principal. If the rules of the classroom and/or school continue to be broken, parents will be notified and privileges will be withheld. Parents and students will be invited to meet in conferences. Call your child's principal if clarification of this procedure is necessary.

Student Rights It is expected that children will:

- 1. Be respected and treated with kindness and understanding
- 2. Enjoy learning in an atmosphere that will lead to success
- 3. Be treated as individuals in order to develop a positive self-image
- 4. Learn to appreciate the purposes and understand the penalties associated with all of the school rules
- 5. Be assured of safety while at school
- 6. Be taught with a sufficient amount and variety of materials and methods
- 7. Have teachers who will show fairness and firmness
- 8. Receive training in manners and respect for others
- 9. Expect consistency in the application of corrective discipline
- 10. Be helped toward learning to assume responsibility for their behavior

Student Responsibilities *It is expected that children will:*

- 1. Accept others regardless of size, race, creed, nationality, ability, or physical appearance
- 2. Do all that is educationally possible by completing class and homework assignments
- 3. Cooperate so that their activities will not interfere with the rights of others
- 4. Listen to and follow directions of those in authority
- 5. Be honest with themselves, teachers, and parents
- 6. Be willing to accept constructive criticism
- 7. Be polite and show concern for the values and feelings of others
- 8. Respect the person and property of others
- 9. Be sure that school papers and reports are taken home and, as needed, returned to school promptly
- 10. Cooperate & obey rules set up for areas such as the cafeteria, playground, and buses

Residency Policy

1. Purpose

a. The purpose of this policy is to provide guidance to school administrators, parents, and/or legal guardians concerning the admission of students to the Natick Public Schools (the "Schools"). The Schools were established pursuant to statutes providing publicly funded education for students within The Commonwealth of Massachusetts, and the right to attend the schools is also regulated by statute. Generally and as more fully set forth in this policy, the right to attend the schools is limited to students who reside in the Town of Natick and to certain nonresident students who are eligible to attend the schools under specific programs or conditions approved by the Natick School Committee.

2. Eligibility to Attend the Schools

- a. A student between the minimum and maximum ages established by the Department of Elementary and Secondary Education who has not received a diploma or certificate from a secondary school shall be eligible to attend the schools if:
 - i. Kindergarten student is 5 years of age on or before August 31st of the enrollment year. Grade 1 student is 6 years of age on or before August 31st of the enrollment year. Exceptions to age requirement will be considered in accordance with Natick Public Schools early admission protocol (See Appendix A).
 - **ii.** The student permanently, not temporarily or sporadically, resides in Natick with their parent(s) or legal quardian.
 - iii. The student actually resides in Natick with someone other than their parent(s) or legal guardian for the purpose of attending the schools and tuition for such student is paid as in accordance with Section 6 of this policy.
 - iv. The student actually resides in Natick with someone other than their parent(s) or legal guardian for the purpose of temporarily ameliorating personal extreme hardship, and may attend the schools at the discretion of the Superintendent.
 - v. The student, regardless of place of residence, has been selected to attend the schools under a statutory program for the education of non-resident students, duly accepted by the School Committee.
 - vi. The student is from a foreign country and meets the requirements of Section 7 of this policy.
 - **vii.** The student, regardless of place of residence, meets the requirements of Section 9 of this policy.
 - viii. Prior to entry, the student must meet all MA Department of Public Health immunization requirements in accordance with 105 CMR 220.

3. Verification of Residency

- **a.** Before any student is enrolled in Natick Public Schools, his or her parent or legal guardian must provide:
 - i. A signed Statement/Affidavit of Occupancy (see below)
 - ii. Proof of Residency in Natick (3 documents).

All applicants for enrollment must submit at least one document each from Column A, B, and C and any other documents that may be requested, including but not limited to those from Column A, B, or C (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent.

Gas/Oil Bill, Electric Bill, Home (not cell) Telephone Bill, Cable Bill, Water Bill	
(Note: Bill must be dated within the past 45 days and address and name must be stated)	Valid MA Driver's License
Recent bill dated within the past 45 days showing Natick address and name (Note: A Residency Statement/Affidavit is required with this option)	Valid MA Photo ID Card
Excise Tax bill	Valid Passport
	Other Government issued Photo ID
	address and name must be stated) Recent bill dated within the past 45 days showing Natick address and name (Note: A Residency Statement/Affidavit is required with this option)

4. Determination of Eligibility

The Superintendent, or their designee(s), shall determine whether a student is eligible to attend the Schools. In determining whether a student actually resides in Natick for purposes of Sections 2.b, 2.c and 2.d of this policy, the following factors shall be considered:

A. Whether the student physically occupies a dwelling in Natick regardless of whether such occupancy is based upon ownership, lease, or consent

- of a person legally entitled to occupy the dwelling;
- B. With whom the student lives, such as parent(s), legal guardian, custodial parent after a divorce, relative, or other person and the duration of such living arrangement;
- C. If a student resides with someone other than their parent(s), legal guardian, or the parent with physical custody after a divorce, the reasons for doing so;
- D. The amount of time actually spent by the student in the dwelling in Natick:
- E. Whether the student's physical belongings are stored at the dwelling;
- F. Whether mail concerning the student, such as mail from doctors, etc., is addressed to the dwelling;
- G. Whether the residence is the center of the student's domestic, social, and civic life:
- H. Whether the student was included as an occupant of the dwelling for purposes of the town census;
- I. Such other information as the Superintendent or their designee(s) may deem relevant to determining where a student actually resides.

5. Post-Enrollment Verification And Enforcement

Should a question arise concerning any student's residency in the Town of Natick while s/he is attending the Natick Public Schools, the student's residency will be subject to further inquiry and/or investigation. Questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that is returned to Natick Public Schools because of an invalid or unknown address; statements made by students that they are moving or have moved, or other grounds. When he/she becomes aware of a question regarding a student's residency, the building principal or other member of the Administration (or their designee) shall contact the Superintendent. The principal may request updated proof of residence, and may obtain the services of the Natick Police Department to conduct an investigation into student's residence.

The Natick Police Department may use, but is not limited to, the following methods to conduct their investigation:

- Investigator will visit the residence without an advanced notice
- Investigator may attempt to contact/interview parent to gather documentation to either confirm residency or prove non-residency
- Investigator may interview landlord and neighbors when possible
- Investigator may keep residence under surveillance to establish patterns of occupancy
- Investigator will leave evidence of their visit by leaving a dated letter and business card with contact information
- The investigation will continue until residency or non-residency is confirmed and supported with appropriate documentation

The residency investigator will report his or her findings to the Principal/Superintendent.

6. Payment of Tuition for Certain Students

It is the intention of this policy to require the payment of tuition in advance for all students legally required to pay tuition to attend the schools. Nothing in this policy shall be

construed as acceptance by the Town of Natick of any financial obligations for the education of students who temporarily reside in Town for the purposes of obtaining an education.

- A. A student who resides temporarily in Natick with someone other than their parent(s) or legal guardian for the purpose of attending the Schools shall only be admitted to the Schools upon the payment of tuition by (i) the town in which the student's parent(s) or legal guardian resides(s), or (ii) by the student's parent(s) or legal guardian, as provided in M.G. L. Ch. 76, Sec. 6. Tuition payable by the parent or guardian shall, for the period of attendance, be computed at the average expense per pupil in such school for such period.
- B. Any student for whom tuition is payable shall only be admitted to the Schools for the period of time actually covered by a tuition payment and shall be required to withdraw from the Schools if future tuition payments are not received by the Schools in a timely fashion as determined by the Superintendent.
- C. The education of students with disabilities is the financial responsibility of the city or town in which the student resides. The programmatic and fiscal obligations for "tuition" students, who require special education services, is addressed in 603CMR 28.03 (4)

7. School Choice

Natick has voted to be a Massachusetts School Choice District. Determination on allowing students to attend the Natick Public Schools under School Choice is determined on an annual basis. Factors determining that decision are:

- A. The availability of seats/space in the school/grade requested;
- B. The class sizes at the grade levels of enrollment;
- C. That enrollment of the student will not have an adverse impact on the schools' budget;
- D. The effect on the student of enrollment, if it is to be at a time other than the beginning of a school year; and
- E. Whether an appropriate educational program and current school resources for the student exist in the schools, provided that the education of students with disabilities remains the financial responsibility of the city or town in which the student's parent(s) or legal guardian resides.

7A. METCO

Natick Public Schools adheres to the provisions of M.G.L. Chapter 76, section 12A (METCO) in enrolling non-resident students under the METCO program.

8. Foreign Students

In order to provide students at Natick High School with the opportunity to meet students from foreign cultures and to be educated abroad, the School Committee supports the enrollment of foreign students in the Schools as provided for in this section.

- a. The Principal of Natick High School may enroll foreign students annually, subject to the approval of the Superintendent.
- b. A foreign student who wishes to reside in Natick for the purpose of attending the Schools shall be subject to the provisions of Section 6 and shall be required to pay tuition as provided therein, unless the Superintendent, if permitted by federal law, specifically waives payment of tuition.

9. Admission of Non-Resident Students

Except as expressly provided for herein, non-resident students shall not be admitted to the Schools. In addition to non-resident students who are eligible to attend the Schools under Sections 2.e, and 2.g above, the Superintendent may, in accordance with state and federal laws and regulations, permit a non-resident student to attend the schools as follows:

- a. A student who was legally enrolled in the Schools under Sections 2.b and 2.c and
 - whose family moves out of Town on or after April 1 of a school year may, with the permission of the Superintendent, continue to attend the schools for the remainder of the year (see Section 10).
- b. Continued enrollment for grade 12 of a student who has completed grade 11 in
 - accordance with Section 9.a is subject to application to and approval by the Superintendent
- c. A student whose family provides satisfactory evidence that he/she will be residing
 - in Natick within a grading period and would be eligible to attend the schools under Sections 2.a, 2.b or 2.c of this policy may, in accordance with regulations adopted by the Superintendent, and with the permission of the Superintendent, attend the Schools prior to actually residing in Natick.
- d. The Superintendent may permit a non-resident student to attend the High School
 - for not more than one year under a reciprocal arrangement with the Schools in the Town in which the student resides pursuant to M.G.L. Ch. 76, Sec 12, where such temporary attendance is (i) in the best educational interests of the student, (ii) there is no reason to believe that the student presents any risk to other students or employees of the Schools.

10. Superintendent's Permission

The Superintendent may permit a non-resident student to attend the Schools under Sections 9.a, 9.b, and 9.c of this policy if:

- a. The school district in which the student's parent(s) or legal guardian reside(s) requests that the student attend the Schools; and
- b. There is space available for the student; and
- c. Attendance by the student would not impose an undue burden on the Schools'
 - budget; and
- d. The student has a good disciplinary record and an acceptable custodial
 - arrangement; and
- e. Refusal of the request would, in the judgment of the Superintendent, likely harm the student's education.

11. Transportation of Non-Residents

Except as otherwise provided in state and federal laws and other policies, transportation of a non-resident student to and from school shall remain the responsibility of their parent(s) or legal guardian.

12. Students with Disabilities

The education of students with disabilities is the financial responsibility of the city or town in which the student resides. The programmatic and fiscal obligations for students, who require special education services, is addressed in 603CMR 28.03 (4)

13. Good Behavior

Non-resident students attending the Schools under Sections 2.e, 2.f, 2.g, or 2.h do so subject to the terms and conditions established by those programs and any School Committee policies and regulations therefore, and their continued eligibility to attend the Schools is conditional upon such students' good behavior. Such students' eligibility to attend the Schools may be terminated as provided for by those programs or for bad conduct pursuant to the Schools' Code of Conduct.

14. Regulations

The Superintendent shall adopt written regulations from time to time implementing this policy and requiring students, their parent(s), legal guardians, or persons having custody of a student to supply such information as may be reasonably necessary to make determinations about a student's eligibility to attend the Schools, whether tuition may be charged for such student, or for any other purpose relating to the implementation of this policy.

15. Failure to provide information or to pay tuition

Failure by a student and/or parent/guardian to provide evidence or explanations as requested by the school administration to implement this policy and failure to promptly pay any tuition due shall result in the student being ineligible to attend the Schools.

16. Waiver of Tuition

Upon recommendation by the Superintendent, the Committee may, in its discretion, waive payment of tuition.

17. Penalty

Only students who qualify under this policy shall be eligible to attend the schools. Any person who knowingly misrepresents facts concerning a student's actual place of residence or reasons for residing in Natick, or any other material facts concerning a student's eligibility to attend the schools under this policy in order to enroll a student in the schools or to avoid paying tuition may be liable for the consequences. Natick Public Schools reserves the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

18. Relationship to Federal and Massachusetts Laws and Regulations

It is the intent of the foregoing policy that the Natick Public Schools shall also be in compliance with all Federal and State laws and regulations bearing upon enrollment issues, including but not limited to:

- The McKinney-Vento Homeless Assistance Act, as amended [42 U.S.C. 725] by the No Child Left Behind Act Federal Immigration Law Regarding Foreign Students [8 U.S.C. 1184 (L) (3)]
- Massachusetts Special Education Regulations [603 CMR 28.03 (4)].
- Caregiver Authorization Affidavit (MGL Chapter 511 of the Acts of 2008 as amended by Chapter 20 1F)
- Massachusetts Department of Public Health Regulations (105 CMR 220)

Adopted by the Natick School Committee – January 5, 2015

NATICK PUBLIC SCHOOLS RESIDENCY AFFIDAVIT LANDLORD/SHARED TENANCIES

Instructions: Any applicant for the Natick Public Schools who cannot produce a property deed or lease must ask the owner or lessee of the property where the applicant lives to complete and sign this legal affidavit.

It is the responsibility of the applicant (not the person who completes this affidavit) to attach a record of recent rent payment unless this affidavit affirms in Item #3 below that the tenancy does not require payment of rent.

AFFIDAVIT

My name is	and I hereby depose and certify as below.)
I am the owner/lessee of property located at	
	in the town of Natick.
(Parent or guardian name)	
who is the parent or legal guardian of (child's leases or subleases this property as their prin lease, in a tenancy at will, from month to mon	cipal residence from me, without a written
 3. PLEASE CHECK ONE: ■I have received within the last thirty (30) da these premises. OR: ■Alternatively, I hereby state that the party nabove with no payment of rent. 	ys rental payment for the lease or sublease of amed above resides with me at the address
Signed under the pains and penalties of perju	ry thisday of
Signature	
Print Name:	
Print Address:	
Phone:	
The information contained in this legal affidavit is investigator.	subject to verification by a residency
Notary Public Signature	 Date

Equal Opportunity Statement

The Natick Public Schools is committed to equal employment and educational opportunity for all employees and applicants, students, parents, and members of the school community, including those parties who contract to perform work for the Natick Public Schools, without regard to race, color, religion, sex, national origin, age, sexual orientation, or disability in all aspects of employment and education. The members of the school community include administration, faculty, staff, and students and volunteers working in the schools while they work and study subject to school authorities.

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district education program or activity, on the basis of being handicapped, under Section 504 of the Rehabilitation Act of 1973, may file a written complaint with the Principal.

Title IX

In accordance with the federal government law under Title IX, "No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance..." Lilja school does not discriminate on the basis of sex in any of its education programs and activities



Memorial Elementary School Handbook 2022-2023

Natick Public Schools does not discriminate in employment nor in its educational programs, services and activities on the basis of race, creed, color, age, sex, gender identity, religion, nationality, sexual orientation, disability, pregnancy and pregnancy-related conditions, physical and intellectual differences, immigration status, homeless status, or any other basis prohibited by law. Title IX Coordinator: Marianne Davis mdavis@natickps.org. 504 Coordinator: Tim Luff tluff@natickps.org.

Dear Memorial Families and Caregivers:

Welcome to the 2022-2023 school year. I am beyond excited to serve as your new Principal this year as it promises to be full of fun, excitement, and learning for your child(ren) and their teachers. One of the greatest characteristics of Memorial Elementary is the genuine care and compassion shared between staff, students, and parents. Memorial is a place where staff and families come together to ensure that the children entrusted into our care to be productive, confident, compassionate members of the 21st century.

The administrators, teachers, and support personnel at Memorial Elementary are committed to providing an enriching educational experience for all our students, while meeting the unique and individual needs of each child. We embrace serving a diverse community with many different cultures and varying academic levels. Our goal is to develop successful, lifelong learners, and for every child to reach his or her full potential. We believe that our school provides students with the opportunity to learn in a safe and respectful environment using a rigorous, standards-based curriculum. To help meet the diverse needs of our students, Memorial utilizes a multi-tiered system of support (Response to Intervention and Instruction or RtII), to continuously monitor student progress and deliver support when necessary. To encourage positive and appropriate behavior, Memorial will leverage a school-wide approach to include Positive Interventions.

As we begin the 2022-23 school year, we embark on a new chapter of our school's storied history. We encourage our families to be involved with our school in any way they can. Family engagement helps to provide students with the critical support and resources needed for their success. There are a variety of volunteer opportunities available at Memorial, including our Parent Teacher Organization (PTO) and School Council, and we encourage all our families to join.

This handbook serves as a wealth of information about our school community. Within this handbook, you will be learning much about the school and our general operating procedures, State and Federal guidelines, and additional information regarding the Natick Public Schools system. Please read carefully as there is much information to process.

If you have questions or need clarification on this handbook's content, please feel free to reach out to me at thorougnet-needback in the clarification on this handbook's content, please feel free to reach out to me at thorougnet-needback in the clarification on this handbook's content, please feel free to reach out to me at thorougnet-needback in the clarification on this handbook's content, please feel free to reach out to me at thorougnet-needback in the clarification on this handbook's content, please feel free to reach out to me at thorougnet-needback in the clarification of the clarificati

Once again, welcome back, and if you and your children are new to the Memorial Community, welcome! I am looking forward to another wonderful and successful school year.

Respectfully, Troy Holding Proud Principal

Mission, Vision, and Core Values

Mission Statement

Memorial Elementary School believes all children can learn and it is our responsibility to ensure students actively reach their full social and academic potential.

We foster strong relationships within our community.

We support the development of social and emotional competence.

We hold ourselves accountable for continual growth.

We maintain high expectations and promote academic excellence for all students.

We utilize reflective practice and data to individualize learning experiences.

Vision Statement

Memorial Elementary School is a community of learners dedicated to developing responsible and confident leaders in society. Motivated by a high standard of excellence, we inspire each other to be compassionate citizens, critical thinkers, and lifelong learners.

Core Values

At Memorial we know that RESPECT, RESPONSIBILITY, SAFETY, KINDNESS AND BEING THE BEST LEARNER are the core values we abide by.

When we are respectful of others, our community and our learning environment and take responsibility for our learning and our actions then we will be successful learners, friends and citizens of the Memorial community.

Philosophy

We believe that inspiring and developing a lifelong love of learning is the foundation for every child's future success. Children are innately curious and come to school eager to learn – to develop the skills and acquire the knowledge and understanding necessary for them to be capable and competent citizens. As a community, we must access students' desire to learn and engage them in that life-long pursuit of knowledge.

Learning does not begin or end with the school day, week, or year. Children gain insight and understanding through all of their experiences and interactions with their environment. Values, ideas, and concepts are communicated explicitly through direct teaching and implicitly through the words and actions of the influential adults in their lives. Over time, the child's cumulative interactions with people shape their perception of themselves, others, and the diverse world around them.

We believe that an unwavering commitment to developing a positive school culture is essential to achieving our mission. This culture is characterized by:

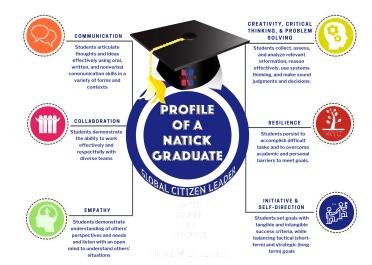
- a direct focus on shared core values.
- strong collaborative relationships
- a safe learning environment
- reflection on our practice and parenting
- an atmosphere that fosters academic rigor while instilling the joy and fun of learning

Students must be prepared to engage in an ever changing landscape. The integration of communication, collaboration, critical thinking and problem solving partnered with empathy, resilience and initiative and self-direction will lay the foundation for our children to experience success as members of a productive community. This **Profile of Natick Graduate** threads

through our K-12 school design in the

service of students.

Children thrive when their hard work, effort, and success are celebrated. Establishing traditions and structures that promote recognition, celebration, and the joy of learning are central to bringing shared values to life and achieving the school's mission.



General Information

- 1. School Contact Information
- 2. Daily School Schedule
- 3. Arrival/Guidelines for Morning Drop Off Volunteers
- 4. Dismissal
- 5. Dress Code
- 6. Attendance
- 7. Health and Wellness
- 8. Cell Phones and Electronic Devices
- 9. Security and Safety Guidelines

School Contact Information

Main Office 508.647.6590 Troy Holding, Principal Maura Flynn, Administrative Assistant Cynthia Popp, Administrative Assistant	ASAP 508.647.6400 x1214 Megan Cap-Renzi, District Director 508-397-2473 Mary Lou Gagner, Site Director
Special Education 508.647.6400 Sophie Prevost, Special Education Coord. & Assistant Principal	Nurses Office 508.647.6592 Michelle LeBlanc, BSN, RN
School Psychologist and Guidance 508.647.6596 Latanya Moore - School Psychologist 508.647.6593 Kenidi Kern - Guidance Counselor 508.647.6590 x 2302 Katie Anderson - Guidance Counselor	Transportation 508.647.6497 Robin Agostinelli-Solivan Food Service 508.647.6611 Kristin Gentili, Director

Memorial Daily School Schedule

8:40	Student Drop Off Begins	
8:50	Instruction begins	
11:10	Grade Two Lunch	
11:40	Grade One Lunch	
12:10	Kindergarten Lunch	
12:40	Grade Three Lunch	
1:10	Grade Four Lunch	
3:16	Dismissal	12:40 pm Early Release Day Dismissal

2022-23 Memorial Staff

Kindergarten

Miss Kimberly Araujo Miss Shayla Billian

Mrs. Kimberlee Bopp

Mrs. (Alexandra) Sacha Loer

Grade One

Mrs. Keri Esposito Mrs. Carol Hookway Miss Shannen Kelley Mrs. Kimberly Marzullo

Grade Two

Mrs. Kelsey Crowther Miss Lauren Desautels Mrs. Christina Ingham Mrs. Mary Kenny

Grade Three

Mrs. Elizabeth Kenney Mrs. Catherine Reilly Miss Samantha Rosenfield

Mrs. Kendra Weiler

Grade Four

Mr. (John) Jack Barter Miss Shannon Foley Mrs. Sarah Pallas Miss McKenzie Sparling Ms. Nicole Wassil

Literacy

Mrs. Elizabeth Brothers

Math

Miss Kelsi Hawkes

Office

Mr. Troy Holding, Principal Ms. Sophie Prevost, Asst. Principal Mrs. Maura Flynn, Admin Asst Mrs. Cynthia Popp, Admin Asst

Nurse

Mrs. Michelle LeBlanc, RN, BSN

Head Custodian

Mr. Mark Plant

Custodians

Mr. David Daniels Ms. Kristen Cowdell

Art

Ms. Caitlyn Thompson

Library

Mrs. Judy Dixon

Music

Mr. Thomas Rice

PΕ

Miss Jenney Pascarelli

Miss. Lexi Fahey

Counselors

Miss Kenidi Kern

Mrs. Katie Anderson

Psychologist

Miss Latanya Moore

O.T.

Mrs. Erin Fuller

P.T.

Mrs. Alison Freeman

SpEd Coordinator

Ms. Sophie Prevost

Learning Center

Ms. Alyssa Sinel Ms. Carolyn Bell Mr. William Wager

K Strategist

Mrs. Maria Sugrue

Interventionists

Mrs. April DiBartola Miss Colleen Hadfield

Mrs. Michaela Hava

Mrs. Mary Romano

Mrs. Joan Berlin

Mrs. Beth McElaney

Miss Katelyn Hildreth Mrs Kathy Schnair

Miss Cassandra Danahy

Para Professionals

Mr. Sam Dole

Mrs. Diane Howard Miss Celia Liquori

Ms. Emily Procopio de

Oliveira

Ms. Jean Souza

Mrs. Kristine Weddle

Mrs. Jean Whitney

Student Drop Off at Memorial

Student Safety is our utmost concern so please familiarize yourself with and adhere to the following routines and state laws. Note that we are responsible for over 400 children arriving safely in sun, rain, or snow amidst 10 buses, many cars, drivers who are often anxious to get to work, and staff with specific responsibilities. Please refrain from using cell phones at this time and attend cautiously to the drop-off and pick-up routines. Everyone's cooperation is essential and expected, in order to ensure a safe, calm arrival every day.

Arrival begins at 8:40 AM. Students are greeted by staff and are escorted inside. Instruction starts promptly at 8:50. It is essential that students are on time to allow them ample opportunity to greet their teachers and peers, store their belongings and get prepared for starting their day at 8:50 sharp.

By Bus – Buses drop off students in the front lane designated for buses only, as soon as staff are on duty at 8:40.

By Car - Drop off is between 8:40-8:50. Parents should drive around the building to be able to drop off in the circle. Please adhere to school zone speed limits at all times. Students need to be able to unbuckle as well as open and shut the car door themselves as drivers are not allowed to exit their vehicles into the circle traffic. Please practice this at home. It makes for a safer and more efficient process. There is no drop-off allowed prior to 8:40 a.m.. After 8:50 as there is no supervision outside and the school cannot take responsibility for students' safety. Parents delivering children after 8:50 when no staff are on duty, **MUST** park in the lot and escort their child into the building and sign them in. Children arriving after 8:50 am will be marked as tardy. Never drop your child off unsupervised.

By Bicycle- Students in 3rd and 4th grade are allowed to bike alone with written parent permission. All other students must be accompanied by a parent since there is no crossing guard at Eliot Street. Bicycles should be stored and locked in the school bike racks.

Important safety reminders:

- · Children must NEVER be left off unsupervised.
- The circle is a FIRELANE, therefore parking in the CIRCLE is prohibited and illegal.
- State law PROHIBITS a motor vehicle from passing a school bus with flashing lights while children are boarding or exiting.

Student Dismissal at Memorial School

Bus Dismissal

- Students riding buses will line up in the lobby/music room and be escorted by staff to their buses at 3:16.
- Buses will pull into the circle for students to load.
- Staff members will be inside supporting students before loading buses.

Walkers

- All walkers will exit the front door.
- Walkers will use the crosswalk in front of the flagpole to cross to the field and meet a parent or guardian.
- If students are walkers, they are expected to walk off school grounds to go home.

Car Line Pick Up Process

- All students being picked up by car will line up in the gymnasium by grade level.
- Cars pull around back.
 - o Cars will line up at the gym door (behind the orange cones).
 - Be sure to put the car in PARK.
 - Do not leave your car idling before 3:16.
 - All cars display an official identification on passenger side window (student's last name and class):
 - One sheet per family will be printed out at school and sent home. Please cut the car identification in half.
 - More may be provided by contacting the front office.
- Staff at the door will double check the car identification and release student(s).
- Parents remain in the vehicle and students should be entering the vehicle from the passenger side only.
- If you are ready to leave before the cars ahead of you, you must wait. DO NOT pass cars in line.
- Cars will exit Memorial by driving slowly around the building ensuring to stop at the stop sign at the crosswalk. Walkers and buses will have the right of way here.
- All cars that drive onto school grounds for pick up must follow pick up process

Guest Pass

If someone is picking up an additional student, the car will display an official "Guest" identifier:

- The outdoor staff will radio in students' names and "Guest" to the staff inside the gym.
- Staff members at the door will cross check change in dismissal form if a car is picking up a guest.
- If the change is on the dismissal form, door staff may release the student to the car.
- If the change is NOT on the form, that family will park in visitor parking, walk into the office (through the front door), show ID and the office will radio the gym for the student.

Dismissal Process Frequently Asked Questions (FAQs)

What time can cars begin to line up?

Cars may begin lining up to pick up students at any time, but students will not be released to families until 3:16.

What happens if I am running late?

If you are late and the door to the gym is closed when you pull up, drive around the building to visitor parking and then enter the building through the front doors to pick up your child(ren) from the office. If you are running late, PLEASE call to notify the office so we can let the dismissal staff know.

Should families keep cars running?

Do not leave your car idling before 3:16. Please turn cars off due to emissions.

What if I forget my personal car identification?

Let the office know in advance if you do not have your personal car identification and they will let the staff on duty know.

What if I need to check the lost and found or see the school nurse?

If you need to enter the school, pick up your child(ren) and park in visitor parking in the front. Then, enter the school building through the front doors and sign-in at the main office.

What if I want to go to the playground after school?

All cars that drive onto school grounds for pick up must follow the pick up process. After picking up your child(ren) you should proceed to the visitor parking lot to park and walk safely to the playground. The playground closes at 3:45 and stays closed until 5:30 for the ASAP program to use.

Where do I enter the visitor parking lot?

The visitor parking lot has only one entrance. Cars will have to pull around the school, drive back to Joseph E. Ailinger Drive, and then take a left into the visitor parking lot from Joseph E. Ailinger Drive.

What if a student is not ready when their car approaches?

The car will be asked to pull forward and park in the open spot on the left to not hold up the line.

Bicycles

Students are invited to ride their bikes to school with parent permission. Parents need to note the dismissal plan as Walker in Pick Up Patrol and in the notes section indicate bike rider. Students should wear a helmet.

After School Programs

Children who attend after school programs (ASAP, Tobin, YMCA, etc.) are dismissed to specific areas of the building where program staff meet them and take attendance.

Changes in Regular Dismissal for Students

Natick Public Schools elementary schools use **PickUp Patrol** for managing all dismissal plans and dismissal plan changes. (**Changes in dismissal plans can not be accepted after 1:00 p.m. to ensure the safety of all students.)**

Please login to PickUp Patrol each day that you will be dismissing your student before the regular school dismissal time or if your student's normal after school routine will change that day. You also have the option to enter dismissal changes for future dates. For safety reasons, the school cannot dismiss a child to anyone other than a parent or a specifically authorized adult. We appreciate your cooperation with this practice.



All NPS elementary school families use a system called <u>PickUp Patrol</u> to help us track dismissals. PickUp Patrol (PUP) provides families with a convenient way to make changes to your children's dismissal plans. Most importantly, it will help us ensure that our students are safely dismissed to their correct after-school destinations.

Use the PUP web app for:

ATTENDANCE: Notify the school office when your child will be absent, arriving late or leaving early.

DISMISSAL CHANGES: Submit changes to your child's regular dismissal plans. For example:

- A student normally rides the bus, but is getting picked up today.
- A student usually goes to aftercare, but is leaving early for an appointment.

How it works:

Parents/Guardians assign their child(ren) a dismissal plan at the start of the year. This is the plan they will regularly follow on normal days. We call this the Default Plan and it can be customized by each day of the week.

Whenever you have a change to the Default Plan, you'll submit a change through the PUP app. When the plan is submitted, the school will be notified and your child's teacher will relay the change to them.

All plan changes should be entered in Pick-Up Patrol. Notes, emails or phone calls will not be accepted for changes, except in emergencies.

Getting started with PUP:

REGISTER: You will receive a registration email from Pick-Up Patrol with a link to set up
your account. The PUP web app is free to parents and you can use it from your
smartphone or computer. PUP is not accessed through the app stores. Instead, for easy
access, follow the instructions in your registration email for how to add it to your phone's
home screen.

2. **ENTER DEFAULT PLANS:** Once you register, log into your Pick-Up Patrol account to create your child's default dismissal plan. **It's important that you complete this step so that we can safely and accurately dismiss your children.**

Thank you for using PUP to make safety a priority and to ensure our dismissal process is efficient for all our students.

If you have any questions, please first check the <u>PUP FAQ page</u>. If you still need help, contact us in the main office or Pick-Up Patrol at <u>support@pickuppatrol.net</u>.

Pick-Up Patrol is:

- Convenient: Make changes, days, weeks or months in advance.
- Automated: Reduces classroom interruptions and accurately tracks who's going where.
- **Safe and Secure**: All student information is secure and the program is entirely administered by our own school staff.

STUDENT SCHOOL BUS BEHAVIOR EXPECTATIONS

Please refer to the Natick Public Schools guidelines in the Natick Public Schools Transportation Department 2022-2023 Bus Transportation Information for more information.

Students are expected to behave in an orderly manner while riding the bus, and during loading and unloading procedures. The bus driver shall be in complete charge of the bus and its passengers at all times, and shall ensure the safety and wellbeing of all students who ride the school buses.

Students shall observe the safety procedures below.

Riding the Bus

To ensure your safety while riding the bus, we expect you to:

- 1. Follow the driver's instructions at all times.
- 2. Remain in your seat, facing forward, at all times.
- 3. Keep your hands and feet to yourself. Keep all body parts, voice, and objects inside the bus at all times.
- 4. Use a quiet voice to speak to others sitting in a seat near you.
- 5. Use school-appropriate language.
- 6. No food, snacks and drinks on the bus at any time.
- 7. Open the windows only when the driver has indicated it is safe to do so.
- 8. Ride only your assigned bus to and from your assigned stops.

Getting On or Off the Bus

Parents will be responsible for their students' behavior while at the bus stop.

To ensure your safety while getting on or off the bus, we expect you to:

- 1. Line up single file to board the bus.
- 2. Wait until the bus has stopped completely and the driver signals it is safe before approaching the bus. Walk to the bus. If you need to cross in front of the bus please walk at least 10 feet in front of the bus so the driver can see you at all times.
- 3. Find an appropriate vacant seat quickly and sit down.
- 4. Sit where you are assigned. Elementary students shall be seated by grade with K students in the front of the bus with 4th grade students in the rear.
- 5. Wait until the bus has come to a complete stop to exit. Leave your seat quickly and quietly, and wait patiently until it is your turn to get off the bus.
- 6. Use only the front exit of the bus. Exit the bus using the emergency door at the rear of the bus *only in the event of an emergency*.
- 7. Walk away from, not alongside the bus once you have gotten off of it.
- 8. Cross in front of the bus, at least 10 feet in front so that you and the driver can see each other. Look both ways and to the driver for their signal before crossing the street for your own safety.

Students must also follow these guidelines:

- Students may not light matches, smoke, vape, or consume alcohol on the bus per state law
- 2. Liability for any bus vandalism shall be assumed by the parents of the student(s) involved.
- 3. Objects which may create a hazard on the bus will not be permitted such as sharp objects, animals, or excessively large items which cannot be transported safely, or which cause an inconvenience to other passengers due to insufficient seating space. The Transportation Office reserves the right to make this determination.

STUDENTS' RIGHTS:

Students will be given the opportunity to express their views to their building administrator prior to any disciplinary action being taken as a result of a formal complaint from a bus driver.

Students will be transported to their designated destination until such time that disciplinary action is taken. Drivers cannot make arbitrary decisions to discharge a student at a location other than the student's authorized destination.

DISCIPLINARY ACTION:

Please refer to the guidelines in the Natick Public Schools Transportation Department 2022-2023 Bus Transportation Information for more information.

The procedure for handling behavior problems, including bad language, on school buses shall be as follows, or at Principal's discretion:

- a. <u>First Offense</u> A letter and the Bus Conduct Form, or phone call, shall be sent from the School Principal/Vice Principal to the parents of the student advising the parents of the offense.
- b. <u>Second Offense</u> Bus privileges may be revoked for a two-week period and parents shall be so notified by the School Principal or Vice Principal.
- c. <u>Third Offense</u> Bus privileges may be taken away from the student for the remainder of the school year, and the parents shall be so notified by the Principal/Vice Principal of the school the student attends.

Dress Code

A student dress code should accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/genderidentification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

The primary responsibility for a student's attire resides with the student and parents or guardians. Memorial is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

1. Basic Principal: Certain body parts must be covered for all students.

a. Clothes must be worn in a way that genitals, buttocks and nipples are covered with opaque materials.

Students are scheduled for daily recess periods and need to be prepared for the fluctuation of the weather. During snowy, cold or windy weather, appropriate boots, hats, gloves/mittens, ski pants, and a warm jacket are required. Students should bring in an additional pair of sneakers with their boots so that winter footwear might be removed during the day.

Students should wear or bring sneakers on days they are scheduled to have physical education classes. Tie or Velcro™-closure sneakers stay on during PE class better than slip-on shoes. Children should also dress comfortably in order to fully participate.

We urge parents to label ALL removable clothing. If an item is deemed missing, parents and students are encouraged to check for items in the Lost & Found area in the main hallway. Many quality items are never claimed and are donated to charity periodically during each school year.

Attendance Policy

The Natick School Committee believes strongly in the importance of regular attendance by all students. The Committee adheres to and is in full compliance with Chapter 76 of the laws of the Commonwealth of Massachusetts, which defines attendance regulations. Except in cases of illness or other unique circumstances, students are expected to be present when school is in session.

All students are expected to attend school, be on time, and remain for the duration of the school day. In the event that your child is absent from school, please notify the school as soon as possible on the day of the absence. A student is considered absent if he/she is not present for at least half of the school day. Even if a student is tardy or has an early dismissal, students who are present for less than half the day will be marked absent.

Students are expected to be in homerooms by 8:50 am in order to be marked present. If a student arrives after that time, they must be accompanied by a parent/guardian and signed in at the main office.

Natick Public Schools has implemented the following policy to verify student absences in grades K-4:

- Parent/guardians are expected to enter an absence into Pick Up Patrol as soon as it is determined that a child is to be absent (preferred).
- Or, a voicemail has been created to receive your call at any time, day or night. Please call (508) 647-6591 and leave a message that includes:
 - o your name,
 - o your child's name and teacher,
 - o and the reason for the absence.

Natick's automated attendance line will contact any parent who has not notified the school by 9:00am on the day of the child's absence. Parents who do not return the automated call will be contacted on cell phone or work number for confirmation. In the event that a parent can not confirm the absence, the school resource officer will be sent to the home to do a safety check.

Excused Absences

An absence is considered excused when the parent has notified the school on the day of the absence before the end of that school day, AND the student's total number of absences has not exceeded 10 in the course of the school year.

Please provide doctor's notes if your student has had many absences, as this will help to document the reasons for absences that are technically "unexcused."

If a student is absent for 5 or more consecutive days, a parent must obtain a doctor's note and submit it to the school.

Any absence that exceeds a total number of 10 can only be excused by a physician or evidence of religious observance. If a student is absent for religious observance it will be considered an excused absence

Notification of Attendance Concern

If a student is absent for 8 days, a school administrator will contact *parents/guardians* to alert them that their child is approaching 10 absences.

Once a student is absent for ten days a letter documenting the attendance concerns will be mailed to the student's residence along with communication from the District Attorney's office outlining Massachusetts General Law on school attendance.

Any absences totaling over 13, unless deemed extraordinary, may result in a meeting with the School Resource Office and possibly the filing of a CRA (Child Requiring Assistance) with the juvenile court.

If a student is expected to be out for 10 days for vacation or other non-medically excused reasons, families will be asked to unenroll their child and develop a home-school plan that will need to be approved by the Assistant Superintendent of Curriculum and Learning. Guidelines for this process are outlined on the Natick Public Schools website (www.natickps.org).

Tardy

A child will be considered tardy if he/she is not in the homeroom at the start of the school day. If your child is going to be tardy, please update Pick up Patrol. Late Arrivals works *independently* from the other Dismissal Options so that when a Late Arrival is submitted, **it will not affect the student's end-of-day plan**.

Any tardies over 10 will be considered unexcused unless a doctor's note is provided or if there are religious reasons for the tardy.

Any tardies over 15 may result in a meeting with the building administrator and possibly the School Resource Officer. Any tardies over 20 may result in a CRA being filed with the juvenile court. Any tardy greater than 50% of the school day will be recorded as an absence.

Early Dismissal

A child dismissed prior to the end of the school day will be considered dismissed early.

Any early dismissals over 10 will be considered unexcused unless a doctor's note is provided or if there are religious reasons for dismissing from school early.

Any early dismissal over 15 may result in a meeting with the school administrator and possibly the School Resource Officer. Any early dismissals over 20 may result in a CRA being filed with the juvenile court.

Considering a Vacation During School Time?

Should a parent choose to keep a student out of school for reasons other than illness or unique circumstances, the school and individual teacher(s) will not assume responsibility for either preparing lessons in advance for the student or for providing individual tutoring or extensive individual help for the student when he/she returns.

If a student is expected to be out for 10 days for vacation or other non-medically excused reasons, families will be asked to unenroll their child and develop a home-school plan that will need to be approved by the Assistant Superintendent for Teaching, Learning, and Innovation.

Health and Wellness

Health Services and Guidelines

Please refer to the Health Department section on the Natick Public Schools website for up-to-date health information, policies, and health forms. Health Services are responsible for treating students having illness or injuries occurring during school hours. Each school maintains a Health Clinic and is staffed with a School Nurse.

Health Information/Emergency Form: These forms are completed online annually to ensure that up to date health and contact information is available in the event of an emergency.

In order to understand and safeguard your child's health, we ask each parent to complete an emergency form at the beginning of the school year. This form is available online annually for completion. We ask that you update this form during the school year as needed. It is incumbent upon parents/guardians to keep the School Nurse apprised of relevant health information.

Immunizations:

Upon enrollment into kindergarten, parents/guardians are required to present a physician's certificate or a certificate from the Board of Health attesting to students' immunizations against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and Hemophilus influenza type B, and such other communicable diseases as specified by the Massachusetts Department of Public Health. Per state law, students will be excluded from school if immunizations are not up to date.

Vision and Hearing Screenings:

Students' vision and hearing are tested yearly. Parents/guardians will be notified if any concerns are detected. These are merely screening tests and should be accompanied by periodic exams by your doctor.

Height and Weight/BMI Screening:

Schools in Massachusetts are now mandated by Massachusetts General Laws to obtain heights and weights on students in grades 1, 4, 7 and 10. After obtaining your child's height and weight, your child's BMI (Body Mass Index) will be calculated and you will be notified of the results in a confidential manner.

Healthy Habits:

Good health habits should be developed early in life. It takes a healthy child to be educated. You may assist you child in developing good health habits by teaching and encouraging him/her to:

- 1. Eat adequate and well-balanced meals, especially breakfast.
- 2. Brush teeth twice a day.
- 3. Cleanliness is important and expected.
- 4. Perform toilet habits independently.
- 5. Make sure your child has his/her eyeglasses at school at all times.
- 6. Cover nose and mouth with a tissue or inside elbow when coughing or sneezing.
- 7. Wash hands after using the toilet and before eating snacks and meals.
- 8. Go to bed regularly at an early hour to get adequate rest.

Absences:

Although regular school attendance is desirable, a sick child should never be sent to school. Students should not come to school if they are ill and should be fever-free for 24 hours before returning to school.

Reasons for Keeping a Child Home:

- 1. Temperature over 99.6 degrees
- 2. Colds, coughs and runny nose
- 3. Nausea, vomiting, diarrhea
- 4. Undiagnosed rashes
- 5. Impetigo
- 6. Conjunctivitis (pink eye)
- 7. Pediculosis (head lice)
- 8. Scabies
- 9. Ringworm

Pupils returning to school after an absence of more than five (5) days should present evidence for absence (a physician's note).

Medication Policy:

Only a physician is legally authorized to prescribe medication, this includes over the counter medication. If at all possible medication should be given at home before or after school hours. A student who needs to take any medication during school hours must have a signed permission slip from parent/guardian and the physician. Medication (in a pharmacy labeled bottle) is kept locked in the clinic and taken under the supervision of the nurse. Acetaminophen (Tylenol) may be given at the discretion of the school nurse, if the parent/guardian has signed the permission form.

CHILDREN ARE NOT ALLOWED TO TRANSPORT ANY MEDICATION, INCLUDING OVER-THE-COUNTER MEDICINES. The only exception: students at NHS and the middle schools are allowed to carry their own epi-pen and/or inhaler (with written permission from their physician on file in the clinic.)

Infectious Disease Regulations:

Chicken Pox should be reported to the Board of Health either by the physician or parent. Pupil's release certificate, issued by the Board of Health or the physician, must be presented to the school nurse before the student is readmitted. The period of isolation for Chicken Pox is at least 7 days from the appearance of the most recent eruptions as long as all lesions are crusted and dry.

It is not necessary to report the following to the Board of Health, BUT the period of isolation must be followed:

Disease/Period of Isolation:

- 1. Streptococcal infections 24 hours after treatment with appropriate antibiotic
- 2. Impetigo 24 hours after initiation of treatment with appropriate antibiotic topical or oral medication
- 3. Conjunctivitis (pink eye) 24 hours after initiation of treatment with appropriate ointment or drops
- 4. Ringworm 24 hours after initiation of treatment with appropriate topical medication
- 5. Scabies 24 hours after initiation of treatment with appropriate topical medication
- 6. Pediculosis (head lice) Until seen by the school nurse.

Lice:

- 1. If a student is identified as having a case of Pediculosis (nits and/or live lice), he or she will be assessed and returned to class and/or dismissed at the nurse's discretion.
- 2. The nurse will assess siblings and close contacts who attend the Natick Public Schools.
- 3. Notification will be sent home to parents of all children in the classroom. Additional notification will be sent home at the nurse's discretion.
- 4. Parents will be given information regarding the treatment of lice.
- 5. The student has to be checked by the nurse prior to returning to school. A student will be accompanied by his/her parents until the exam is completed.
- 6. If nits are found after treatment, the student may attend class at the nurse's discretion.

Food Allergies:

All children have different needs. Some are academic in nature while some are behavioral. Other children's needs are dietary. Many children at Memorial have moderate to severe food sensitivities. Memorial's mission is to ensure that all students thrive in a positive school climate that engages them in rigorous learning while providing an atmosphere that instills the joy and fun of seeking knowledge. Part of ensuring a positive school climate is attending to the needs of our students.

Students with food sensitivities and allergies need certain interventions, as do students with academic and behavioral needs. In order to best meet the needs of our food sensitive children, the following policies and practices are set forth:

- 1. Birthday celebrations in the classroom:
 - a. We avoid food for celebrations. There are many ways to celebrate a birthday that do not involve food. Please contact your classroom teacher for ideas or suggestions.
- 2. Allergy Classrooms and Peanut/Tree Nut Sensitive classrooms:
 - a. Classrooms at each grade level are designated as allergy, peanut or tree nut sensitive rooms. If your child is in one of these classrooms, the school nurse will provide you with more specific information. The allergy sensitive classroom ensures that the needs of children with food sensitivities are met throughout the day.
- 3. Allergy Lunch Tables:
 - a. Certain tables in the cafeteria are designated as "free" from required allergens. Staff members are aware of these tables and monitor them carefully to ensure that they indeed remain free from foods that may cause harm.

The safety of students is a community responsibility. The following responsibilities ensure that everyone understands their part in food safety at Memorial.

Student Responsibilities:

- 1. Take responsibility for avoiding allergens
- 2. Do not trade or share foods
- 3. Wash hands before and after eating
- 4. Learn to recognize the symptoms of an allergic reaction
- 5. Promptly inform an adult as soon as accidental exposure or symptoms appear
- 6. Consider wearing a medical alert bracelet
- 7. Report bullying, teasing, and/or threats
- 8. When appropriate, be responsible for carrying EpiPen

Family Responsibilities:

- 1. Notify the school nurse of your child's allergies prior to the start of school
- 2. Provide the school nurse a list of foods and/or ingredients that would cause a life threatening reaction
- 3. Provide the school nurse with medical documentation from your health care provider including medication orders for Epinephrine
- 4. Meet with the school nurse and teacher and participate in developing your child's individual health care plan
- 5. Provide the school nurse with up-to-date epinephrine auto-injectors. A supply of two Epipens per student with life-threatening allergy is recommended. Deliver these medications in the proper containers no later than the first day of school
- 6. Provide current contact information to the school
- 7. Provide the school nurse with an annual update on the status of your child's allergies
- 8. If possible, attend field trips with your child
- 9. Provide the school with safe snacks for your child
- 10. Provide your child with medical alert information and encourage them to wear it
- 11. Ensure that before and after school staff have the appropriate information and training regarding your child's allergies.
- 12. Contact the Director of Food and Nutrition Services in regards to menu choices
- 13. Notify the bus company if your child will carry an EpiPen on the bus

Teacher Responsibilities:

- 1. Consult with school nurse, parents, and student regarding individual health care plan
- 2. Ensure the classroom has direct communication with the front office and nurse
- 3. Transport the EpiPen so that it is always with the student
- 4. Communicate to and remind all parents in the classroom of LTA (Life Threatening Allergies) in the classroom
- 5. Participate in education and training regarding LTA
- 6. Keep all necessary documents regarding LTA accessible
- 7. Ensure that all student teachers, teaching assistants, support staff, and volunteers are aware of LTA and necessary safeguards
- 8. Educate classmates to avoid endangering, isolating, stigmatizing, or teasing students with LTA
- 9. Respond to every symptom or sign as a possible allergic reaction
- 10. Avoid using food based projects/curriculum
- 11. Prohibit students from sharing or trading snacks
- 12. Encourage parents to send in a box of safe snacks
- 13. Avoid cross contamination by wiping surfaces with soap and water before and after eating
- 14. Reinforce hand washing before and after eating
- 15. Field Trips
 - a. Ensure all life saving medications and instructions are taken on field trips

- b. Assign students with LTA to his/her parent or guardian if possible. If not, assign to the classroom teacher
- c. Ensure a functioning communication device is taken on the trip
- d. Review field trip plans; avoid high risk places and know where the closest medical facilities are located

Cell Phones and Electronic Devices Acceptable Use Policy for Students

Natick Public Schools Student Responsible Use Policy

The purpose of the Natick Public Schools (NPS) Student Responsible Use Policy (RUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of district technology.

NPS uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor students' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Students should have no expectation of privacy regarding their use of NPS equipment, network, and/or Internet access or files, including email.

Email accounts are provided to all students in our 1:1 program, grades 7. 12, to encourage student and teacher collaboration. Email accounts issued to students are archived to ensure student safety.

NPS will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to websites, applications, including, but not limited to, email, data management and reporting tools, and other web applications.

Summary

Natick Public Schools believes in a Digital Citizenship model for supporting safe and responsible use of all Online and Digital Technologies (ODT) in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like.

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at our schools to agree to use the internet and other ODT technologies in a safe and responsible way. NPS utilizes resources from Common Sense Education for our Digital Citizenship curriculum.

All students are responsible for practicing positive Digital Citizenship. Positive Digital Citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. Students should also reference the student handbook for additional policies and guidelines.

Jurisdiction

This policy is in effect:

- 1. When NPS-provided equipment (laptops, tablets, etc.) is used on or off school property;
- 2. When non-NPS devices access the district network or district resources; or, at home, or other locations, if the improper use creates a hostile environment at school for any student and/or cause disruption or disorder within the school.

From POLICY JIJC of the Natick School Committee Handbook "Cell phones and electronic devices."

In Elementary and Middle Schools;

- a. Cell phones and personal electronic devices must be turned off and not visible during the school day. Texting is prohibited. Contact with parents and guardians during the school day must take place through the office. Cell phones may be used after the school day ends.
- b. Electronic devices necessary for a specific educational purpose and/or individual student need may be used in class with the approval of the supervising teacher/staff member.

Student Responsible Use Guidelines

When using NPS Online and Digital technologies (ODT); I will always be a good digital citizen. By signing this policy, I acknowledge that I understand the following:

I am responsible for practicing positive digital citizenship. I will practice positive digital citizenship, including appropriate behavior and
contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
I will be honest in all digital communication.
I understand that what I do and post online must not disrupt school activities or compromise school safety and security.
I am responsible for keeping personal information private.
I will not share personal information about myself or others including, but not limited to,
names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
I will not meet anyone in person that I have met only on the Internet.
I will be aware of the privacy settings on websites that I visit.
I will abide by all laws, this Responsible Use Policy and all District security policies.
I am responsible for my passwords and my actions when using District accounts.
I will not share any school or district usernames and passwords with anyone.
I will not access the account information of others.
I will log out of unattended equipment and accounts in order to maintain privacy and
security.
I am responsible for my verbal, written, and artistic expression.
I will use school appropriate language in all electronic communications, including email,
social media posts, audio recordings, video conferencing, and artistic works.
I am responsible for treating others with respect and dignity.
I will not send and/or distribute hateful, discriminatory, or harassing digital
communications, or engage in sexting.
I understand that bullying in any form, including cyberbullying, is unacceptable.
I am responsible for accessing only educational content when using NPS technology. q I
will not seek out, display, or circulate material that is hate speech, sexually explicit or

violent. I understand that any exceptions must be approved by a teacher or administrator
as part of a school assignment.
I understand that the use of the District network for illegal, political, or commercial
purposes is strictly forbidden.
I am responsible for respecting and maintaining the security of NPS digital resources
and networks.
I will not try to get around security settings and filters, including through the use of proxy
servers to access websites blocked by the district.
I will not install or use illegal software or files, including copyright-protected materials,
unauthorized software, or apps on any NPS computers, tablets, smartphones, or other
internet devices.
I know that I am not to use the Internet using a personal data plan at school, including
personal mobile hotspots that enable access to NPS equipment.
I will not use the NPS network or equipment to obtain unauthorized information, attempt
to access information protected by privacy laws, or impersonate other users.
I am responsible for taking all reasonable care when handling NPS equipment.
I understand that vandalism in any form is prohibited.
I will report any known or suspected acts of vandalism to the appropriate authority.
I will respect my and others' use and access to NPS equipment.
I am responsible for respecting the works of others.
I will follow all copyright guidelines.
I will not copy the work of another person and represent it as my own and I will properly
cite all sources.
I will not download illegally obtained music, software, apps, and other works.
I understand all NPS trademarks, logos and symbols are for school district use only.
I am responsible for the data I create and for protecting it.
I understand the school district provides me with a Google account to save and store all
my data and files.
I understand it is my responsibility to backup and protect any data or files that I create.
I understand I should not save or store personal data or files on any device.
I understand that the school district may reimage any computer at any time to maintain
the equipment in good working order.

Consequences for Irresponsible Use

Misuse of NPS online and digital technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will tailor any disciplinary action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech that is understood by school officials to threaten, harass and intimate a staff member or fellow student, even when such online action originated, and was disseminated, off-campus without the use of school resources.

Students are welcome to take and post pictures online in their uniforms and/or with the school logo, recognizing that those images should display appropriate decorum and not conduct unbecoming of the team/school. Disciplinary action may also be taken if students post pictures online in their uniforms and/or with the school logo, that display conduct unbecoming of the team/school and/or that disrupts the operation of the school.

Disclaimer

NPS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from the use of the network or district accounts.

NPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. Students under the age of 18 should only access NPS network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school.

NPS District Guidelines for Consequences for Irresponsible Use:

Misuse of NPS online and digital technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will tailor any disciplinary action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech that is understood by school officials to threaten, harass and intimate a staff member or fellow student, even when such online action originated, and was disseminated, off-campus without the use of school resources.

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Note: Natick Public Schools <u>will not</u> assume responsibility for lost or stolen items under any circumstances.

Security and Safety Guidelines

Visitors at Memorial:

Throughout the school-day many parents, volunteers, and service providers visit Memorial. To ensure the safety of our students and staff as well as the integrity of our learning environment, a comprehensive visitors protocol is in place. Please review this protocol and the procedures we employ to ensure they are successfully implemented.

Expectation:

Any adult(s) who are not directly employed by the school or district must check-in and out through the front office and wear appropriate identification throughout their stay in the building.

Procedure:

- 1. Each adult visiting the building must use the main entryway and proceed to the front office.
- 2. Once in the front office, each visitor must present identification to the front office staff. Office staff will scan you in and issue a visitor's identification badge.
- 3. Each visitor must wear this identification badge for the entirety of his/her stay.
- 4. Each visitor must return directly to the front office when ready to depart and hand in his or her identification badge.

Parking Lot Policies

- 1. The speed limit in the parking lot is 5 miles per hour.
- 2. Cell phone use in the parking lot is strongly discouraged.
- 3. Parking is permitted in designated, marked parking spaces only.
- 4. Parking in the fire lane is strictly prohibited.

Parent Conferences

Parent conferences happen during the fall and spring of the school year. Parents will coordinate conference times with their classroom teachers. On the early release days targeted for conferences, parents or guardians will be expected to sign in with a building administrator prior to attending the conference. A table will be set up in the main hallway. Each visitor will be expected to wear a Visitor sticker to ensure that this process has been followed.

Appendices:

Natick Public School District has accepted the following policies as defined by our school committee to support the effective management and success of our school system. These policies align with Massachusetts General Law requirements.

Pertaining to Student Discipline:

- NPS Discipline Process & Procedures
- Chapter 37H
- Chapter 37H ½
- Chapter 37H ¾
- Chapter 370 Bullying Prevention and Intervention

Pertaining to Student Information:

- Student Records
- FERPA/Directory Information Notice
- Student Rights and Responsibilities
- Student Data Privacy Policy

Pertaining to Enrollment

Residency Policy

Pertaining to District Policy

- Equal Opportunity Statement
- <u>Title IX</u>

NPS Discipline Process and Procedures

Disciplinary Procedures

Repeated failure of a student to demonstrate appropriate conduct will be directly communicated to parents. Logical consequences for infractions may involve any of several levels of disciplinary action including conferences with student, parents, staff and/or the principal; written accounts of incidents; phone calls to parents; loss of privileges such as but not limited to removal from recess, the lunchroom, or the bus; restitution or tasks designed to redress infractions; time-out, in-school suspension, at-home suspension, and expulsion from school in accordance with Chapter 76, Section 17 of the Massachusetts General Law.

Any of the following actions engaged in while on school property or while part of a school activity off school grounds may subject a student to disciplinary measures including the full range of actions outlined above as logical consequences for infractions:

Intentionally causing, attempting to cause, or threatening to cause physical injury to another person

Intentionally causing, attempting to cause, or threatening to cause damage to school property or private property located at school; stealing or attempting to steal school property or private property located at school or while part of a school activity off school grounds

Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators

Determination of the appropriate disciplinary action will be made by the staff involved with the student and, when appropriate, by the principal. Actions will be geared to realizing three interrelated goals:

- 1. Elimination of the inappropriate student behavior
- 2. Development of positive, more productive student behavior
- 3. Provision of an appropriate learning environment for all students

Suspension

The following offenses are considered serious enough to warrant a suspension from school. Parents will be notified by phone or letter. The Superintendent of Schools will be notified in writing of the reason(s) for the suspension. The student is responsible for making up all missed work. After a suspension, the school may request a conference with parents/guardians before the student may return to his/her program.

1. Tobacco, alcohol, or other drugs

- a. Use of tobacco on school property, school busses, and field trips
- b. Possession, use or sale of alcohol or other drugs on school property, school busses, or field trips Police will be notified
- 2. Any act of vandalism to school property such as furniture, books, equipment, lavatories, which cannot be satisfactorily corrected by the student
- 3. Disrespectful or threatening behavior directed toward a staff member
- 4. Stealing
- 5. Throwing or misuse of food
- 6. Possession, use, or sale of any dangerous or illegal devises (e.g. fireworks, knives, firearms, etc.)
- 7. Leaving school property without permission
- 8. Disobedience to a teacher or administrator
- 9. Extorting money from others
- 10. Causing a fire, false alarm or bomb scare
- 11. Causing a fight, fighting, and/or willfully causing harm to another person
- 12. Making a racial or other discriminating slur towards another person on school grounds
- 13. Making a verbal threat towards another person on school grounds
- 14. Hazing

A suspension from school may be up to (10) days; most suspensions are for 1 to 3 days in length depending on the scope and severity of the infraction. Chronic offenses or situations that result in the violation of federal, state, or local laws or property damage or bodily injury, can be cause for suspension of up to ten days.

Due Process

Before a student is temporarily suspended from public school, the student has the constitutional right to receive:

- 1. Oral or written notice of the charges against him/her
- 2. An exploration of the evidence against him/her
- 3. The opportunity to present his/her side of the story to an impartial decision maker (who may be a school administrator)

A student has the right to appeal a suspension decision. The appeal must be made first to the building principal. If the student wishes to pursue his/her appeal, it is taken to the Superintendent of Schools and then if it is still unresolved, to the School Committee for resolution.

Suspension/Expulsion Under the Massachusetts Education Reform Act of 1993

The Natick School Committee, having conducted two public readings of the following policy voted to adopt it at its meeting of June 28, 2003. The Education Reform Act of 1993 (Massachusetts General Law, Chapter 71, Section 37H) required all school committees tin the Commonwealth to promulgate such a policy among its personnel, student body, and other individuals:

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not to limited to, a gun or a knife, or a controlled substance as defined in Chapter 94C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal
- b. Any student who assaults a principal, assistant principal, teacher, teacher's assistant, or other educational staff member on school premises or at school-sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the principal
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

Harassment

I. Policy

- A. It is the policy of the Natick Public Schools to provide a learning and working atmosphere for students, employees and visitors free from sexual harassment, bullying, hazing, and intimidation. These terms are referenced herein as "harassment". Such action may occur on the basis of race, color, religion, national origin, age, gender, sexual orientation or disability, or for any other reason.
- B. It is a violation of this policy for any administrator, teacher or other employee, or 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.
- C. 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 an employee's or student's work or participation in school related activities.

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, 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. A student disciplined for cyberbullying will not be readmitted to the regular school program until his or her parent(s) attend such a meeting.

- D. 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.
- 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.

II. Procedures

A. Definitions – Sexual Harassment Prohibited

"Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronically transmitted, or physical conduct of a sexual nature, including but not limited to unwelcome comments, touching, written notes, pictures/cartoons or other inappropriate conduct, such as leering, whistling, brushing up against the body, commenting on sexual activity or body parts or other activity referred to by the Model MCAD policy prohibiting such behavior. Harassment has the effect of creating an intimidating, hostile, or offensive work or learning environment that takes place under any of the following circumstances:

- 1. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs;
- 2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
- 3. When such conduct has the effect of unreasonably interfering with the individual's work, attendance at school or participation in academic or curricular activities, or
- 4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

B. Definitions - Bullying Prohibited

Bullying may take a variety of forms. It is unacceptable in a school or work environment.

As a result no student or employee shall be subjected to harassment, intimidation, bullying, or cyberbullying in any public educational institute:

- 1. "Bullying and cyberbullying," means unwelcome written, electronic, verbal or physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable person to suffer physical or emotional harm to a student or employee, (2) may cause damage to another student's or employee's property, or (3) may cause a disruptive or hostile school environment. The behavior must interfere with an employee's ability to perform his or her duties or with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges:
- i. that are being offered through the school district; or
- ii. during any education program or activity; or
- iii. while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or
- 2. Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.
- 3. As used in this Section, "electronic communication" means any communication through an electronic device including a telephone, cellular phone, computer or pager.

C. Definitions - Hazing Prohibited

The term "hazing" shall mean 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.

- 1. Such conduct shall include, but is not limited to, 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 person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
- 2. Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline.

D. Guidelines for Investigating Harassment Claims

In school systems, harassment may take many forms and cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Guidelines for dealing with any charge of harassment are as follows:

- 1. By law, harassment is defined by the victim's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.
- 2. In all charges of harassment, the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.
- 3. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, or intimidation shall immediately report it to the administration; each school shall document any prohibited incident that is reported and confirmed, and report all incidents of discrimination, harassment, intimidation, bullying or cyberbullying and the resulting consequences, including discipline and referrals, to the Superintendent's office as they occur.
- 4. A good faith report from a staff member renders the staff member immune from discipline for making a report and is considered to have been made in the course of the staff member's employment for purposes of M.G.L. c. 258. As a result, the school district shall indemnify staff members from any cause of action arising out of a good faith report of harassment or the district's subsequent actions or inaction in connection thereto.
- 5. If an instance of student to student harassment is reported to a staff member other than an administrator, the staff member must inform the Assistant Principal/House Master, or the Building Principal.
- 6. If a situation involving a charge of staff member to student harassment is brought to the attention of any staff member, the staff member should notify the Building Principal or Assistant Superintendent immediately.
- 7. In a situation involving a charge of student to staff member sexual harassment the staff member should notify the Building Principal or Assistant Superintendent.
- 8. In a situation involving a charge of staff member to staff member harassment the staff member should notify the Building Principal or the Assistant Superintendent.
- 9. Once a charge of harassment has been made, including charges of mental, emotional or

physical harassment as well as threats to a person's safety or position in the school or work environment, the following course of action should be taken.

- a. The Building Principal should investigate the charge through discussions with the individuals involved. In situations involving allegations against a staff member, he/she should be informed of his/her rights to have a third party present at the time of the discussion. In situations involving students the Principal should engage the appropriate classroom or special subject area teacher. Parents will be informed of the situation and invited to participate in resolution discussions. It is important that the situation be resolved as confidentially and as quickly as the circumstances permit.
- b. If the harasser and the victim are willing to discuss the matter at resolution meeting in the presence of the Principal/designee or Assistant Superintendent, a supportive faculty member and/or parent should be included in the discussion. During this discussion, the offending behavior should be described by the victim and administration, a request for a change in behavior should be made, and a promise should be made that the described behavior will stop. If circumstances do not permit a face to face meeting the administration will present the victim's position. Follow-up verification procedures will be explained. Failure to comply after a resolution meeting will result in appropriate discipline.
- 10. If after a resolution meeting with the involved parties, the Building Principal determines that further disciplinary action must be taken, the following could occur:
 - a. In instances involving student to student or student to staff member harassment, the student may be subject to discipline including but not limited to counseling, suspension, and in appropriate cases expulsion.
 - b. In instances involving staff member to student and staff member to staff member harassment, findings will be reported to the Superintendent of Schools for further action. Personnel action may also be initiated at this point, consistent with the applicable law and collective bargaining agreement.
 - c. In all cases a referral to law enforcement will be considered by the Principal or Superintendent based on the circumstances. School officials will coordinate with the Police Department to identify a police liaison for harassment cases.

11. Retaliation:

Retaliation in any form against any person who has made or filed a complaint relating to harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student. A referral to law enforcement may be made.

12. Confidentiality:

Reports of harassment should be kept completely confidential, consistent with necessary

investigation procedures, with the goal of protecting the victim and stopping the behavior.

For further information about these guidelines or help with sexual harassment problems or any other form of harassment, consult:

Harassment Coordinator, Natick Public Schools

If the alleged harasser is responsible for conducting an investigation, the Superintendent or Committee shall designate an alternative Harassment Coordinator.

Discipline of Students with Special Needs

All students are expected to meet the requirements for behavior as set forth in the Student Handbook. Chapter 71a of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Educational Plan (IEP). The following additional requirements apply to the discipline of special needs students.

Definition:

Suspension shall be defined as any action, which results in the removal of a student from the program that is prescribed in his/her Individualized Educational Plan (IEP). This includes in-school suspensions as well as any exclusion from transportation services that prohibits the student's participation in his/her prescribed program.

Procedure:

IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires modification. Any modification will be described in the IEP

The Principal (or designee) will notify the Special Education office of the suspendable offense of a special needs student, and a record will be kept of such notice.

When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the IEP as provided in Section 333 of the Chapter 766 Regulations will be held to determine the appropriateness of the student's placement in the program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:

- a. Design a modified program for the students or
- b. Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code exceptions.

In addition, the Department of Education will be notified by a SPED administrator as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

MASSACHUSETTS GENERAL LAWS RELATED TO SCHOOL DISCIPLINE

M.G.L. 71, Chapter 37H

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

M. G.L. 71, Chapter 37H ½

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster 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 the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster 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 such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M. G.L. 71, Chapter 3 7H 3/4

- (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H½.
- (b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.
- (c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.
- (d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.
- (e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in

any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M.G.L. c. 71, § 370 Bullying Policy and Procedure

I. LEADERSHIP

The Natick Public Schools has and will continue to employ multiple layers of involvement in the development of our Plan as required by M.G.L. c. 71, § 370. Under the direction of the Superintendent, Natick's Plan was developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. Natick has established a Bully Prevention Committee that meets on a monthly basis to review and evaluate our progress. In addition, at all eight of our schools Bullying Prevention and Intervention is an objective in the School Improvement Plans and thus, is discussed and reviewed by all School Councils. The Natick Public Schools have partnered with MetroWest Community Health Care Foundation (MWHCF) to survey our students for baseline data on bullying and harassment. In addition, MWHCF has funded a grant to support bullying prevention and intervention efforts at both of our middle schools.

GOALS

The Natick Public School Department is committed to providing our students equal educational opportunities, and a safe learning environment free from bullying. This will be possible when all members of the Natick school community treat each other with respect, appreciating the rich diversity in our schools. This policy is an integral part of the Natick Public Schools' comprehensive effort to promote optimal learning and eliminate all forms of violent, harmful and disruptive behavior. All students require this support to achieve their personal and academic potential.

The Natick Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities including on school buses. All reports of bullying will be promptly investigated by Natick Public Schools' administrators.

Bullying is defined as 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: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying. It is equally important for all members of the school community to understand that conflict is not automatically synonymous with bullying. Arguing, bantering back-and-forth, ignoring, roughhousing and fighting, while potentially serious 3 forms of conflict, are not necessarily instances of bullying. Bullying is characterized by intention, repetition and power imbalance. Not every conflict meets these criteria.

"Cyber-bullying" - is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, cell phone text messaging, images, sounds, data or intelligence of any nature

transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

The Natick Public Schools response to bullying actions will include, when appropriate, referral to a law enforcement agency. The Natick Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement. Lastly, retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

II. RATIONALE

The Natick Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. The Natick Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. Further, the Natick Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

III. APPLICATION

This policy applies to all sites and activities under the supervision and control of the Natick Public Schools, or where it has jurisdiction under the law. The policy applies to all students, school committee members, school employees, independent contractors, town employees, school volunteers, visitors, parents and legal guardians of students, whose conduct occurs on school premises or in school-related activities, including school-related transportation. Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct. 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.

IV. DISCIPLINARY AND CORRECTIVE ACTION

Violation of this policy is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its reoccurrence. The District is committed to protecting a complainant, and other similarly-situated individuals, from bullying in the future. Procedural manuals containing responsibilities of staff and students, reporting

procedures, complaint process, resolution, and protection against retaliation shall be in place at each level. This policy shall be printed/listed in each school handbook/web page.

- It is a violation of this policy for any administrator, teacher or other employee, or 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.
- 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 link to school, or is disruptive to an employee's or student's work or participation in school related activities.
- Reports of cyber-bullying by electronic or other means, occurring in or out of school will be reviewed and, when a link to work or school exists, 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. A student disciplined for cyber-bullying will not be re-admitted to the regular school program until his or her parent(s) or guardian(s) attend such meeting.
- 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, bullying, or cyber-bullying. As a means of support counseling services will be available upon request or referral for targets, aggressors and appropriate family members of the involved students.

Strategies for protecting the target: Each school will employ clear procedures for restoring a sense of safety for a target and assessing that target's need for protection, including but not limited to strong disciplinary procedures, parental contact and availability of administration/counselors for support.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Student Disciplinary Actions

Remediation Actions

- Target Safety
- · Admonishment, warning
- · Parental Contact/Letter
- · Student Apology/Think About it Form
- · Temporary removal from the classroom
- · Loss of privileges
- · Classroom or administrative detention
- · In-school suspension during the school week or the weekend for students

- · Out-of-school suspension
- · Student Re-entry Plan
- · Legal action
- · Expulsion or termination
- Consequences for repeat offenses
- · Meetings between parents
- · Counseling
- · Education including strategies to repeating behavior
- · Revision of IEP, if applicable
- · Individual Behavior Plan (for repeat offenders)
- · Guidelines for avoiding further unnecessary contact with the target
- · Clarification about who will be notified
- · Notify staff about incident and danger of further contact
- · Strategies to avoid further bullying
- · Identifying trusted adults and "safe areas"
- cEducation about rights to be free fully fall intion and reasonable expectations about social
- · Identification and empowerment of bystanders

Student Records

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. (They also apply to private day and residential schools that have state approval to provide publicly funded special education services.) The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The regulations apply to all information kept by the school or school district on a student in a way that all students may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within seven years after the student leaves the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade. Eligible students may exercise these rights just as their parents may.

Inspection of Record

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the parent or student consents to a delay.

The parent or eligible student has the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplication of the materials.

The parent or eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them. Third parties are required to present specific written consent of the parent or eligible student prior to gaining access to the student record. A copy of such consent will be placed in the temporary record.

Confidentiality of Record

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

This constitutes public notice that the school may release the following directory information: a student's name, address, telephone listing, date of birth, class, participation in officially recognized activities and sports, degrees, honors and awards without the consent of the eligible student or parent unless the eligible students and parents notify the school within two weeks of receipt of this Memorial Handbook that this information may not be released without the prior consent of the eligible student or parent.

The school may release information in or from the student record upon receipt of a court order or lawfully issued subpoena, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance. The school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services.

Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs. The school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services.

This provides notice that when a student leaves, Memorial forwards student records to schools in which the student seeks or intends to enroll without the consent of the eligible student or parent.

School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Amendment of Record

The parent or eligible student has the right to add relevant comments, information, or other written materials to the student record. In addition, the parent or eligible student has the right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection to information that is in the record and to receive a written decision. A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

Destruction of Records

The regulations require school authorities to destroy a student's temporary record within seven years after the student transfers, graduates, or withdraws from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of parents and eligible students. The Student Record Regulations are included in the Code of Massachusetts Regulations at 603 CMR 23.00. For more detailed information, please review the regulations (copies of which should be available in every public school) and the Questions and Answers Guide published by the Massachusetts Department of Education in 1995.

Copies of the Education Law and Regulations (603 CMR 23.00: Student Records) are available from the office upon request.

FERPA

Notification of Rights Under FERPA (Family Educational Rights and Privacy Act) and Massachusetts Student Records Regulations

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) and Massachusetts Student Records Regulations afford parents and students over 14 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records. Access is generally provided within 10 days of the request. State law sets forth specific procedures prior to the release of records to a non-custodial parent (M.G.L. c. 71, §34H).

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Upon request, copies of any information contained in the student record will be furnished to the parent or eligible student, subject to a reasonable copying fee.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA or state law.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be amended. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with these legal requirements.

Complaints may be filed with the Massachusetts Department of Elementary and Secondary Education

(DESE), 75 Pleasant St., Malden, MA 02148 and/or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-5901.

FERPA Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Natick Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Natick Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Natick Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- · Honor roll or other recognition lists;
- · Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Natick Public Schools to disclose directory information from your child's education records without your prior written consent, **you must notify your school principal in writing by October 1st of each school year.**

The Natick Public Schools have designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- · Weight and height of members of athletic teams
- Electronic mail address
- Photograph and video image
- · Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Post-high school plans

Student Rights and Responsibilities

Home and school must work in a cooperative way to support the proposition that students have responsibilities as well as rights. Together, we must foster a mutuality of respect within the school environment. A goal of our elementary schools is to develop and maintain a positive self-image for each student combined with an appreciation for the rights of other persons with whom he or she interacts.

The elementary principals have prepared this statement to help families to understand what we expect of and for your children. We are requesting that you review with your children the expectations that we have of him or her and the expectations that you have of the school and classroom.

If the rules of the classroom and/or the school are not obeyed, the students will be disciplined by the teacher and, if deemed necessary, by the principal. If the rules of the classroom and/or school continue to be broken, parents will be notified and privileges will be withheld. Parents and students will be invited to meet in conferences. Call your child's principal if clarification of this procedure is necessary.

Student Rights It is expected that children will:

- 1. Be respected and treated with kindness and understanding
- 2. Enjoy learning in an atmosphere that will lead to success
- 3. Be treated as individuals in order to develop a positive self-image
- 4. Learn to appreciate the purposes and understand the penalties associated with all of the school rules
- 5. Be assured of safety while at school
- 6. Be taught with a sufficient amount and variety of materials and methods
- 7. Have teachers who will show fairness and firmness
- 8. Receive training in manners and respect for others
- 9. Expect consistency in the application of corrective discipline
- 10. Be helped toward learning to assume responsibility for their behavior

Student Responsibilities *It is expected that children will:*

- 1. Accept others regardless of size, race, creed, nationality, ability, or physical appearance
- 2. Do all that is educationally possible by completing class and homework assignments
- 3. Cooperate so that their activities will not interfere with the rights of others
- 4. Listen to and follow directions of those in authority
- 5. Be honest with themselves, teachers, and parents
- 6. Be willing to accept constructive criticism
- 7. Be polite and show concern for the values and feelings of others
- 8. Respect the person and property of others
- 9. Be sure that school papers and reports are taken home and, as needed, returned to school promptly
- 10. Cooperate & obey rules set up for areas such as the cafeteria, playground, and busses

Residency Policy

1. Purpose

a. The purpose of this policy is to provide guidance to school administrators, parents, and/or legal guardians concerning the admission of students to the Natick Public Schools (the "Schools"). The Schools were established pursuant to statutes providing publicly funded education for students within The Commonwealth of Massachusetts, and the right to attend the schools is also regulated by statute. Generally and as more fully set forth in this policy, the right to attend the schools is limited to students who reside in the Town of Natick and to certain nonresident students who are eligible to attend the schools under specific programs or conditions approved by the Natick School Committee.

2. Eligibility to Attend the Schools

- a. A student between the minimum and maximum ages established by the Department of Elementary and Secondary Education who has not received a diploma or certificate from a secondary school shall be eligible to attend the schools if:
 - i. Kindergarten students are 5 years of age on or before August 31st of the enrollment year. Grade 1 students are 6 years of age on or before August 31st of the enrollment year. Exceptions to age requirements will be considered in accordance with Natick Public Schools early admission protocol (See Appendix A).
 - **ii.** The student permanently, not temporarily or sporadically, resides in Natick with his/her parent(s) or legal guardian.
 - **iii.** The student actually resides in Natick with someone other than his/her parent(s) or legal guardian for the purpose of attending the schools and tuition for such student is paid as in accordance with Section 6 of this policy.
 - iv. The student actually resides in Natick with someone other than his/her parent(s) or legal guardian for the purpose of temporarily ameliorating personal extreme hardship, and may attend the schools at the discretion of the Superintendent.
 - v. The student, regardless of place of residence, has been selected to attend the schools under a statutory program for the education of non-resident students, duly accepted by the School Committee.
 - **vi.** The student is from a foreign country and meets the requirements of Section 7 of this policy.
 - **vii.** The student, regardless of place of residence, meets the requirements of Section 9 of this policy.
 - viii. Prior to entry, the student must meet all MA Department of Public Health immunization requirements in accordance with 105 CMR 220.

3. Verification of Residency

- **a.** Before any student is enrolled in Natick Public Schools, his or her parent or legal guardian must provide:
 - i. A signed Statement/Affidavit of Occupancy (see below)
 - ii. Proof of Residency in Natick (3 documents).

All applicants for enrollment must submit at least one document each from Column A, B, and C and any other documents that may be requested, including but not limited to those from Column A, B, or C (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent.

COLUMN A-Evidence of Residency	COLUMN B-Evidence of Occupancy	COLUMN C -Photo Identification
Record of recent mortgage payment and/or property tax bill	Gas/Oil Bill, Electric Bill, Home (not cell) Telephone Bill, Cable Bill, Water Bill (Note: Bill must be dated within the past 45 days and address and name must be stated)	Valid MA Driver's License
Fully signed and executed Lease and/or Rental Agreement with the names of the children listed on the document. (Must be executed by both parties)	Recent bill dated within the past 45 days showing Natick address and name (Note: A Residency Statement/Affidavit is required with this option)	Valid MA Photo ID Card
Residency Affidavit	Excise Tax bill	Valid Passport
Fully signed and executed Purchase and Sale (P&S) Agreement (provided occupancy date occurs within 45 days of enrollment)		Other Government issued Photo ID
Section 8 Agreement		

4. Determination of Eligibility

The Superintendent, or his/her designee(s), shall determine whether a student is eligible to attend the Schools. In determining whether a student actually resides in Natick for purposes of Sections 2.b, 2.c and 2.d of this policy, the following factors shall be considered:

- A. Whether the student physically occupies a dwelling in Natick regardless of whether such occupancy is based upon ownership, lease, or consent of a person legally entitled to occupy the dwelling;
- B. With whom the student lives, such as parent(s), legal guardian, custodial parent after a divorce, relative, or other person and the duration of such living arrangement;
- C. If a student resides with someone other than his/her parent(s), legal guardian, or the parent with physical custody after a divorce, the reasons for doing so;
- D. The amount of time actually spent by the student in the dwelling in Natick:
- E. Whether the student's physical belongings are stored at the dwelling;
- F. Whether mail concerning the student, such as mail from doctors, etc., is addressed to the dwelling;
- G. Whether the residence is the center of the student's domestic, social, and civic life;
- H. Whether the student was included as an occupant of the dwelling for purposes of the town census;
- I. Such other information as the Superintendent or his/her designee(s) may deem relevant to determining where a student actually resides.

5. Post-Enrollment Verification And Enforcement

Should a question arise concerning any student's residency in the Town of Natick while s/he is attending the Natick Public Schools, the student's residency will be subject to further inquiry and/or investigation. Questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that is returned to Natick Public Schools because of an invalid or unknown address; statements made by students that they are moving or have moved, or other grounds. When he/she becomes aware of a question regarding a student's residency, the building principal or other member of the Administration (or his/her designee) shall contact the Superintendent. The principal may request updated proof of residence, and may obtain the services of the Natick Police Department to conduct an investigation into the student's residence.

The Natick Police Department may use, but is not limited to, the following methods to conduct his/her investigation:

- Investigator will visit the residence without an advanced notice
- Investigator may attempt to contact/interview parent to gather documentation to either confirm residency or prove non-residency
- Investigator may interview landlord and neighbors when possible
- Investigator may keep residence under surveillance to establish patterns of occupancy
- Investigator will leave evidence of his/her visit by leaving a dated letter and business card with contact information
- The investigation will continue until residency or non-residency is confirmed and supported with appropriate documentation

The residency investigator will report his or her findings to the Principal/Superintendent.

6. Payment of Tuition for Certain Students

It is the intention of this policy to require the payment of tuition in advance for all students legally required to pay tuition to attend the schools. Nothing in this policy shall be construed as acceptance by the Town of Natick of any financial obligations for the education of students who temporarily reside in Town for the purposes of obtaining an education.

- A. A student who resides temporarily in Natick with someone other than his/her parent(s) or legal guardian for the purpose of attending the Schools shall only be admitted to the Schools upon the payment of tuition by (i) the town in which the student's parent(s) or legal guardian resides(s), or (ii) by the student's parent(s) or legal guardian, as provided in M.G. L. Ch. 76, Sec. 6. Tuition payable by the parent or guardian shall, for the period of attendance, be computed at the average expense per pupil in such school for such period.
- B. Any student for whom tuition is payable shall only be admitted to the Schools for the period of time actually covered by a tuition payment and shall be required to withdraw from the Schools if future tuition payments are not received by the Schools in a timely fashion as determined by the Superintendent.
- C. The education of students with disabilities is the financial responsibility of the city or town in which the student resides. The programmatic and fiscal obligations for "tuition" students, who require special education services, is addressed in 603 CMR 28.03 (4)

7. School Choice

Natick has voted to be a Massachusetts School Choice District. Determination on allowing students to attend the Natick Public Schools under School Choice is determined on an annual basis. Factors determining that decision are:

- A. The availability of seats/space in the school/grade requested;
- B. The class sizes at the grade levels of enrollment;
- C. That enrollment of the student will not have an adverse impact on the schools' budget;
- D. The effect on the student of enrollment, if it is to be at a time other than the beginning of a school year; and
- E. Whether an appropriate educational program and current school resources for the student exist in the schools, provided that the education of students with disabilities remains the financial responsibility of the city or town in which the student's parent(s) or legal guardian resides.

7A. METCO

Natick Public Schools adheres to the provisions of M.G.L. Chapter 76, section 12A (METCO) in enrolling non-resident students under the METCO program.

8. Foreign Students

In order to provide students at Natick High School with the opportunity to meet students from foreign cultures and to be educated abroad, the School Committee supports the enrollment of foreign students in the Schools as provided for in this section.

- a. The Principal of Natick High School may enroll foreign students annually, subject to the approval of the Superintendent.
- b. A foreign student who wishes to reside in Natick for the purpose of attending the Schools shall be subject to the provisions of Section 6 and shall be required to pay tuition as provided therein, unless the Superintendent, if

9. Admission of Non-Resident Students

Except as expressly provided for herein, non-resident students shall not be admitted to the Schools. In addition to non-resident students who are eligible to attend the Schools under Sections 2.e, and 2.g above, the Superintendent may, in accordance with state and federal laws and regulations, permit a non-resident student to attend the schools as follows:

- a. A student who was legally enrolled in the Schools under Sections 2.b and 2.c and
 - whose family moves out of Town on or after April 1 of a school year may, with the permission of the Superintendent, continue to attend the schools for the remainder of the year (see Section 10).
- b. Continued enrollment for grade 12 of a student who has completed grade 11 in accordance with Section 9.a is subject to application to and approval by the
- c. A student whose family provides satisfactory evidence that he/she will be residing in Natick within a grading period and would be eligible to attend the schools under Sections 2.a, 2.b or 2.c of this policy may, in accordance with regulations adopted by the Superintendent, and with the permission of the Superintendent, attend the Schools prior to actually residing in Natick.
- d. The Superintendent may permit a non-resident student to attend the High School for not more than one year under a reciprocal arrangement with the Schools in the Town in which the student resides pursuant to M.G.L. Ch. 76, Sec 12, where such temperary attendance is (i) in the best educational interests of

in the Town in which the student resides pursuant to M.G.L. Ch. 76, Sec 12, where such temporary attendance is (i) in the best educational interests of the student, (ii) there is no reason to believe that the student presents any risk to other students or employees of the Schools.

10. Superintendent's Permission

Superintendent

The Superintendent may permit a non-resident student to attend the Schools under Sections 9.a, 9.b, and 9.c of this policy if:

- a. The school district in which the student's parent(s) or legal guardian reside(s) requests that the student attend the Schools; and
- b. There is space available for the student; and
- Attendance by the student would not impose an undue burden on the Schools' budget; and
- d. The student has a good disciplinary record and an acceptable custodial arrangement; and
- e. Refusal of the request would, in the judgment of the Superintendent, likely harm the student's education.

11. Transportation of Non-Residents

Except as otherwise provided in state and federal laws and other policies, transportation of a non-resident student to and from school shall remain the responsibility of his/her

parent(s) or legal guardian.

12. Students with Disabilities

The education of students with disabilities is the financial responsibility of the city or town in which the student resides. The programmatic and fiscal obligations for students, who require special education services, is addressed in 603 CMR 28.03 (4)

13. Good Behavior

Non-resident students attending the Schools under Sections 2.e, 2.f, 2.g, or 2.h do so subject to the terms and conditions established by those programs and any School Committee policies and regulations therefore, and their continued eligibility to attend the Schools is conditional upon such students' good behavior. Such students' eligibility to attend the Schools may be terminated as provided for by those programs or for bad conduct pursuant to the Schools' Code of Conduct.

14. Regulations

The Superintendent shall adopt written regulations from time to time implementing this policy and requiring students, their parent(s), legal guardians, or persons having custody of a student to supply such information as may be reasonably necessary to make determinations about a student's eligibility to attend the Schools, whether tuition may be charged for such student, or for any other purpose relating to the implementation of this policy.

15. Failure to provide information or to pay tuition

Failure by a student and/or parent/guardian to provide evidence or explanations as requested by the school administration to implement this policy and failure to promptly pay any tuition due shall result in the student being ineligible to attend the Schools.

16. Waiver of Tuition

Upon recommendation by the Superintendent, the Committee may, in its discretion, waive payment of tuition.

17. Penalty

Only students who qualify under this policy shall be eligible to attend the schools. Any person who knowingly misrepresents facts concerning a student's actual place of residence or reasons for residing in Natick, or any other material facts concerning a student's eligibility to attend the schools under this policy in order to enroll a student in the schools or to avoid paying tuition may be liable for the consequences. Natick Public Schools reserves the right to recover restitution based upon the costs of educational

services provided during the period of non-residency.

18. Relationship to Federal and Massachusetts Laws and Regulations

It is the intent of the foregoing policy that the Natick Public Schools shall also be in compliance with all Federal and State laws and regulations bearing upon enrollment issues, including but not limited to:

- The McKinney-Vento Homeless Assistance Act, as amended [42 U.S.C. 725] by the No Child Left Behind Act Federal Immigration Law Regarding Foreign Students [8 U.S.C. 1184 (L) (3)]
- Massachusetts Special Education Regulations [603 CMR 28.03 (4)].
- Caregiver Authorization Affidavit (MGL Chapter 511 of the Acts of 2008 as amended by Chapter 20 1F)
- Massachusetts Department of Public Health Regulations (105 CMR 220)

Adopted by the Natick School Committee – January 5, 2015

NATICK PUBLIC SCHOOLS RESIDENCY AFFIDAVIT LANDLORD/SHARED TENANCIES

Instructions: Any applicant for the Natick Public Schools who cannot produce a property deed or lease must ask the owner or lessee of the property where the applicant lives to complete and sign this legal affidavit.

It is the responsibility of the applicant (not the person who completes this affidavit) to attach a record of recent rent payment unless this affidavit affirms in Item #3 below that the tenancy does not require payment of rent.

AFFIDAVIT My name is _____and I hereby depose and certify as follows: (Please complete all three items and sign below.) 1. I am the owner/lessee of property located at _____in the town of Natick. 2. (Parent or guardian name)_____, who is the parent or legal guardian of (child's name)_____ leases or subleases this property as their principal residence from me, without a written lease, in a tenancy at will, from month to month. 3. PLEASE CHECK ONE: ■ I have received within the last thirty (30) days rental payment for the lease or sublease of these premises. OR: ■Alternatively, I hereby state that the party named above resides with me at the address above with no payment of rent. Signed under the pains and penalties of perjury this _____day of______20____. Signature Print Address:_____ The information contained in this legal affidavit is subject to verification by a residency investigator. Notary Public Signature Date

Equal Opportunity Statement

The Natick Public Schools is committed to equal employment and educational opportunity for all employees and applicants, students, parents, and members of the school community, including those parties who contract to perform work for the Natick Public Schools, without regard to race, color, religion, sex, national origin, age, sexual orientation, or disability in all aspects of employment and education. The members of the school community include administration, faculty, staff, and students and volunteers working in the schools while they work and study subject to school authorities.

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district education program or activity, on the basis of being handicapped, under Section 504 of the Rehabilitation Act of 1973, may file a written complaint with the Principal.

Title IX

In accordance with the federal government law under Title IX, "No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance..." Memorial school does not discriminate on the basis of sex in any of its education programs and activities

KENNEDY MIDDLE SCHOOLHear us R.O.A.R.

(Respect, Ownership, Acceptance, Responsibility)



Student/Parent/Caregiver Handbook 2022-2023

Mrs. Jodie Cohen, Principal Mrs. Megan Hatt, Vice Principal Mr. Dan Hausermann, Vice Principal

165 Mill Street
Natick, MA 01760
P: 508-647-6650; F: 508-647-6658; W: kennedy.natickps.org

Natick Public Schools Return to School Plan Fall 2022

Kennedy Middle School Mission Statement

Our mission at the John F. Kennedy Middle School is to provide a safe and healthy learning community that fosters respect and promotes intellectual, social, and emotional growth. We strive to engage and appropriately challenge students of all levels as we value their individual strengths.

The Natick Public Schools Vision

The Natick Public Schools is a community focused on and dedicated to all students achieving high standards in a safe, trusting, respectful environment where learning is exciting, dynamic, and engaging.

NATICK SCHOOL COMMITTEE

School Committee Information Line (508) 647-6515

Ms. Cathi Collins, Chair

Mr. Henry Haugland Ms. Donna McKenzie, Clerk

Ms. Hayley Sonneborn Mr. Shai Fuxman
Ms. Julie McDonough Ms. Catherine Brunell

Superintendent of Schools

Dr. Anna P. Nolin

Deputy Superintendent

Mr. Timothy Luff

Director of Teaching, Learning, and Innovation

Ms. Susan Balboni

Director of Student Services and Equity

Ms. Erin Miller

Assistant Superintendent of Fiscal Management

Mr. Peter Gray

Director of SEL & Equity

Dr. Art Fergusson

Kennedy Important Numbers

Main Office	(508) 647-6650
Fax Number	(508) 647-6658
Nurse's Office/Clinic	(508) 647-6652
Attendance Line	(508) 647-6651

2022-2023 Team Structure/Staff Departments & Rooms

Grade 5		
Team Name	Teachers/Subject/Room	Special Education/EL Teacher/Room
Shining Stars	Michelle Hamm - TL (M/Sci) 137 Lauren Carter (L&L/SS) 136	Allie Wuerfl (SpecEd) 138
Super Stars	Jen Brenneman - TL (L&L/SS) 134 Colleen Andreotes (M/Sci) 133	Cara Russell (SpecEd) 131
Shimmering Stars	Nicole Elliott - TL (M/Sci) 129 Justine Fitzgerald (L&L/SS) 132	
Shooting Stars	Becky Schneekloth - TL (L&L/SS) 125 Katie Gately (M/Sci) 123	Stacy Anderson (SpecEd) 124
Sydney Turcot (L&L/SS) 121 Stacy Gauthier (Sci DH) 122 Tina Kelly (Math DH & TL) 122 Krissy Vargas - ELL Grade 5, 139		
Grade 5 Parapr	ofessionals: Robyn Spinazola	•

Grade 6		
Team Name	Teachers/Subject/Room	Special Education/EL Teacher/Room
America	Alex Grant - TL (L&L) 229 Molly Flaherty (math) 234 Nate Kittler (sci) 227 Elisabeth Udahl (SS) 232	Abby Taylor (SpecEd) 231
Phoenix	Kelly Marsh - TL (SS) 221 Jeff McMahon (L&L) 222 Heidi Porten (math) 225 Kirsten McDonough (sci) 226	Hunter Greeley (SpecEd) 224 Jaime Mussi-PLC (ELL) Grade 6, 139
Independence	Amanda Boczanowski - TL (M/Sci) 240A Jen Whitman (SS/L&L) 239	Danielle Lyons (SpecEd) 238 Jaime Mussi-PLC (ELL) Grade 6, 139
Grade 6 Parapro	r ofessionals: Susan Mudarri, Taylor Ellis	

Grade 7		
Team Name	Teachers/Subject/Room	Special Education/EL Teacher/Room
Awesome	Nekelle Kendall-TL (sci) 326 Kristen Ford (SS) 322 Carolyn Regan (L&L) 321 Indira Bhupatiraju (math) 325	Christina Lengieza (SpecEd) 324 Marimartha Clark (ELL) Grade 7, 335
Curiosity	Michelle McCann-TL (SS) 332 Bethany Tremblay-Price (L&L) 331 Paul Neenan (math) 334 Paul Power (sci) 327	Jackie Fleming (Guittarr) (SpecEd) 330 Marimartha Clark (ELL) Grade 7, 335
Marvelous	Marielle Berardi-TL (SS/L&L) 338 Amanda Buck (M/Sci) 339	Marimartha Clark (ELL) Grade 7, 335
Grade 7 Parapr	ofessionals: Alycia McDonough / Katerina Kelly	,

Grade 7 Paraprof	essionals:	Alyci	a McDonoug	gh /	Katerina (ı Kelly

Grade 8		
Team Name	Teachers/Subject/Room	Special Education/EL Teacher/Room
Inspire	Kate Joyce-TL (L&L) 421 Tim Gallivan (math) 424 Kati Rogers (sci) 422 Chris Forest (SS) 420	Peggy Holdash (SpecEd) 423 Lauren Gillin (ELL) Grade 8, 335
Discover	Christine Dion -TL (L&L) 433 Nandini Alagappan-TL (math) 432 Chris Posklensky (sci) 436A Jeff Raider (SS) 435	Julie Balderson (SpecEd) 434
Endeavor	Brian Miller -TL (SS/L&L) 429 Chris Prince (M/Sci) 431	Jenny Siegfried (SpecEd) 427

Grade 8 Paraprofessionals: Erin Toomey, Alex Hornecker

Communications Program	
Special Education Teachers/Rooms	Paraprofessionals/Behavior Technicians
Amy Magill-TL 130/140 Julia Stevens 130/140	Liam Kelley, Kate Fantasia, Kelly Fennell Breezy Gerard (BT), Amanda Dutton (BT)

Specials/Library	
World Language	Unified Arts
Kate Pfluke - TL French 336 Mara Hacket - Spanish 430 Whitney Shuster - Spanish 236 Susan Brookman Porro - Spanish 237 Nancy Zhu - Mandarin 426	Beth Kassap - TL Art 223A Leigh Wright - Art 323A Don Griffin - Chorus/Music 110 Dave Drapeau - Band/Music 111

	Allyson Rottman - Music 333 Ted Evangelista - Music 333 Karin Cloutier - TL - Instructional Technology 126 Casey Lane - Theater 109 Tom Stefanini - Tech Ed 206A
Physical Education, Health, and Wellness	Library
Kim Morrissey - Health 235	

Pupil Services		
School Counselors/Guidance	School Psychology/Social Work	
Melisa MacDonald - Grade 5 103E Kelly St. Cyr - Grade 6 103D Todd Heller - Grade 7 103F Kelly Morin - Grade 8 402C	Julia Chakiris - TL (psychology) 402B Tara Lira (psychology) 402A Caitlin Potts (social worker) PACE PROGRAM Classroom 428A	
Related Service Providers/Special Education	Specialists/Coaches	
Sarah Hannigan - speech & language 127 TBD - speech & language asst 103C Celina Calderon - Special Ed Reading Specialist 337 Siena Evans - BCBA 128B Becky Chrzan - Occupational Therapy Ali Freeman - Physical Therapy Ayona Purushothaman- Floater Paraprofessional	Sandy Lemon - Reading specialist, coach, data 128D Jen Hart - Math specialist, coach, data 128C Susan Doyle - Math interventionist 128 collab space TBD - Reading interventionist 128 collab space	
Educational Team Leaders	Building Support	
Mark D'Angelo - 8TH-9TH Educational Team Leader 425C Afrothidi Papathanasiou Tester/Educational Team Leader - 103	Lori Mortenson Vastano - Building Substitute Jiaoe (Alice) Chen - Building Paraprofessional/Substitute TBD - Online Coordinator Alberto Troncoso - Student Supervisor Luke Landon - Student Supervisor	

Principal	Jodie Cohen 101E
Vice Principals	Megan Hatt (Grades 5 & 7) 402E Daniel Hausermann (Grades 6 & 8) 103G
Special Education Coordinator	Jennifer Braman-Parikh 103H
Department Heads	Tina Kelly (Math) 128E Stacy Gauthier (Science) Eric Fries (L&L) WILSON MS Shivonne St. George (social studies) WILSON MS
School Resource Officer	Keven Kelley 101F

Nursing/Health Clinic	Kelly McNeill 102	
Special Education Administrative Assistant	Tave McGrath 103 guidance office area	
Front Office Administrative Assistants	Joyce MacGregor Beth Lederman	

2022-2023 KENNEDY MIDDLE SCHOOL FACULTY ASSIGNMENTS

NAME	ASSIGNMENT	ROOM
Cohen, Jodie	Principal	101E
Hatt, Megan	Vice Principal	402A
Hausermann, Daniel	Vice Principal	103G
Alagappan, Nandini	Grade 8 – Mathematics, Co-Team Leader	432
Anderson, Stacey	Grade 5 - Special Education	235
Andreotes, Colleen	Grade 5 - Mathematics & Science	133
Bailey, Nicole	Cafeteria Manager	Café
Balderson, Julie	Grade 8 - Special Education	434
Bastian, Jeffrey	Custodian	Custodial
Berardi, Marielle	Grade 7 - L&L & Soc. Studies	338
Bhupatiraju, Indira	Grade 7 - Math	325
Boczanowski, Amanda	Grade 6 - Math & Science	240A
Braman-Parikh, Jennifer	Special Education Coordinator	103H
Brenneman, Jennifer	Grade 5 – L&L & Social Studies, Team Leader	134
Brookman-Porro, Susan	World Language - Spanish	237
Buck, Amanda	Grade 7 - Math & Science	339
Carter, Lauren	Grade 5 - L&L, Social Studies, Curriculum Leader	136
Chakiris, Julia	School Psychologist	402B
Chen, Alice	Paraprofessional - Building Substitute	
Chiacchio, Dave	Custodian	Custodial
Clark, Marimartha	ELL	335
Cloutier-Knapik, Karin	Instructional Technology	126
Connelly, Lauren	Speech/Language	127
Dion, Christine	Grade 8 - Language & Literacy	433
Drapeau, David	Band/Music	111
Elliott, Nicole	Grade 5 - Mathematics & Science	129
Evangelista, Ted	Music	333
Evans, Sienna	ВСВА	128B
Famania, Carlos	Head Custodian	Custodial
Fantasia, Kate	Paraprofessional, Communications	140
Fennell, Kelly	Paraprofessional, Communications	140
Fitzgerald, Justine	Grade 5 - Special Education	131

Flaherty, Molly	Grade 6 - Math	234
Fledderjohn, Timothy	Physical Education	Gym
Fleming, Jacqueline	Grade 7 - Special Ed	330
Ford, Kristen	Grade 7 - Social Studies	5215
Forest, Christopher	Grade 8 - Social Studies/Civics, Curriculum Leader	420
Gallivan, Tim	Grade 8 - Math	44
Gately, Katie	Grade 8 - Math & Science	123
Gauthier, Stacy	Grade 5 - Science, Dept. head	122
Gerard, Gabrielle	Behavior Therapist	140
Gillin, Lauren	Grade 8 - ELL	335
Grant, Alex	Grade 6 - Language & Literacy, Team Leader	229
Greeley, Hunter	Grade 6 - Special Ed	224
Griffin, Donald	Chorus	110
Hacket, Mara	Grade 7/8 - Spanish	430
Hamm Michelle	Grade 5 - Mathematics & Science, Team Leader	137
Hannigan, Sara	Speech and Language Specialist	127
Hart, Jennifer	Math Specialist	128C
Heller, Todd	Guidance - Grade 7	103F
Higgins, Pam	ASAP Director	
Holdash, Peggy	Grade 8 - Special Education	423
Hornecker, Alex	Grade 8 - Paraprofessional	
Joyce, Kathryn	Grade 8 - Language and Literacy	421
Kassap, Beth	Art	241
Kelley, Keven	School Resource Officer	Office
Kelley, Liam	Paraprofessional, Communications	140
Kelly, Katerina	Grade 7 - Paraprofessional	
Kelly, Tina	Grade 5 - Math, Dept. Head	122
Kendall, Nekelle	Grade 7 - Science, Team Awesome	326
Kittler, Nathan	Grade 6 – Science	227
Landon, Luke	Student Supervisor	
Lane, J. Casey	Drama	109
Lederman, Beth	Administrative Assistant	Office
Lemon, Sandy	Language & Literacy Specialist	128D
Lengieza, Christina	Grade 7 - Special Education	324
Lira, Tara	School Psychologist	103B
Lyons, Danielle	Grade 6 - Special Education	238

Lyth, David	Physical Education	Gym
MacDonald, Melisa	Guidance - Grade 5	103E
MacGregor, Joyce	Administrative Assistant	Office
Magill, Amy	Communications - Special Education	140
Marsh, Kelly	Grade 6 - Social Studies, Team Leader	221
McCann, Michelle	Grade 7 - Social Studies, Team Leader	332
McDonough, Alycia	Paraprofessional, Grade 7	
McDonough, Kirsten	Grade 6 - Science	226
McMahon, Jeffrey	Grade 6 - Language & Literacy	222
McNeill, Kelly	Nurse	Clinic
Miller, Brian	Grade 8 - L&L and Soc. Studies	429
Miller, Deirdre	Custodian	
Morin, Kelly	Guidance - Grade 8	124
Morrissey, Kim	Health	235
Mortansen-Varano, Lori	Building Substitute	
Mudarri, Susan	Paraprofessional, Grade 6	
Murphy, Sarah	Librarian	Library
Mussi, Jamie	Grade 6 - ELL	139
Neenan, Paul	Grade 7 - Math	334
Papathanasiou, Afrothidi	Evaluator/Educational Team Leader	103
Pfluke, Catherine	French, World Language Team Leader	336
Pini, Meghan	Physical Education	Gym
Porten, Heidi	Grade 6 - Math	225
Posklensky, Chris	Grade 8 - Science	436A
Potts, Caitlin	Social Worker	
Power, Paul	Grade 7 - Science	327
Pierce, Cameron	Custodian	Custodial
Price, Ed	Tech Support	205
Prince, Chris	Grade 8 - Math & Science	431A
Raider, Jeffrey	Grade 8 - Social Studies, Co-Team Leader	435
Regan, Carolyn	Grade 7 - L&L	321
Rogers, Kati	Grade 8 - Science	422
Russell, Cara	Grade 5 - Special Education	131
Schneekloth, Rebecca	Grade 5 - L&L & / Social Studies	125
Siegfried, Jenny	Grade 8 - Special Education	427
Spinazzola, Robyn	Grade 5 - Paraprofessional	
St. Cyr, Kelly	Guidance Counselor - Grade 5	103D

Stefanini, Thomas	Industrial Technology	206A
Stevens, Julia	Communications - Special Education	140
Taylor, Abby	Grade 6 - Special Education	231
Toomey, Erin	Grade 8 - Paraprofessional	
Tremblay, Bethany	Grade 7 - Language and Literacy	221
Troncoso, Alberto	Student Supervisor	
Turcot, Sydney	Grade 5 - L & L & Social Studies	121
Udahl, Elizabeth	Grade 6 - Social Studies	232
Wright, Leigh	Art	323A
Zhu, Nancy	Mandarin	236

Another option for contacting an individual staff person is through email. The following is the address to use for Kennedy staff members: first initial last @ natickps.org - Example: for Jodie Cohen: jcohen@natickps.org.

CLINIC/NURSE'S OFFICE: A nurse is available in the clinic throughout each school day. If you feel ill during the school day, you must get a pass from your classroom teacher before going to the clinic. The nurse will not allow you to be in the clinic area if you do not have a pass from your teacher. If you are ill and need to go home, you may **only** call home from the nurse's office, after they have examined you. Do not call from classroom phones, the office phone, or your personal cell phone.

GUIDANCE COUNSELORS are assigned to each grade. They are available to help you with academic and/or personal concerns. To meet with a guidance counselor, do your best to make an appointment in advance.

THE COUNSELORS AND THE GROUPS THEY SERVE THIS YEAR:

Grade 5 ~ Mrs. Melisa MacDonald

Grade 6 ~ Ms. Kelly St. Cyr

Grade 7 ~ Mr. Todd Heller

Grade 8 ~ Mrs. Kelly Morin

SOCIAL WORKER: Mrs. Natalia Dimitrova-Topaloff and Ms. Caitlin Potts

A social worker is available to students who need special assistance. Students are usually referred to the social worker by a counselor, teacher, or administrator.

SCHOOL PSYCHOLOGISTS: Mrs. Julia Chakiris and Ms. Tara Lira.

The school psychologists are available to assist students through a referral from counselors, administrators, or teachers.

SCHOOL RESOURCE OFFICER: Natick Police Officer Keven Kelley.

The School Resource Officer provides important support to students and staff in terms of promoting health, security, and safety. She works in coordination with administrators and health instructors to educate and support students.

PRINCIPAL: Mrs. Jodie Cohen

VICE PRINCIPALS: Mrs. Megan Hatt and Mr. Daniel Hausermann

The school administrators are available if you need help with your academics, have an idea you would like to share, or if you are having problems with classes or other students. Visit the school office to make an appointment with the principal/vice principals.

STUDENT PICK-UP/DROP-OFF Occasionally, we have had traffic congestion problems as a result of parents picking up and dropping off students to school, especially on half-days. This can present safety issues and we all want your children to be safe at school Here are some things you need to remember when you pick-up or drop-off your child:

- Buses will drive in off of Mill Street and proceed left at the stop sign to the Bus Drop Off/Pick Up
 Lane. Cars will drive in off of Mill Street and proceed right at the stop sign, following the lane
 of traffic to the Parent Drop Off/Pick Up Line at the back of the school. Students should exit the
 vehicle on the right side of the car.
- When you drop off your child, please don't pull out in front of other cars in the drop off line whose children have not yet left their vehicles. Although this may delay you a few minutes, it ensures the safety of all students.
- If for any reason you need to park your car, you are asked to use the extra parking lot spaces. Please do not park in the access lanes leading up to the school, parking in this laae delays bus access to the bus lane.
- Please keep this information in mind; we want to ensure all children will be safe!

VISITORS AND SAFETY

All doors to the school are locked once the school day has begun. For the safety of our children, **ALL** visitors, including parents, must sign in at the office, provide an ID, get a nametag, and wait to be escorted into the wings.

DISMISSING STUDENTS

Please remember that we cannot dismiss students to anyone who is not on the list of those approved by the parent/guardian for pick-up. If circumstances change and you wish to add or delete people from the list, please notify us in writing. Please send in a written note requesting the time for your child's dismissal. Meet your child in the front lobby.

For the safety of our children, ALL visitors, including parents and caregivers, must sign in at the main office, provide a picture identification, get a name tag and wait to be escorted into the building.

CHANGE OF ADDRESS OR PHONE NUMBER

If your home address or telephone number (work, cell, or emergency number) changes during the school year, please call the school office at 508/647-6650 to notify the Administrative Assistant or school nurse of the change. It is **essential** that the school always has the ability to contact you in case of emergency.

SCHOOL DAY

ARRIVAL TIME

- The school doors open at 7:30 am.
- At the 7:35 bell, students who want breakfast may proceed to the cafeteria.
- The homeroom bell rings at 7:50am. All students must be <u>seated</u> in homeroom with materials for the morning ready at 7:50 am.
- Students should be seated in homeroom at 7:50 am or will be considered tardy.

ENTRANCE:

All students should proceed into the building through the front entrance for bus and van drop off or walkers and walk to homeroom All students being dropped off from cars will enter the school through the back cafeteria entrance.

HOMEROOM

Every student is assigned to a homeroom. The teacher you have for homeroom will be one of your classroom teachers as well. Your locker will be located near your homeroom. Homeroom is where you go first each morning, and your homeroom teacher will be in charge of many of the special announcements, reports, etc. that you will receive throughout the year.

When you arrive in your homeroom in the morning, you should have all the materials you will need for your first two classes. Once you enter homeroom, you are not to leave. The homeroom time is a time for students to get organized for the day; it is not a time to wander in the corridors. If you must leave, get a pass from your homeroom teacher.

BREAKFAST

Breakfast is served each full school day, beginning at 7:35, in the cafeteria. Any student may purchase breakfast. Students who qualify for free or reduced price lunches may also receive free or reduced price breakfasts. Breakfast is \$1.25. Reduced breakfast rate: \$.30. Students who eat breakfast at school must leave the cafeteria by 7:45 and are responsible for being in homeroom by 7:50 am. The online purchasing system is available for breakfast as well as lunch. See the "For Parents" section of our Kennedy Middle School webpage and link to the "MySchoolBucks" point of sale system.

*Please note: 2022-2023 School Year, breakfast and lunch are free for all students. Second breakfast would have a charge.

ANNOUNCEMENTS

At approximately 7:50 each morning, the Pledge of Allegiance and announcements for the day are presented over the intercom by our school Standard Bearers or guest speakers, as needed. It is your responsibility to be silent during this time so that you and your classmates can hear announcements that are presented. This is the time when sign-ups for special after school activities are announced. These announcements are posted every day on the Kennedy website at: http://kennedy.natickps.org/, then click on NEWS> DAILY ANNOUNCEMENTS.

HALLWAY PASSING TIMES

Move as quickly as possible when changing classes. Remember, you are to walk quickly, but not run in the halls. Walk on the right, and do not walk more than two abreast. Each grade will have specified traffic patterns for moving about the school. You are to avoid walking through areas where other grades are having classes. Your team will tell you the exact clock time that each class begins.

SCHOOL DAY SCHEDULE

Building Hours: Students may enter the building and go to their lockers at 7:35 a.m. Kennedy is secured after 7:50am, so to enter or leave the building during the day, please use the front doors. All visitors must sign in at the main office and obtain a visitor pass. All other doors will be locked to the outside. Students who ride bicycles to school should lock them at the bicycle rack near the gym entrance.

<u>School Hours:</u> The school day is from 7:50 AM to 2:05 PM. Students seeking after-school help, taking part in after-school programs, or who have detentions, may remain in school in their teacher-supervised activity. All other students must leave the building at 2:05 PM.

Important: In order to stay after school, you MUST be in a teacher-supervised activity.

Daily Rotation/Class Schedules:

Rather than call school days by their calendar names (Monday, Tuesday, etc.), each school day is assigned a letter of the alphabet, A, B, C, D, E and T. The first day of school is "A" day, and the days repeat A-E and T throughout the school year. This provides consistency around holidays or off days (see the Cycle Day Calendar on page 10). The only time a cycle day would be missed is when there is an **unanticipated** day off, such as a snow day. Knowing the letter day is necessary for classes such as Art, Wellness, Music, etc. that do not meet each day. Each morning during announcements the cycle day name is announced, and most teachers list the name of the day on their whiteboards each morning. Additionally, a sign in the window of the front office tells you the cycle day and date. The cycle rotation is also posted on our website in the <u>Calendars</u> section.

SCHEDULE 2022-2023	
BEFORE SCHOOL	

7:30		Breakfast
7:35		Students to Lockers
7:45	Warning Bell	Hallways Cleared
7:50	Tardy Bell	Homeroom
7:50 – 7:55	·	Homeroom Period/Morning Announcements

DAILY SCHEDULE FOR SPECIAL SUBJECTS

Period 1	7:55 - 8:45
Period 2	8:45 - 9:33
Period 3	9:33 - 10:22
Period 4	10:22 - 11:11
Period 5	11:11 - 12:25
Period 6	12:25 - 1:11
Period 7	1:11 - 2:05

LUNCH SCHEDULES

First Lunch, Grade 5 & 8 11:11 - 11:36 Second Lunch, Grade 6 &7 12:00 - 12:25

END OF DAY SCHEDULE

2:05 Dismissal from School

NO SCHOOL/DELAYED START ANNOUNCEMENTS

When weather conditions would make travel to and from school unsafe for students and faculty, the superintendent may decide to delay the start of school or cancel school. A Connect-Ed message will be sent to the primary phone number you designate when completing school forms. You may also listen to/watch one of the following radio or television stations for news of school closings. Please do not call the school.



WBZ, WHDH, WKOX, WRKO, WSRS, WTAG, WVBF

Television Channels 4, 5 and 7

END OF THE SCHOOL DAY

The dismissal bell sounds at 2:05.

At that time you are to:

- 1. Go to your locker
- 2. Collect all that you will need to complete assignments for the following day
- 3. Remember to take your coat and backpack

If you are going home immediately, go directly out the front doors and board your bus or begin your walk home. If you are being picked up by a parent/guardian, exit the building through the front doors and meet your ride in the parent pick up line.



Brown School: Students from Kennedy may go to Brown only if they are picking up a younger brother or sister.

STAYING AFTER

If you are staying after school for extra help or to get homework done, participating in an activity/club, or are serving detention, take all of the things you need from your locker to be prepared to go home, and report directly to your after-school activity. You **must** be in a teacher-supervised activity, and remain with that teacher until 2:50-3:00, or end of the activity. All students must be in a teacher-supervised activity (club, extra-help, etc.) in order to stay after school. You may not stay after school if you are not with a teacher.

AFTER SCHOOL SPORTS

We encourage students to stay and cheer for the Kennedy Cougars when there is a home sporting event in the gym or on the field. However, most events do not start until after 3:00 p.m. Therefore, if you wish to attend the event you must stay in a teacher-supervised activity from 2:05 – 3:00 p.m. and then proceed to the gym or the fields. If you go home after school and wish to return for the game, you may re-enter the building through the side gym doors at 3:00 pm., which is when the gym re-opens for spectators. You are not permitted to be in the gym or hallways between 2:05 and 3:00 pm.

LIBRARY POLICY/AFTER SCHOOL POLICY

The mission of the KMS Library is to create a welcoming, inclusive learning environment through a rich, diverse literature collection and a library curriculum that reflects our students and the Natick Public Schools community. We are committed to ensuring that students and staff are effective users of ideas and information. It is our job to empower students to be critical thinkers, enthusiastic readers, skillful and questioning researchers as well as ethical users of information.

All students are welcome in the Estelle B. Hite Library. Students may borrow books for three weeks and they can be renewed for longer through their Destiny Library account; see the Library web page for links and more information. Students are responsible for the materials they borrow and are expected to replace or pay for lost/damaged materials.

The library will be open after school on Monday through Thursday from 2:05 – 2:50 unless otherwise noted. The <u>Kennedy Library Calendar</u> can be found on the KMS website on the

Calendar>Additional Calendars page. All students must sign up in the library before the end of the school day if they wish to stay after, and a set number of students will be allowed. Students who attend the library after school are expected to stay in the library, unless given permission by the librarian to see a teacher. It is expected that students will only do schoolwork while they are in the library. Those who are not doing schoolwork will be asked to leave and wait in the office for the late bus or their ride home.

IMPORTANT Kennedy DATES for 2022-2023

	Marking Term Dates	Mid-Trimester Report	Report Cards-Parent Portal Open
Trimester 1	8/31/22-12/2/22	Friday, October 14, 2022	Friday, December 9, 2022 Grades Close 12/2 Tri. 2 Starts 12/5
Trimester 2	12/5/22-3/17/23	Friday, January 27, 2023	Friday, March 24, 2023 Grades Close 3/17 Tri. 3 Starts 3/20
Trimester 3	3/20/23-6/15/23	Friday, May 5, 2023	Thursday, June 15, 2023 *pending no snow days Friday, June 23, 2023 *5 snow days included

Open House Nights for Parents/Guardians 2022-2023 6:30-8:00					
Grades 5 & 6 Thursday, September 29					
Grades 7 & 8 Thursday, October 6					

The KMS PTO sends out their own weekly eblasts as well. Visit the <u>KMS PTO</u> information page on our KMS website.

SCHOOLS - PRINCIPALS AND HOURS					
			<u>Absence</u>	Regular	Release
	<u>Principal</u>	<u>Main Office</u>	<u>Line</u>	<u>Hours</u>	<u>Hours</u>
High School	Jason Hoye	647-6600	647-6601	7:30 -2:17	7:30-11:00
Kennedy MS	Jodie Cohen	647-6650	647-6651	7:50-2:05	7:50-11:30
Wilson MS	Teresa Carney	647-6670	647-6671	7:50-2:05	7:50-11:30
Ben-Hem	Karen Ghilani	647-6580	647-6581	8:15-2:41	8:15-12:05
Brown	Aidan McCann	647-6660	647-6661	8:30-2:56	8:30-12:15
Johnson	John Jordan	647-6680	647-6681	8:30-2:56	8:30-12:15
Lilja	Shelby Marscher	647-6570	647-6571	8:30-2:56	8:30-12:15
Memorial	Troy Harding	647-6590	647-6591	8:50-3:16	8:50-12:40
Natick		647-6583	647-6583		
PreSchool	MaryBeth Kincead			9:00-3:00	9:00 10:20
Pre-K a.m.				9:00-11:30	9:00-10:20
Pre-K p.m.					No p.m.
·				12:30-3:00	Pre-K

Natick Public Schools 2022/23 School Calendar

(Revised on April 25, 2022)

	August 2022						
Su	Мо	Mo Tu We Th Fr Sa					
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

August 29 – Faculty Meetings – buildings closed August 30 – Faculty Meetings – buildings closed August 31 – First Day of School

November 2022								
Su	Мо	Tu	We	Th	Fr	Sa		
		1	2	3	4	5		
8	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					

November 2, 16 - Release Day - PreK & Elem. Only November 11 - Veteran's Day - Closed November 23 - Release Day November 24,25 - Thanksgiving - Closed

November 28 - NILS - Closed

February 2023								
Su	Мо	Tu	We	Th	Fr	Sa		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28						

February 8 - Release Day - Professional Development February 20-24 - Vacation

May 2023								
Su	Мо	Mo Tu We Th Fr						
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					

May 5 – Kindergarten Only – No School May 17 – Release Day – Professional Development May 29 – Memorial Day – Closed

September 2022								
Su	Мо	Mo Tu We Th Fr						
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30			

September 5 – Labor Day – Closed September 21 – Release Day – Professional Development September 26 – Rosh Hashanah – Closed

December 2022								
Su	Мо	Tu	We	Th	Fr	Sa		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

December 14 - Release Day December 26 - 30 - Vacation - Closed

March 2023							
Su	Мо	Tu	We	Th	Fr	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

March 15 - Release Day - Professional Development

June 2023									
Su	Мо	Mo Tu We Th Fr Sa							
				1	2	3			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30				

June 15 – Release Day – No Snow Days included (180) June 19 – Juneteenth Day – No School June 23 – Release Day – 5 Snow Days included (180)

October 2022							
Su	Мо	Tu	We	Th	Fr	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31		ur Clay				

October 5 – Yom Kippur - Closed
October 10 - Columbus Day/Indigenous People's Day- Closed
October 26 — Release Day – Professional Development

January 2023							
Su	Мо	Tu	We	Th	Fr	Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

January 2 – New Year's Observed. - Closed January 16 – Martin Luther King Day - Closed January 25 – Release Day – Professional Development

April 2023									
Su	Мо	Mo Tu We Th Fr							
						1			
2	3	4	5	6	7	8			
9	10	11	12	13	14	15			
16	17	18	19	20	21	22			
23	24	25	26	27	28	29			
30									

April 5 - Release Day - Prek & Elem. only - Conf. April 7 - Good Friday - Closed April 12 - Release Day - Prek & Elem conferences, MS & HS professional development. April 17 - 21 - Vacation

ATTENDANCE

ABSENCES/TARDIES

You must be seated in your homeroom at 7:50 in order to be marked present and on-time. If you arrive at school after the 7:50 bell has sounded, or you are in the building but have not checked in with your homeroom teacher for permission to be elsewhere, you are considered tardy for school. Please report directly to the school office and you will be given a tardy slip to class. Without the tardy slip, a teacher will not accept you into class when you arrive.

EXCUSED TARDIES

You must have your parent or guardian accompany you into the office, a parent phone call or you must have a written excuse signed by your parent or guardian or doctor's office explaining why you are late to school. Please try to keep tardies at a minimum; this is time you are missing from school.

UNEXCUSED TARDIES

If you arrive late for school without a note or call from your parent/guardian, your late arrival is unexcused. If you continue to arrive late, you may be assigned an after-school detention to make up the time you missed in the morning and your parent/guardian may be called to meet with the vice principal for a conference. You are responsible for arriving at school on time.

Absences at 10 or tardies at 12 will mean your parents/guardians will receive a letterl. (Please see attendance policy for Natick Public Schools on the web and in this Handbook on page 19.)

MCAS DATES ~ 2023 - TBD

ELA Test Sessions: March 27th-April 28th MATH, STE Test Sessions: April 24th - May 26th

PLEASE AVOID PLANNING FAMILY VACATIONS DURING THESE DATES!

Absences are to be called in by your parent/guardian to the school nurse before 7:50 on the morning of the absence or the evening before. The number to call is **508-647-6651**. Parents/Guardians should leave a message indicating the student name, grade level and/or homeroom teacher, and reason for the absence. If the absence is due to travel, please indicate all dates the student will be absent. If your absence is not called in, the school will call your home. If a student knows in advance that he/she will be absent, a note should be brought to the front office prior to that absence. It is important that you attend school each day and arrive on time. School is your "job," and like all jobs, you can only do your best when you are present and arrive on time.

ABSENCE & SCHOOL ACTIVITIES

Students who are absent from school, with or without a legitimate excuse, may not participate in any afternoon or evening school events. Students on field trips or other school-sponsored activities are considered present.

DISMISSAL

Dismissal time is 2:05 for all students.

EARLY DISMISSAL

If you must leave school early for a medical appointment or other special reason, bring a note from your parent/guardian stating the reason for early dismissal. **Bring the note to the office before 7:50** and give it to an Administrative Assistant. She will give you an early dismissal slip, showing the time you are permitted to leave class. When that time arrives, show the dismissal slip to your teacher, go to your locker and report to the office to meet your parent/guardian.

- Once your parent/caregiver arrives the student may leave the building. If you return to school, you must stop at the office to obtain an admit slip.
- Also, you may not use your personal cell phone to call a parent to pick you up from school—even if you are feeling ill. The nurse must examine you and call your parent/quardian with you.

STUDENT ATTENDANCE

The Natick School Committee believes strongly in the importance of regular attendance by all students. The Committee adheres to and is in full compliance with Chapter 76 of the laws of the Commonwealth of Massachusetts, which defines attendance regulations. Except in cases of illness and other unique circumstances, students are expected to be present when school is in session.

Considering a Vacation During School Time?

Should a parent choose to keep a student out of school for reasons other than illness or unique circumstances, the school and individual teacher(s) will not assume responsibility for either preparing lessons in advance for the student or for providing individual tutoring or extensive individual help for the student when he or she returns. It will be the responsibility of the student and the parent to identify work that may be missed. While teachers will provide the normal range of assistance, it is the student's responsibility to make up work. Please also see the Natick Public Schools Attendance Protocol which follows in this booklet.

ABSENCE CALL-IN LINE—DAY OR NIGHT (508)-647-6651

• FOR REPORTING ABSENCES/TARDIES ONLY
• PLEASE STATE THE REASON WHY THE STUDENT WILL BE ABSENT OR TARDY

PLEASE DO NOT LEAVE HOMEWORK REQUESTS ON NURSE'S PHONE; CALL THE MAIN OFFICE (647-6650)

HOMEWORK REQUESTS WILL BE DISTRIBUTED TO TEACHERS
AFTER 3 CONSECUTIVE ABSENCES

NOTIFICATION OF ABSENCES

Natick Public Schools has implemented the following procedures to verify pupil absences in grades 5 through 8:

1. Parents/guardians are expected to call the school as soon as it is determined that a child is to be absent. For your convenience, a voice mail has been created in the nurse's office to receive your call at <u>any time, day or night.</u> PLEASE CALL (508) 647 – 6651 and leave a message that includes your name, your child's name and homeroom, and the <u>reason for the absence</u>.

- 2. We encourage your call on the day prior to the child's absence if you know such will occur, and request that you call if you know about medical appointments, out-of-town visits, etc.
- 3. School personnel will call any parent who has not notified the school by 9:45 a.m. on the day of the child's absence. In the event there is no answer at home, school personnel will contact the emergency contact listed in PowerSchool.

ATTENDANCE PROTOCOL

ABSENCES

All students are expected to attend school and to be on time. In the event that your child is absent from school, please notify the school as soon as possible on the day of the absence. A student is considered absent if he/she is not present in school for at least half of the school day. The chart below indicates the **minimum** number of minutes a student must attend school in order to be marked present. Even if a student is tardy to school or has an early dismissal, students who are present in school for **less than** the minimum number of minutes will be marked absent.

<u>SCHOOL</u>	Beginning Time	Full Day	Early Release Day
Natick High School	7:30	204 minutes	113 minutes
Kennedy MS	7:50	188 minutes	103 minutes
Wilson MS	7:50	188 minutes	103 minutes
Ben-Hem Elem.	8:15	180 minutes	103 minutes
Brown Elem.	8:30	180 minutes	103 minutes
Johnson Elem.	8:30	180 minutes	103 minutes
Lilja Elem.	8:40	180 minutes	103 minutes
Memorial Elem.	8:50	180 minutes	103 minutes

Absences will be documented excused, unexcused, or truant.

EXCUSED ABSENCES

- A student will be considered as having an excused absence when:
- o The parent has notified the school on the day of the absence before the end of that school day, AND
- o The student's total number of absences has <u>not exceeded 10</u> in the course of the school year.
- If a child is absent and there has been no parental contact by the end of the school day, the student will be considered truant. (See Truant)
- If a student is absent for 5 or more consecutive days, parents must obtain a doctor's note and submit it to the school.
- If the total number of absences (excused or unexcused) exceeds ten (10) a CRA (Child Requiring Assistance) may be held with a juvenile court representative and building administration. This type of hearing is to assist the child and family in improving attendance issues.
- <u>Any absences totaling over 15,</u> unless deemed extraordinary, may result in the **filing of** a CRA with the juvenile court.

Please provide doctor's notes if your student has had many absences, as this will help document the reasons for absences that are technically "unexcused."

PROTOCOL FOR EXCUSED ABSENCES

- After five (5) unexcused absences, an email or phone call will be issued to parents reminding them of the school's protocol and that an administrator will contact them to schedule a meeting should the absences approach 10 days.
- After eight (8) absences, a parent conference may be scheduled with the building administrator to review the school's protocol around attendance and to reinforce that each subsequent absence will be deemed "Unexcused."

UNEXCUSED ABSENCES

- A student will be considered as having an unexcused absence when a student's total number of excused absences has exceeded ten (10).
- The building administrator has discretion over deeming "extraordinary circumstances" as being either excused or unexcused absences. "Extraordinary circumstances" may include, but are not limited to: death in the family, religious observances, court appearances, extensive medical circumstances, etc.

TRUANT

- A student will be considered truant when he or she does not attend school without permission from their parents.
- The school will notify parents if it is suspected that their child is truant (i.e. student is absent from school and the school has received no parental notification).

PROTOCOL FOR UNEXCUSED ABSENCES AND TRUANCY

- After three (3) Unexcused Absences, Truants, or in combination, the building administrator may schedule a meeting with the parent, student and resource officer or juvenile probation officer.
- After 7 Unexcused Absences, Truants, or in combination, the school may file a CHINS with the Juvenile Court.

TARDY

All students are expected to attend school and to be on time. In the event that your child is tardy to school, please notify the school as soon as possible on the day of the tardy. A student is considered tardy if the student is not present in homeroom at the 7:50 bell AND is present for more than half of the school day (See Attendance). A student not present for more than half of the school day will be considered absent. Tardies will be documented as either excused or unexcused.

EXCUSED TARDY

A student will be considered as having an excused tardy when:

- 1. The parent has notified the school on the day of the tardy before the end of that school day, AND
- 2. The student's total number of tardies (both excused and unexcused) has not exceeded 10 in the course of the school year.

UNEXCUSED TARDY

A student will be considered as having an unexcused tardy when there has been no notification from the parent of the tardy before the end of that school day. Any tardies over 10 total will be deemed unexcused unless documentation/doctor's note is provided explaining

the need for tardiness to school (ex: dentist appointment).

PROTOCOL FOR EXCUSED AND UNEXCUSED TARDIES

- All unexcused tardies are subject to consequence by the building administrator (e.g. lunch detention or after-school detention)
- After 15 excused tardies, unexcused tardies, or in combination, the building administrator or counselor may request a meeting with the parent, student, and attendance officer or juvenile probation officer.
- After 20 excused tardies, unexcused tardies, or any tardies in combination, the building administrator may file a CRA with the Juvenile Court.

ACADEMIC PROGRESS (HOW ARE YOU DOING?)



Students - it is your responsibility to keep track of your progress in each class. Students in grades 5-7 will be provided an assignment notebook so that you can record what work is assigned and when it is due. Keep track of your grades so that you have a good idea of how you are progressing. If you do not understand something or feel you need extra help, speak to your teacher. All teachers are available to provide additional help after school on their scheduled days (teachers publish these days at the beginning of the year).

Powerschool is the district's Student Information System to which parents and students in grades 6-8 can have access. You will receive a letter in the fall explaining how you may sign up for access to PowerSchool, and you will also be able to sign up online through the district's home page and the Kennedy web page.

MIDTERM PROGRESS REPORTS: Students in grades 6-8 and their families are encouraged to review student grades through the PowerSchool Parent Portal halfway through each term (although they certainly can and should be viewed more frequently). These reports tell if you are doing well or need to work harder to improve in some area. Take the advice it provides and let it help you. If the report is unclear to you, ask your teacher to help you understand. Many teachers list assignments that must be completed. It is your responsibility to complete the work and turn it in within the assigned time. 5th grade families will enjoy the same type of standards-based progress reports as in elementary school, reported three times per year.

REPORT CARDS for grades 6-8 are available for online viewing through Powerschool two times during the school year shortly after the close of each trimester. Final report cards are also available for online viewing and can be mailed to your home within two (2) weeks of the close of school in June if requested. The report cards will show a letter grade for each class you are taking. The final report card indicates a passing or failing grade for the year. Grade 5 students will receive paper copies of the Standards-Based Report of Student Progress if requested. Grade 5 reports are also available for online viewing through Powerschool.

PARENT/GUARDIAN SIGNATURES on Progress Report Receipts and Report Card Receipts are to be returned to your homeroom teacher within two (2) school days of the time they are given to

you. Progress Reports and Report Cards are the school's way of letting your parents/guardians know about your academic progress. Your parent/guardian's signature on the receipt is the school's way of knowing that they viewed the report.

Honor Roll: Students in grades 6-8 qualify for Honors if all of their grades are B- or better. Students whose grades are all A- or better receive High Honors. After trimesters 2 and 3, a student whose grades improve in at least one subject without going down in any other subjects qualifies for the Improvement Honor Roll. All of these Honor Rolls require hard work and effective effort and you are to be congratulated for your achievements! Grade 5 students continue to enjoy the same report of student progress they had in elementary school. This report can be viewed online in PowerSchool.

Powerschool is the district's Student Information System to which parents and students in grades 5-8 can have access. You will receive a letter in the fall explaining how you may sign up for access to PowerSchool, and you will also be able to sign up online through the district's home page and the Kennedy web page.

5™ GRADE STANDARDS-BASED PROGRESS REPORTS As in grade 4 of elementary school, parents will receive standards-based progress reports. They will be sent out three times per year.

PROGRESS REPORTS FOR GRADES 6-8 In the middle of each term, or whenever necessary, teachers and administrators send out notices online to let parents know how their child is doing. Progress report receipts need to be signed by a parent and returned to school. Student progress may be monitored regularly by checking PowerSchool;; you do not need to wait for midterms.

REPORT CARDS

- 1. Report cards are issued three times a year.
- 2. Kennedy uses letter grades for grades 6-8. Grade 5 has a standards-based report card.
- 3. In most cases, comments appear on the report card explaining student achievement or lack of it in a given subject.
- 4. The report card states the number of times a student has been absent or late to school.
- 5. Remember that a student report card is just that, a report of what the student did or did not do during the term.
- 6. At the end of the year, the report card will indicate a Pass or Fail (P/F) as the final grade for each full-year course.

GRADING AND REPORTING

GRADING AND REPORTING

Letter	Number		Letter	Number		Letter	Number		Letter	Number	
Grade	Range		Grade	Range		Grade	Range		Grade	Range	
A+	97-100	4.33	B+	87-89	3.3	C+	77-79	2.	D+	67-69	1.33
					3			33			
A	93-96	4.0	В	83-86	3.0	С	73-76	2.	D	63-66	1.0
								0			
A-	90-92	3.67	B-	80-82	2.7	C-	70-72	1.6	D-	60-62	.67
								7			
									F	0-59	0

HONOR ROLL

The High Honor Roll and Honor Roll identify students in grades 6, 7, and 8 who have achieved academic distinction. To make High Honors, students must maintain grades in all classes of A- or better. To make Honors, students must maintain grades in all classes of B- or better.

SPECIAL EDUCATION PROGRESS REPORTS

Each progress report will reflect student progress in attaining projected benchmarks delineated in a student's IEP and will include a statement as to whether or not the student is expected to meet projected goals.

CONTINUUM OF ALTERNATIVE SERVICES AND PLACEMENTS

The teacher of the Access Program at the middle school will develop and incorporate prevocational curriculum and prevocational experiences for participating students as preparation for their entry into Natick High School or any other school.

ADDITIONAL COMMUNICATIONS WITH HOME

VIRTUAL BACKPACK

In our ongoing efforts to improve communication (and to be environmentally responsible) we have eliminated the weekly communication envelope. Instead, all important notices and messages for parents are posted on the Kennedy Website every Friday. If you would like a reminder to check the website sent to your email, sign up for our email list on the website. Any families that are unable to receive communications electronically should notify the principal, and hard copies will be sent home with your student. To see the weekly communications, just click on the picture of the backpack to view the current notices. All previous notices may be found in the archive section. Additionally, announcements read on the intercom each day can be accessed through the homepage "Daily Announcements" link.

FRIDAY EMAIL BLAST: Every Friday, there will be a link to the Kennedy Weekly Newsletter. It is also posted on the Kennedy website in the Current News section.

ACTIVITIES

Activities that take place outside of the regular school day are part of what makes school a very special and exciting place to be. They are an excellent way to meet other students that you would not meet through your classes. All students are encouraged to explore many different activities through which they may find favorites they might want to continue to pursue. Activities are open to students of all grades, unless otherwise noted. Please note that some behavioral infractions may result in the loss of the privilege to participate in after-school activities.

ADDITIONAL SUPPORTS

CRISIS INTERVENTION TEAM

In the event of an unforeseen crisis in the school, the Crisis Intervention Team will convene. The team is composed of members from administration, psychological services, guidance and medical staff.

RESPONSE TO INTERVENTION DATA TEAM

The Rtl/Data Team involves a diverse group of professionals from different areas who meet

regularly to discuss the needs of Kennedy students. Their mission is to join together in the problem-solving efforts of the classroom teacher requesting assistance. The Rtl/Data Team largely involves the regular education staff, although specialized personnel can be called upon to provide support as needed.

THE PROCESS: When a teacher/team identifies a problem (i.e., behavioral, academic, emotional) with a particular student, he or she brings the issue to an RtI team member.

- 1. A request form is completed.
- 2. The RtI Team reviews the form and may interview the teacher at their next meeting. Teachers and RtI team

members review samples of student work, and the student may be observed in classes.

3. Regular education strategies are formed including team meetings with parents and student, program change,

recommendations for after-school help, etc.

4. The plan is implemented and evaluated in 2-3 weeks. Following an evaluation of the plan, it is determined if the problem

has been resolved, needs to be revised, or a recommendation is made for a Special Education Evaluation.

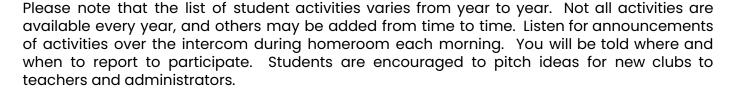
ACADEMICALLY TALENTED AND/OR GIFTED STUDENTS

Kennedy's ongoing monitoring of student progress enables us to develop learning experiences that appropriately engage and challenge all learners. In addition, students who perform exceptionally well and significantly above their peers on specific state and nationally normed assessments will be identified and you will be informed of this designation. If your child is eligible, you will be notified in writing and your child will receive further testing to see if he/she qualifies for unique learning opportunities at Kennedy.

ACTIVITIES AVAILABLE TO STUDENTS AT KENNEDY MIDDLE SCHOOL MAY INCLUDE:

- Math Team
- Yearbook Club
- Musical & Play (grade 6, 7 & 8)
- Specialty Chorus
- Jazz Band
- Honors Wind Ensemble
- Intramural Sports (differ by year)
- Boys Basketball team (grades 7, 8)
- Girls Basketball team (grades 7, 8)
- Spring Track team (grades 6, 7 & 8)
- Cross Country team (grades 6, 7 & 8)
- Boys Volleyball team (grades 7 & 8)
 - Girls Volleyball team (grades 7 & 8)

- Field Hockey Students as Readers
- Robotics
- Peer Leadership (grades 7 & 8)
- Student Council
- Community Service
- Weather Club
- Wrestling
- GSA/One Kennedy
- Art Club
- Coding Club
- Chess/Board Game Club
- Fitness Club



PEER LEADERS

7th and 8th grade students are eligible to become Peer Leaders for our school. Interested students must complete an application which includes questions about why they want to become a Peer Leader and what qualities they have that would make them successful Peer Leaders. Additionally, they must obtain parent/guardian permission and two letters of



recommendation from staff members. Applications are reviewed by a team of teachers, administrators and Pupil Services staff, and the strongest candidates are chosen based on their applications, the leadership qualities they have exhibited, and their demonstrated commitment to anti-bullying and strengthening the school community. Peer Leaders must maintain a C- or better in all of their classes as well as solid behavioral and attendance records. Peer Leaders may choose to join various sub-committees and may also apply to be Peer Trainers which requires an additional application page and interview. Students who are chosen to be Peer Trainers should be comfortable speaking in front of groups and will receive additional training for this position. Given the added time commitment of the Peer Trainer positions, students must be well-organized and committed to both anti-bias and anti-bully work and maintaining a strong academic record.

MIAA SPORTS TEAMS ELIGIBILITY:

Participation on any sports team requires an athletic fee determined by the Natick School Committee. There is a 3-sport cap per household for the academic year which includes Middle School. Students who qualify for a free lunch through the free and reduced-price lunch program, will have this fee waived by the Natick Athletic Department. Students who qualify for a reduced-price lunch, pay a reduced fee. If any fees represent a financial hardship for you, please contact the principal. All requests will be kept confidential. Financial hardship should not exclude a student from participating on a sports team.

Representing Kennedy Middle School on a sports team is a privilege that is dependent on each student maintaining a C- in all of his/her classes during the playing season. If a student is in danger of falling below a C-, the teachers will communicate this information to coaches/advisors. Teachers may require students to attend after-school academic help sessions, rather than practices. Students may not return to the team until the teacher communicates to the coach that the student has returned to good academic standing. Additionally, excessive absences and/or tardies to school may adversely impact a student's eligibility to participate in practices and/or games.

Furthermore, all athletes are expected to exhibit appropriate behavior during all school endeavors. Behavioral infractions that lead to Loss of School Privileges may result in the loss of practice and/or game time, or in removal from the team. Any suspensions from school may result in removal from the team. Repeated or egregious behavioral infractions may also result in removal from the team at the discretion of the administration.

WAYS TO GET INVOLVED:

Kennedy'S PARENT TEACHER ORGANIZATION

The PTO encourages all parents to be involved in their child's school. Your active participation supports your sons and daughters and the teachers who work with them every day. One way to connect with Kennedy is by active involvement with the PTO, and there many special activities that offer real opportunities to get to know your child's school and to serve and support Kennedy. There are regular monthly meetings, with dates and times noted on the Kennedy website calendar. Drop-in anytime to get involved!

New officers are elected yearly. If you are interested in serving, please contact the principal. Contact information for new officers will be posted on the PTO website, once that has been determined.

Kennedy SCHOOL COUNCIL

As mandated by the Education Reform Act of 1993, Kennedy has an elected School Council that meets once a month, with dates and times noted on the Kennedy website calendar. Members of the School Council work together to improve the educational delivery system. Elections are held on a yearly basis. If you are interested in becoming a School Council member, please contact the principal.

ONE WAY TO GET INVOLVED: LAPS AT LUNCH

During the fall and spring, when the weather is good and parent/guardian volunteers are available, students may walk outside during their lunch periods. It's a wonderful opportunity for students to get some exercise and sunshine before returning to afternoon classes and it's a great way for parents to see middle-schoolers in action! This program can only run if we have sufficient parent/guardian volunteers to monitor the students outside while staff members monitor students inside. Laps At Lunch runs daily, weather permitting during both lunches (11:11-11:36am and 12:00-12:25pm) and you may volunteer for as few or as many shifts as you like. If you are interested, please contact the office and we will put you in touch with the parent coordinator.

FIELD TRIP & SCHOOL VOLUNTEER SAFETY CHECK

VOLUNTEERS / CHAPERONES

We welcome parent volunteers in our school and call for them frequently to assist with field trips and other special events. In our continued effort to keep all children safe, and to be in compliance with the law cited below, all volunteers must be CORI checked.

If you think you might volunteer in any capacity, please complete a CORI form well in advance of activities and return it to the front office.

A CORI check can take up to a month to be processed.

FIELD TRIPS

Field trips are an extension of the classroom and may be organized by teacher teams, clubs, and/or special activity groups. They are designed to enhance your child's learning experience, complementing the school-based instruction. Field trips are an earned privilege, and students must demonstrate responsible behavior to assure the privilege of participation. Students who have broken school rules which raise concerns about the student's ability to participate safely and appropriately, may be denied the privilege of participating in a field trip.

Costs for field trips vary depending on distance, admission costs, etc. Teachers will notify students of the cost for any field trip. Financial hardship will not exclude a student from a field trip. If the cost of a field trip presents a difficulty to you, please contact the principal's office. Arrangements will be made for your student to participate in the field trip; privacy will be respected.

MISCELLANEOUS ITEMS

INSTRUMENT LESSONS

Instrument lessons are offered after school on a fee basis. Please contact the Director of Fine and Performing Arts @ (508) 647-6400, ext. 1701 for more information.

VIDEOS

From time to time, teachers may show a video or video clips to students to enhance their learning. Please be aware that teachers will only show movies that are G or PG rated or will send information home about the suitability of a video for your review.

BIRTHDAY AND HOLIDAY CELEBRATIONS

While there are many wonderful reasons to bring in food to share with friends, this practice is not allowed in the cafeteria for a number of reasons. Some students with food allergies may unknowingly eat an item that contains an allergen that causes them to become ill. Similarly, some families may not want their child to eat the type of food that is brought in to share. When students bring sweets for special occasions, it can cause a commotion and lead to hurt feelings when some students are excluded from sharing.

Additionally, in-school birthday and holiday celebrations with gift-giving can cause problems if some students feel excluded. Please be mindful that in-school celebrations in the cafeteria are visible to the entire grade. Gift giving and food sharing is best done privately/out of school, and we request that you limit school celebrations to items that are not food-related such as sharing cards, drawings, etc.

GIFTS TO STAFF MEMBERS (A note from our superintendent)

Recently, many of you may have seen reports in the media relative to the state conflict of interest law that governs the receipt of gifts by public employees. This is receiving attention this year due to a new state law requiring all Massachusetts public employees to receive a copy of conflict of interest regulations and to receive mandatory training on this topic. While it is unlikely that teachers receiving tokens of appreciation from students and their families was the impetus for the state government's recent emphasis on conflict of interest legalities, it is important that our employees comply with their legal responsibilities. The purpose of the law and accompanying regulations is to avoid any perception that a public employee might display some type of favoritism due to the influence of a gift. While parents often give gifts to our teachers and aides at holiday time and/or the end of the year as an expression of gratitude for their hard work, I would appreciate it if parents who choose to do so would adhere the following guidelines in order to avoid putting our educators in an awkward position:

- Massachusetts General Law Chapter 268A and State Ethics Commission rules prohibit all public employees from receiving personal gifts of "substantial value," which according to the regulations is \$50 or more. This includes meals, tickets, services rendered, holiday gifts, etc.
- The Ethics Commission has recently ruled that the \$50 or more restriction applies <u>even when</u> a group of people pools their funds to contribute to a gift. Therefore, if multiple parents of students in the same class chip in to purchase a gift for the teacher, the teacher cannot accept it if it is worth \$50 or more.
- The law and regulations apply to any *single*, *personal* gift to a public employee from an individual or group. An employee may accept multiple gifts from different parties, as long as each individual gift complies with the regulations. Contributions for educational supplies, the purchasing of books or curriculum materials for the classroom, or a donation to a PTO or organization such as the Natick Education Foundation in the educator's name are not subject to the limit.

Natick families traditionally have been generous to our educators, and all of us in the School Department appreciate all of the time, effort, and financial support that you provide. I ask that you please follow these guidelines so that our educators do not need to politely decline a

gesture of appreciation. If you have questions about the law and regulations, please contact your principal or me. Thank you.

NON-CUSTODIAL PARENTS

- If there is a change in the family status (divorce, custody, etc.), please provide a copy of the relevant legal documents to the principal, so that the school is informed regarding custody, parental communications, etc. It is the responsibility of the family to provide these documents to the school in order for the school to update the record.
- 2. Non-custodial parents may receive notices if legally entitled to them, and if a written request has been made to the principal.
- 3. The custodial parent will be notified of this request, and depending on the relevant legal documents, permission for communication may/may not be granted.

Under the Family Educational Rights and Privacy Act (FERPA), both custodial and non-custodial parents have the right to receive school records for their children, unless otherwise specified by the custodial parent.

The school is required by law to provide the non-custodial parent with information about their students 21 days after receipt of the written request unless the custodial parent provides us with documentation indicating....

- the parent has been denied legal custody or has been ordered to supervised visitation
- the parent has been denied visitation
- the parents' access to the student has been restricted by a temporary or permanent protective order
- there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

RELEASE OF STUDENT INFORMATION TO THIRD PARTIES: PROCESS AND PROCEDURE

Procedure: Third party requests for information regarding students are a standard part of application processes for various clubs, organizations, and private schools. All requests for information from third parties will, given reasonable notice to the teacher, be processed according to the process detailed below:

Upon request for information by a parent or by a third party:

- 1. the front office will acquire written permission from parents to share information with the third party.
- 2. the classroom teacher, within 3 school days, will complete the assessment and submit it to the principal or his/her designee.
- 3. the principal or designee will review the assessment.
- 4. the principal or designee will submit the assessment directly to the third party.
- 5. if requested by the parent and acceptable to the receiving party, the principal or designee will furnish signed and sealed copies of the assessment directly to the parent/guardian of the student.

Parents/Guardians should provide a stamped envelope addressed to the third party.

HEALTH AND MEDICAL OFFICE PROCEDURES

HEALTH SERVICES

Registered nurses are available in the Clinic to assess illness and / or injury and to provide emergency care. Throughout the school year the nurses provide instruction and guidance to students and their families as needed, and work with other health care professionals to help ensure a healthy learning environment for the entire student population.

- When a student has severe cold symptoms, fever, gastro-intestinal problems or other acute complaints, parents / guardians are asked not to send him / her to school.
- If illness symptoms arise at school, the nurse will evaluate the situation and decide if the student should remain in school or be sent home.
- Parents / guardians or persons listed on the emergency card will be expected to pick up the student in the Clinic and sign the student out from the office.
- Only the nurse can dismiss students from school for medical reasons. Students with a
 medical problem are not to contact parents directly for dismissal without the nurse's
 assessment. Students must have a pass from their teacher before going to see the
 nurse.
- If a child is seen by a physician and/or excused from school by one, please obtain a Dr.'s note to excuse the student's absence/time out of school.

CONTAGIOUS DISEASES

Contagious diseases such as chicken pox, hepatitis, meningitis or other communicable diseases are controlled by the Board of Health and must be reported to them at 508/647-6460. Pupils who have had a communicable disease cannot be readmitted to school without a release card from the Board of Health. Spread of disease is prevented by excluding ill students when indicated and maintaining current, up-to-date immunization records.

NATICK PUBLIC SCHOOLS LICE POLICY

- 1. If a student is identified as having a case of Pediculosis (nits and/or live lice), he or she will be assessed and returned to class and /or dismissed at the nurse's discretion.
- 2. The nurse will assess siblings and close contacts who attend Natick Public Schools.
- 3. Notification will be sent home to parents of all children in the classroom. Additional notification will be sent home at the nurse's discretion.
- 4. Parents will be given information regarding treatment of head lice.
- 5. The student has to be checked by the nurse prior to returning to school. A student will be accompanied by his/her parent until this exam is completed.
- 6. If nits are found after treatment, the student may attend class at the nurse's discretion.

Approved by the Natick School Committee: Oct. 19, 2009

MANDATORY HEALTH SCREENING PROGRAMS

Physical Examination: Due at the Beginning of the School Year Grades K, 4, 7 & 10

Please note: <u>All</u> students must pass a physical examination <u>within one year</u> before participating in any sport.

For all interscholastic sports, students must receive clearance from the school nurse that they are <u>eligible to sign up for tryouts</u> and to play on a team. In order to receive clearance, the nurse must receive an updated physical report from the student's physician. The report must

include the following: doctor's name, student's name, date of birth, date of physical and report, height, weight, and a statement regarding whether the student is "healthy to play."

Vision Testing:Done annually in the fallGrades K-5, 7& 10Hearing Testing:Done annually usually in the fallGrades K-3, 7 & 10Postural Screening:Done annually in the springGrades 5 - 9

IMMUNIZATIONS

Students entering school for the first time, whether at preschool, kindergarten or through transfer from another system, will be required to present a physician's certificate from the Board of Health attesting to immunizations against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and other such communicable diseases as specified by the Massachusetts Department of Public Health. Grade 7 students are also required to have 3 doses of the Hepatitis B vaccine. Students will be excluded from school if immunizations are not up to date.

Exemptions to these regulations will be made for medical and religious reasons upon receipt of documentation from a physician for medical reasons and from the parent / guardian for religious reasons.

INHALERS

If your student needs to carry medications such as an inhaler, an Authorization to Carry form should be completed and given to the nurse. This can be sent in at any time during the year, prior to the beginning of the sport season.

IMMUNIZATION AND HEALTH DATA

- 1. Diphtheria/Pertussis/Tetanus (DPT/DT, DTaP) 5 doses
- A booster of Tdap is required for 7th grade
- 2. Polio vaccine 4 doses
- 3. Measles/Mumps/Rubella (MMR) 2 doses
- (first dose after 12 months of age, 2nd dose before entering K)
- 4. Hepatitis B 3 doses
- 5. Varicella (chicken pox) 2 doses are required prior to entrance into K or 7th grade or a physician's note verifying that the student has already had varicella (chickenpox) (First dose must be after 12 months of age
- 6. Tuberculin (TB) test as required by Natick Board of Health criteria
- 7. Lead screening is required for entrance into Kindergarten
- 8. A private physician's examination, which includes immunization information, is required for all students upon entrance into K, 4, 7, 10 and all new/transfer students.

MEDICATION POLICY

Only a physician is legally authorized to prescribe medication, this includes over the counter medication. If possible, medication should be given at home before or after school. A student who needs to take medication during school hours **must** have a signed permission slip from a parent/guardian and physician. The form may be obtained from the NPS website or the school nurse. Medication (in the pharmacy labeled bottle) is kept locked in the clinic and taken under the supervision of the nurse. No student is allowed to transport medication to/from school. A parent/guardian must bring the medication into the clinic. Parents/Guardians of students with an Epi-pen, insulin and inhalers should discuss their child's medical needs with the school nurse at the beginning of each school

year. If the parent/guardian has signed the permission form, the student may receive Acetaminophen (Tylenol) at the discretion of the school nurse once during the school day, telephone permission is not accepted. All forms are available on the NPS **website: www.natickps.org**.

INJURY

In the event of injury, the student will be maintained at the school if at all possible, until parents or an emergency person is contacted and arrives. In the event of a 911 emergency, an ambulance will be called and the student will be accompanied by an adult from the school to the hospital.

PREGNANCY

A pregnant student is encouraged to attend school through her pregnancy in accordance with her doctor's advice. Reasonable accommodations will be given to assist her in taking advantage of educational programs. Tutoring services will be offered to the student while she is under extended doctor-directed absences.

EXCUSED FROM PHYSICAL EDUCATION

An excuse from physical education for one day requires a note from home. For more than one day, an excuse from gym requires a note from a physician. Bring the note to the office and a copy of it will be made for their physical education teachers. Students will be given a pass to go to the library during gym classes. Students face possible failing grades in Physical Education if they do not provide proper medical documentation.

Natick Public Schools Medication Procedure

- 1. There are two forms, "Physicians Authorization for Dispensing Medication" and the parent "Authorization for Dispensing Medications" that must be completed prior to a student receiving medications in school. Both forms can be downloaded from the NPS web site health section and/or are available in the health clinics.
- 2. The parent/guardian is responsible to deliver medication to the school clinic and to retrieve it whenever necessary or at the end of the school year. Students are not allowed to transport any medication including over-the-counter medicines. The only exceptions are: students at NHS and the middle schools are allowed to carry their own Epi-pen, diabetic supplies/insulin, pancreatic enzymes and/or inhalers provided that the two completed authorization forms are on file.
- 3. All medication must be in a pharmacy labeled container with the following information:
 - Name of student administered
 - Name of medication
 - Dosage
 - Route how administered
 - Time of administration in school/how often is it to be administered
 - Name of physician or licensed prescriber
 - Date of prescription

4. Over-the-counter medication must be delivered to the nurse in its original package. The Physician and Parent "Authorization for Dispensing Medication" forms must be completed and on file with the nurse. Students cannot carry medications, even over-the-counter-medication such as Tylenol. The school nurse **must** handle all medication.

Any student with a known severe allergic reaction requiring emergency administration of epinephrine must have an Epi-pen either carried by the student or in the health clinic or preferably both, as well the two "Authorization for Dispensing Medication" forms.

Managing Food Allergies at Kennedy Middle School

Kennedy is an "allergy aware" environment. We have many students with severe food allergies. We do not have unplanned food events and discourage nut snacks in the classroom. There is always a designated "nut free" table in the lunchroom where children may sit if they choose as long as they have "nut free" lunches. We encourage excellent hand hygiene to prevent accidental allergen ingestion and advise that allergic children set up a paper towel "placemat" for lunch and snack. There are always safe products available from the custodian should a child wish to clean his/her desk or table before or after eating. Parents should feel free to send in moist wipes for the student to keep in his/her lunchbox or locker for cleaning hands and surfaces before eating.

At Kennedy, we expect that every student who has been diagnosed with a potentially life-threatening allergy will have a prescription for an Epi-pen to be used in case of accidental allergen ingestion. We must have both a "Parent Authorization" and "Physician Authorization" form on file in the clinic as well as a set of Epi-pens in the original packaging with a pharmacy label. We will keep one of these in the clinic in a bin labeled with your child's name and one in the cafeteria in an area readily accessible to staff.

We also encourage and support any child who is ready to carry his/her own Epi-pen in school. For children who are developmentally ready, it is an important step towards managing this life-long health issue. In order to carry an Epi-pen, your child must have "permission to carry" checked off on the signed parent and MD medication authorization forms and be trained in the use of the Epi-pen. If "permission to carry" is checked off, we expect the student to have the Epi-pen accessible at all times during the school day. Devices for carrying Epi-pens safely are available online at www.foodallery.org. Even if your child carries an Epi-pen in school, we still require that we have at least one Epi-pen for the clinic.

If you would like to speak to us about any specific concerns you have about the management of your child's health issues at school, we encourage you to call the Clinic directly or schedule an appointment to meet with the nurses.

SNACKS, FOOD-SHARING, AND SPECIAL OCCASION CELEBRATIONS

Students may bring a healthy, easily consumed snack and/or beverage to be eaten mid-morning at the discretion of the classroom teacher. Candy, soda, and power drinks are NOT to be brought to school. Certain foods may be prohibited in areas of the building...i.e., peanuts, peanut and tree products—your student's teachers will alert you to these areas. While it is a wonderful gesture, we discourage sharing food between students during snack or lunch time because of the concern about allergies. Similarly, some families may not want their child to eat the type of food that is brought in to share. We also discourage individual and table groups of students from bringing large amounts of snack foods to the cafeteria because of the commotion and exclusion it can cause, as well as the unhealthy aspect of eating large amounts of snack food before periods of learning.

Additionally, in-school birthday and holiday celebrations with gift-giving can cause problems if some students feel excluded. Please be mindful that in-school celebrations in the cafeteria

are visible to the entire grade. Gift-giving and food sharing is best done privately/out of school, and we request that you limit school celebrations to items that are not food-related such as sharing cards, drawings, etc.

STUDENT EXPECTATIONS

In order to work well together, there are clear school expectations, which help us to function as a community and allow students and teachers to feel safe and secure in the school. The rules are based on courtesy and common sense, respect and responsibility. Below is a list of key rules and our school behavior rubric. The rubric shows the consequences all students receive for breaking the rules. Please review these rules and the rubric so expectations for behavior are clear to student and family.

LOSS OF SCHOOL PRIVILEGE

Serious or repeated discipline infractions may result in a "Loss of School Privileges" for the trimester or the year. This may include loss of privilege to participate in activities such as lunch in the cafeteria, after school clubs and sports, or evening events such as dances, etc.

OUR CORE VALUES AND DISCIPLINE

STUDENT RESPONSIBILITY/RESPECT FOR LEARNING AND OTHERS

Discipline is a key component of a quality education. Schools become more effective when students understand the reasons for rules, the regulations themselves, and the infraction consequences. Please see the behavior rubric beginning on page 21 of this booklet.

Teachers and assistants within the classroom setting manage classroom discipline. Discipline issues in hallways, rest rooms, cafeteria, auditorium, school grounds, buses, and field trips are processed through the team leaders and the school office. Any Kennedy staff member may assign a behavior consequence. The staff person must inform the student the reason for the consequence and the nature of the offense. If a student accumulates a number of consequences, he or she may be suspended. The student may also be denied certain privileges ("Loss of School Privileges") like dances, field trips, eating lunch with classmates in the cafeteria or in the Kennedy Cafe, etc. Parents / guardians will be informed of behavioral incidents at school. The front office records and monitors major offenses and issues office detentions, suspensions, and other consequences. Students may be asked to perform some community service activities.

Kennedy Middle School parents, teachers, and administrators support the school's efforts and its ongoing endeavors to foster a climate of respect for all. In order to establish a positive, safe learning environment, teachers and parents are encouraged to develop, in collaboration, each child's sense of personal responsibility and accountability for his/her actions.

PLEASE NOTE: No guide can anticipate every imaginable variety of misconduct. Accordingly, the principal and staff retain the right to publish and maintain supplementary disciplinary rules during the course of the school year and to impose discipline for any other conduct that is unquestionably improper.

ALSO: The Kennedy Middle School Discipline Code does not discriminate based on a student's race, color, sex, religion, national origin, sexual orientation, or disability.

LOCKERS AND POSSESSIONS

LOCKERS: Your homeroom teacher will assign a locker to you on the first day of school. Your locker is large enough to hold your books, notebooks, coat, and backpack. It is important that as the year progresses you keep it clean so that you do not damage books by forcing them into a too-full locker, or have the locker jam because clothing or backpack straps are caught in it. You may not use locks of any kind on your locker.

LOCKER EXCHANGES: Your team will teach you those times when you may visit lockers during the day. Plan what you need to carry for each class so that there is no need to return to your locker after each class. In order to go to your locker at times other than those agreed upon by your team, you must have a pass from a teacher.

LOCKER ROOM/PHYSICAL EDUCATION:

Students may change for class. You may wear athletic clothing such as sweats, shorts and t-shirts that were not worn to school that same day. Students must wear sneakers (no exceptions). Lockers for your belongings are available in the physical education dressing rooms. During your physical education class, place clothing, books and other possessions in a locker. We advise students to lock up their valuables during class in the assigned lock box found in the boys' and girls' lockers rooms. The physical education teachers will make this lockbox available before and after every class for those students who have valuables. Students will not use locks of any kind in the locker rooms. Instead, students will be responsible for bringing their physical education clothes to and from every class.

SNACKS: Students may bring a healthy, easily-consumed snack and/or beverage to be eaten mid-morning at the discretion of the classroom teacher. Candy, soda, and power drinks are not to be brought to school. Students **must** take responsibility for proper disposal of containers, wrapper, crumbs, etc. Certain foods may be prohibited in areas of the building...i.e., peanuts, peanut and tree products—your teachers will alert you to these areas.

Cell Phones/Personal Electronics/Communication Devices:

If you must carry a cell phone or other electronics, they are to be **turned off completely** as soon as you enter the school grounds and must be put away and kept out of sight all day. For **no** reason are you allowed to use a cell phone or other electronic device during the school day. Air pods (wireless headphones) need to be put away upon entering the building, and smart watches such as Apple watches should have all messaging and internet capability turned off.

Parents should <u>NOT</u> call or text you during the school day, as you should not have your phone on to receive such messages. All messages should be given to the main office and the office will get the message to you. If a call must be made during class time, you are to ask permission from the teacher and get a pass to use the <u>office telephone</u>. Use of the classroom phone is limited to emergencies <u>only</u>. Also, you may not use your cell phone during the day to call a parent to pick you up from school—even if you are feeling ill. The nurse must examine you and call your parent/guardian with you. Cell phones are not allowed at school dances. If you must bring your cell phone with you, a storage space will be provided where you may keep your phone during the dance and you may pick it up at the conclusion of the dance.

If a cell phone, portable game system, or other technological device is used, displayed or heard on school property without teacher permission, it will be confiscated and returned at the end of the day. If this happens a second time, it will be confiscated and returned to the parent/guardian only. Current cell phone/personal electronic technology creates many temptations to share information, pictures and distractions through the course of the day, and is not in compliance with our network compliance obligations and internet safety protocol; therefore, it is not appropriate in school.



E-books may be used for reading purposes only, at the discretion of the teacher/staff person. Connecting to the internet from an E-book is not allowed on school premises.

NATICK PUBLIC SCHOOL POLICY ON CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other personal electronic devices such as video games and music players are a distraction to the learning environment in the Natick Public Schools. As such, the following regulations will apply:

- All electronic devices and components must be <u>turned off</u> and <u>not visible</u> on school grounds. Any contact between parent/guardian and child must occur through the office.
- 2. Electronic devices necessary for a specific educational purpose and/ or may be used under the direction and with the approval of the supervising teacher/staff member.
- 3. Violators of this policy will have these items confiscated and turned into their administrator. Repeat violations will result in the device being held in the office for an extended period, or return of the device only to a parent/guardian.
- 4. Lack of compliance with the requests of teachers and/or administrators is insubordination and subject to more severe disciplinary action.
- 5. Phones may not be used as cameras, clocks, calculators, calendars, or any other device that may violate previously stated rules. Texting during the school day is strictly prohibited.

NOTE: Natick Public Schools will not assume responsibility for lost or stolen items under any circumstances.

<u>Cameras</u>: Use of cameras (including cell phone cameras) or recording devices are not permitted without written permission from a faculty member and/or administration.

Textbooks:

The books you receive to use in your classes are loaned to you by the Natick Public Schools, just as a library book is loaned to you by the library. Each will be checked out to you by a teacher who records the number of the book and its condition when you receive it. It is your responsibility to care for the book so that it is returned at the end of the year in the same condition it was given to you. Cover the book, and take care not to force it into your locker or book bag. Lost books are your responsibility. Look in all places you have been where it might have been left. Speak to your teacher about the lost book and check at the front office where unclaimed books are brought. You will be provided with a replacement book if possible, but you are responsible for the cost of replacing the lost book.

Class Interruptions

Classes cannot be interrupted to tell students that parents have delivered forgotten items. It

is the student's responsibility to check at the office to see if a parent has dropped off homework, books, lunches, etc. This is noted every day during the morning announcements.

LUNCH There are many choices available in the cafeteria. Students may bring their own lunches from home, purchase a hot lunch (daily menus are listed on the school's website) or other cold/hot lunch items from the snack line.



- Cost of a regular lunch is \$3.00
- A **premium lunch** is \$3.50
- Reduced lunch price is \$.40
- A la carte items range from \$.50-\$1.50
- Beverages: Milk: \$.60, Water (20 oz): \$1.25, Bottled Juice: \$1.25

Sometimes it happens that you forget your lunch money or you leave your lunch at home. Don't worry, no student will go hungry. You may use your student identification number to charge a lunch to your lunch account (even if you don't usually use the pre-paid account), and you may repay the money the next day. If you owe money on your account, you may NOT purchase a second lunch or snack items, but you may get a first lunch.

Students and their families may set up a cafeteria account that allows them to charge breakfast and/or lunch to their accounts. To set up an online account, to make payments, and to view transactions, please visit www.myschoolbucks.com.

You will need your Student Identification Number.

For more information please visit the Food Service section of the school website at

For more information please visit the Food Service section of the school website at http://www.natickps.org/

Students are encouraged to eat a nutritious lunch. Please do not bring in soda or power drinks for lunch beverages. All students are expected to keep the cafeteria clean. You are responsible for placing any waste paper, food remains, etc. of your own into the appropriate trash bins. If trash is on the floor or table and an adult asks you to pick it up, please do so. The cafeteria is for all students, and everyone must share the responsibility for keeping it clean. Once you are seated in the cafeteria, you are to remain seated except to throw away the remains of your lunch. Basic courtesy and good table manners are expected.

While there are many wonderful reasons to bring in food to share with friends, this practice is **not allowed** in the cafeteria for a number of reasons. Some students with food allergies may unknowingly eat an item that contains an allergen that causes them to become ill. Similarly, some families may not want their child to eat the type of food that is brought in to share. When students bring sweets for special occasions, it can cause a commotion and lead to hurt feelings when some students are excluded from sharing. Please be mindful that in-school celebrations in the cafeteria are visible to the entire grade. Gift giving and food sharing is best done privately/out of school, and we request that you limit school celebrations to items that are not food-related such as sharing cards, drawings, etc.

DISMISSAL FROM LUNCH will be by individual tables. Supervisors will go from table to table and dismiss students when their tables are clear of all trash. Walk quietly to your locker and class. Your quiet and orderly passing in the corridor is important because other grades will have classes in session while you pass from lunch. Thanks for your help with this.

Lunchroom Expectations for Everyone's Safety and Enjoyment of Lunch Time:

- Please WALK to your table and lunch line
- All lines are to be single file. If you cut in line, you will be told to go to the end of the line.
- Once seated, remain at the table and do not wander from table to table.
- Food must be consumed in the cafeteria. NO food or wrappers should be in the hallways.
- NO food is allowed outside at Laps at Lunch
- When finished with lunch, put waste in receptacles provided and leave tables and floor area around the tables clear.
- ANY STUDENT may be asked by an adult lunch supervisor to help straighten up the cafeteria.
- Students should not leave the cafeteria for any reason without permission or a pass. If you need to use the bathroom, or go to the office, guidance, library, etc, ask one of the adults in the cafeteria for permission or present a pass to an adult in the cafeteria if you were given one by an adult.
- Dismissal is done by tables after the area is cleaned and checked by an adult. Students are to remain seated at the tables until an adult dismisses them.

LAPS @ LUNCH

During the fall and spring, when the weather is good and parent volunteers are available, students may walk outside during their lunch periods. Once you have finished eating and cleaned your table area, check with a supervisor who will give you permission to go outside. You may walk in the designated area, staying on the paved surfaces (away from bike racks and stairs), until it is time to return to the cafeteria for dismissal to your next class. Students must follow school rules and the directions of adult volunteers while outside.

LUNCHROOM EXPECTATIONS ~

SILENT LUNCH is assigned to students who do not follow rules of conduct in the cafeteria. If a supervising teacher in the cafeteria determines that your behavior is inappropriate, you will be seated away from other students for the remainder of the lunch period that day (or for additional days), at a table in the office.

OTHER BEHAVIOR ISSUES: An office lunch detention, or other consequences, may be assigned for more serious lunch behavior issues. All school rules apply during lunch periods (behavior rubric applies) and ANY staff member may enforce the school rules as they supervise lunch.

STUDENT WORK LUNCHES: On occasion, a teacher may ask you to work with him/her during lunch time which means that you will eat lunch while you work with the teacher in the classroom. If you are to meet a teacher to make up work or to work on a special project during lunchtime, you must have a pass from that teacher before you will be permitted to leave the cafeteria. Otherwise, the cafeteria is the only place where you may eat lunch.

Buses

A Natick Public School bus pass must be presented to board <u>any</u> bus.



DON'T HAVE YOUR BUS PASS?

If a student does not have the pass at the morning pick-up, the student will be allowed to

board the bus, but a bus conduct report will be written by the driver and sent to the office. The student's parent/guardian will be contacted to replace/recover the pass.

Any student who does not have a bus pass to board the bus after school hours will NOT be allowed to board the bus. Furthermore, you may only ride the bus to which you were assigned; you may not ride a friend's bus if it is not your regular bus and you may not bring a friend with you onto your bus if they are not assigned to that bus. The student will be directed back to the office to call a parent/guardian and make other arrangements for a ride home. Similarly, any student who does not have the required late pass from a teacher AND the town issued bus pass will not be allowed to board the late bus.

LATE BUSES ARRIVE between 3:15-3:30 pm to take students home from after school activities each afternoon, Monday through Thursday, except the day before a holiday. Only students who have a town-issued bus pass are eligible to take the late bus. The late bus will take you to your neighborhood, but not necessarily to your normal bus stop. A copy of the late bus schedule is always posted in the office. Please review it to decide which bus you should take, and which stop is closest to your home.

To board the late bus, you must have a pass from the teacher with whom you stayed for any after-school activity, help, or detention. Take both passes directly to the front of the building where you will wait for the late bus. Natick Public School bus passes must be presented to board any bus. Any student who does not have the required late pass from a teacher AND your town issued bus pass will not be allowed to board the late bus.

BUS PROCEDURES

The Natick School Committee considers the school bus as an extension of the school itself, and rules regarding behavior are the same as in the school. School bus safety is a primary concern of the Natick Public Schools and we reserve the right to take whatever action is necessary to maintain a high level of safety.

The right of a student to school bus transportation is a qualified right, dependent on good behavior. In cases where a pupil seriously or continuously misbehaves, the principal or designee of the school will notify parents. The bus pass may be revoked if, in the opinion of the principal, such action is necessary for the general safety and well being of other students.

In cases where a pupil's conduct jeopardizes the safety and well-being of other students, based upon the assessment of the driver, that pupil may be immediately excluded from the bus.

The procedure for handling behavior problems, including bad language, on school buses shall be as follows:

a. First Offense A letter will be sent from the Principal/Vice Principal of the school, or

from the Transportation Coordinator, to the parents/guardians of

the student advising the parents/guardians of the offense.

b. Second Offense Bus privileges may be revoked for a two-week period and parents shall be notified by the Principal/Vice Principal of the school the

student attends.

c.Third Offense Transportation privileges may be taken away from the student for

the remainder of the school year, and the parents shall be so





notified of the offense by the Principal/Vice Principal. There are no refunds if privileges are revoked.

BUS EXPECTATIONS:

- 1. Students shall **stand on the sidewalk** or another designated place while waiting for the school bus. They shall respect other people's property, respect the right of other people to pass on the sidewalk, and display manners that indicate consideration and concern for the safety of others.
- 2. Students shall **never approach a school bus until it has completely stopped** and the door is opened. In boarding the bus, they should proceed in an orderly manner, single file. Younger students should be the first to get on and off the bus. 5th graders sit at the front of the bus, followed by 6th graders, then 7th graders, and finally 8th graders, who sit in the back of the bus. Students are expected to **remain seated with feet on the floor at all times** and may not sit on backpacks or the back of the seat.
- 3. Students shall **not open windows** without permission. Do **not throw anything** in the bus or throw anything out of the window. Do not put your hands, arms or any parts of your body out of the window at any time. Do not touch the rear exit emergency door unless there is an emergency, or the driver directs you.
- 4. When crossing the roadway after getting off the bus, **cross only in front of the bus** when the blinking lights are on and the stop sign is extended. Pass at least 10 feet in front of the bus and look for traffic in both directions before crossing the roadway. Never run beside a bus, chase after a bus, or pick up anything that has fallen near the wheels of a bus.
- 5. The bus **driver has full authority** as well as responsibility for control of the conduct of students while they are on the bus. Students should not annoy the operator or distract his/her attention from driving. This includes refraining from yelling or making loud noises on the bus. Drivers should be treated with courtesy and respect at all times.
- 6. Students should keep their hands to themselves. Students are **not allowed to use profane or abusive language**. Pupils who witness the destruction of property have a responsibility to report such misbehavior to the driver or school authorities.
- 7. All Town-paid and Fee-based students are issued a bus pass that they **must show** to the driver each day upon entering the bus. The pass entitles students a school bus ride to and from school. In the event a student loses a bus pass, a duplicate pass may be obtained for a fee from the Transportation Office.
- 8. A student who allows another student to use his/her bus pass or sells his/her bus pass is subject to having the bus pass privileges revoked. **You may not ride a bus which is not your assigned bus.**
- 9. Per bus company policy, you **may not bring large art projects or instruments** (ex: cello), animals, pets, or large objects on the school bus. Under no circumstances should firearms, explosives, incendiary devices (ex: firecrackers, snaps, etc.), or weapons be brought onto a school bus. Lunch boxes, smaller musical instruments and small athletic

equipment (those which can easily be transported on a student's lap or under the seat) must be kept out of the aisle.

- 10. Vandalism, destruction or defacing of property will not be tolerated. You may be required to pay for repairs.
- 11. There is **no smoking, eating or drinking** on the school bus. The bus must be kept neat without litter.
- 12. A student who pays a fee for transportation and whose riding privileges are suspended because of violation of these rules will not receive a fee refund.
- 13. **All rules of school conduct apply to the bus.** It is expected that students will behave in a way that exemplifies the core values of Kennedy Middle School.

FIELD TRIPS / CLASS TRIPS / FINANCIAL AID

Field trips are an extension of the classroom. Although the site of learning changes, all school rules still apply. Pupils must have written permission of a parent/guardian to participate in all field trips and must remain with the adults in charge once the field trip is in progress.

Pupils should also understand that financial hardship will not exclude them from participation in any field trip. Arrangement for admission costs can be made through the Principal's office, and privacy will be respected. If the cost of a field trip presents a difficulty for you, please contact the principal, and arrangements will be made. While field trips complement the instructional program, they are an earned privilege. Students must demonstrate responsible behavior to assure the privilege of participation. Students who have repeatedly or egregiously broken school rules may be denied the privilege of participating in a field trip.

Bicycles may be ridden to school and locked in the bicycle rack near the auditorium-gym doors of the school. A lock must be provided by the student to secure the bicycle to the rack. Bikes are to be ridden to the rack before school and locked in place; at the close of school they are to be ridden directly off the school grounds. They are not to be ridden in school parking lots, across the schoolyard, or on any sidewalks on the school property. Please make sure to walk, not ride your bike when you are on the school sidewalks.

SKATEBOARDS, SCOOTERS, HEELY SHOES AND ROLLER BLADES are not to be used to get to or from school. Their use on school grounds is prohibited for the sake of safety. Skateboards and rollerblades cannot be stored in lockers or the front office.

DRESS CODE - Effective 11.17.22

When you come to school, you are dressing for your job as a student. A student dress code should accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.

- Allow students to have hairstyles associated with race, including but not limited to, texture, type, length and other protective hairstyles such as braids, locs, twists, knots, hair coverings, and other formations.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.
- Ensure dress does not interfere with identification of/or communication with students.
- The primary responsibility for a student's attire resides with the student and parents or guardians. Kennedy Middle School is responsible to ensure that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student.
- Students are expected to wear a top, bottom and footwear in keeping with health and safety standards
- Clothing must be worn in a manner such that a student's undergarments are not showing, and private areas are covered with non-transparent, or opaque, material.
- The use of head coverings such as hats, hoods, helmets or other materials(except those intended for religious purposes), when they interfere with the identification of/or communication with students, will not be allowed.

FIRE DRILLS/LOCKDOWN DRILLS

In each classroom you will see a sign telling you where to go in case of a fire drill or other emergency evacuation of the building. Your teachers will go over the route you are to use to leave the building from each room. In a lockdown drill, students and teachers remain seated silently in their classrooms rather than leave the building. Your teachers will go over this routine with you as well in the beginning of the year.

Basic expectations that apply no matter what room you are in when a fire drill takes place:

- Leave the room quickly and quietly and in double file. Do not run.
- 2. Stay with your group once you are outside; remain quiet and orderly.
- 3. You must move well away from the building once outside.
- . All driveways around the building must be clear for fire trucks to pass. Stay away from them.
- Do not re-enter the building until your teacher gives permission.

If there is a fire or suspicion of a fire anywhere in the building, report it to the nearest teacher or staff member at once.

~ It is against the law to set a false alarm ~

E-Cigarette/Vaping/Tobacco Use:

Possession of tobacco or tobacco-related material such as cigarettes, lighters, matches, pipes, cigarette holders, etc. including e-cigarettes or any other vapor producing product at school, or at any home or away school event, will lead to consequences up to and including suspension.

What's the Bottom Line on the Risks of E-cigarettes for Kids, Teens, and Young Adults? From the Center for Disease Control (CDC), last updated March 11, 2019

- The use of e-cigarettes (sometimes called vapes) is unsafe for kids, teens, and young adults.
- Most e-cigarettes contain nicotine. Nicotine is highly addictive and can harm adolescent brain development, which continues into the early to mid-20s.¹
- E-cigarettes can contain other harmful substances besides nicotine.
- Young people who use e-cigarettes may be more likely to smoke cigarettes in the future.

MAKE-UP WORK

It is the responsibility of the student who has been absent due to illness or suspension to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not doing work missed. We encourage students to look online or call a classmate for assignments when he/she is not present in school.

- In cases of extended illness for **three days or more**, assignments may be requested through the office.
- At Kennedy, when make-up work is requested for a sick student, teachers will drop-off work and record the assignment on the sign-in sheet at the front desk in the office. The person who picks up the work for the student will sign it out with the office staff, and if the completed work is returned to the office, the returned items will also be logged in
- **Home/hospital tutorial:** any student absent for <u>14 or more consecutive days</u> due to illness will be eligible for tutoring services.
- Students missing school due to family trips or vacations should note the following School Committee Policy on Homework for the Natick Public Schools.

NATICK PUBLIC SCHOOLS HOMEWORK PROCEDURES

The Natick School System believes that homework contributes to the understanding of the curriculum and reinforces learning. Homework is a meaningful extension of daily classroom activities. Homework provides for practice of skills and application of principles based upon work begun in the classroom. It enriches school experiences and promotes a permanent interest in learning. It stimulates individual initiative, personal responsibility, and self-direction. Due to the differences in age levels, learning styles, and modes of instruction in the elementary and secondary schools, homework expectations will necessarily differ.

Teachers and Homework Responsibilities:

- 1. Assign homework that is meaningful and useful.
- 2. Allow time for student's questions to clarify directions.
- 3. Respond to each assignment by a grade and/or comment, written or oral, within a reasonable length of time.
- 4. Provide opportunities for both short-term and long-term assignments.
- 5. Monitor long-term assignments in order to avoid last-minute student efforts.

- 6. Limit assigning homework over school vacations.
- 7. Inform parents of their role in supervising homework.
- 8. Communicate with pupils and parents when problems concerning homework arise.
- 9. Will respect the observance of religious holidays when assigning homework.

Students and Homework Responsibilities:

- 1. Record the directions for homework in an assignment notebook.
- 2. Make sure the directions are clearly understood.
- 3. Maintain an appropriate study environment.
- 4. Accept responsibility for completing assignments and keeping materials in order.
- 5. Hand in meaningful products on time.
- 6. Budget time properly for long-term assignments.

PROMOTION/RETENTION PROCESS

Students who are in danger of not being promoted to the next grade will be notified in writing following the issuance of the second report card of the school year. Parents and/or Guardians will be asked to come to the school to confer with teachers and administrators relative to the student's progress and possible retention. Completion of summer school is required for any student who receives a failing grade for the year in two or more core subjects in order for that student to be promoted to the next grade.

<u>Parents and Homework Responsibilities:</u>

- 1. Provide a suitable place for study.
- 2. Establish a consistent study time.
- 3. Check student assignment notebook (also see the homework on websites and Moodle, and check PowerSchool for grades 6-8).
- 4. Oversee long-term assignments and assist student in learning to budget time accordingly.
- 5. Encourage student to accept responsibility for completing homework assignments.
- 6. Assist with but do not do the work.
- 7. Recognize that homework is not limited to written assignments, but includes studying, reading, and/or researching.

Homework Time Allotment Guidelines

Homework should be given at least twice a week and no more than four times a week at the elementary level. It is recognized that flexibility will be necessary at all levels. The following are suggested per day:

ELEMENTARY SCHOOLS:	PRIMARY GRADES	
	Kindergarten	Optional
	First Grade	15 minutes
	Second Grade	15 to 30 minutes
	Third Grade	30 to 45 minutes
	Fourth Grade	30 to 60 minutes
MIDDLE SCHOOLS	INTERMEDIATE GRADE	S
Fi	fth Grade	45 to 60 minutes
S	ixth Grade	1 hour to 1.5 hours
S	eventh Grade	1 hour to 2 hours
Ei	ghth Grade	1-1/2 hours to 2 hours

TECHNOLOGY USE:

Natick Public Schools Student Responsible Use Policy Student Responsible Use Guidelines

I understand that the use of technology is a privilege for which I am responsible. When using any NPS Online and Digital Technologies (ODT); I will always be a good digital citizen. I acknowledge that I understand the following:

I am responsible for being prepared for learning.
If issued a school computer, I will arrive at school each day with my computer, or
fully charged computer battery, and my charger.
I will report any breakage or technical issues to the Technology Services
Department (Technology) when they occur and I will be provided a loaner if
appropriate and available.
While in class, I will free myself of personal distractions and only use technology
when instructed by my teacher.
l am responsible for practicing positive Digital Citizenship.
☐ I will practice positive Digital Citizenship, including appropriate behavior and
contributions on websites, social media, discussion boards, media sharing sites, and
all other electronic communications, including new technology.
☐ I will be honest and respectful in all digital communication.
☐ I understand that what I do and post online must not disrupt school activities of
compromise school safety and security.
☐ I will not spam NPS email lists, which includes creating or forwarding chain
letters or pyramid schemes of any type.
☐ I will not gamble using the NPS network.
While on school premises, I will not knowingly and willfully use any devices or
tools (cell phones,
hotspots, VPNs) to bypass the NPS network in order to gain access to the internet.
☐ I will use NPS technology to access only approved educational content whether
on school premises or off.
☐ If I find internet content with educational value that is blocked, I will follow the
process to request
access to those sites:
 Ask a faculty member to submit the unblock request to a Principal/Dean via email.
2. Next, the Principal/Dean must review the site and either approve or deny the

3. If the site is approved for unblocking, the Principal/Dean informs Technology via

request.

email.

 4. Technology will unblock the site and inform the requester via email once it's available. At the high school, I will only install software from Managed Software Center (MSC) unless otherwise approved. I will follow the process to request an application be added to MSC: 1. Submit a request to Technology via email. 2. Next, Technology reviews the application request. 3. If the application is approved to be added to MSC, Technology will add it and inform the requester via email once it's available.
I am responsible for keeping personal information private. ☐ I will not share personal information about myself or others including, but not limited to, student ID number, names, home addresses, telephone numbers, birthdates, or visuals such as pictures, videos, and drawings. ☐ I will use caution when corresponding with people known only over the internet. ☐ I will be aware of privacy settings on websites that I visit. ☐ I will be aware that it is my responsibility to check the data privacy agreement of any software tool or website that asks me to set up my own personal account before providing any personally identifiable information. ☐ I am aware the school district will take responsibility for verifying the data privacy agreement of any third party system in which the school district creates my student account. ☐ I will abide by all laws, this Responsible Use Policy, and all district data privacy and security policies.
I am responsible for my passwords and my actions when using school-issued accounts. ☐ I will not share any school or district usernames and passwords with anyone. ☐ I will not access the account information of others. ☐ I will log out of unattended equipment and accounts in order to maintain privacy and security.
I am responsible for my verbal, written, and artistic expression. ☐ I will use school appropriate language in all electronic communications including but not limited to email, social media posts, audio recordings, video conferencing, and artistic works. ☐ I am responsible for treating others with respect and dignity, including, but not limited to their work. ☐ I will not send and/or distribute hateful, discriminatory, illicit, or harassing digital communications or any communication that constitutes a criminal offense. ☐ I understand that bullying in any form, including cyberbullying, is unacceptable. ☐ I will ensure that I am properly using and citing copyrighted software and materials. ☐ I will not download illegally obtained music, software, apps, and other works. ☐ I understand all NPS trademarks, logos and symbols are for school district use only. Please refer

to http://www.natickps.org/contact/communications/district_logos for approval directions.

	esponsible for taking an reasonable care with the AFS network and AFS
equipi	ment.
	understand that all school-issued technology is the property of NPS. understand the school district may inspect, audit, and confiscate any NPS
device	e at any point in time.
	understand that vandalism in any form including stickers is prohibited. (If I
	o personalize
	vice I will purchase a cover.)
	will report to a Principal/Dean any known or suspected acts of vandalism. will respect my and others' use and access to the NPS network and NPS
equipr	
not all	understand bringing in a personally owned home computer for school use is owed.
	will ensure that my actions protect NPS technology.
	understand that I should not tamper with, or attempt to bypass any of the
	ols in place (i.e.,
reinsto compi	all the operating system, modify the software image or disassemble the uter).
l am re	esponsible for the data I create and for protecting it.
	understand the district provides me with a Google account to save and store data and files.
ا 🗅	understand that I will not have access to my school email and data after ation or after leaving the district.
Note: 9	Students should think about this before applying to colleges and providing ct info.
Note: Takeo	To download your data prior to leaving school, students may use Google
unders	understand it is my responsibility to save any data or files that I create. I stand I should not save or store personal data or files on any device. I understand that the school district may reimage any computer at any time to ain the equipment in good working order.

There will be consequences for Irresponsible Use.

Misuse of NPS Online Digital Technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students including suspension, expulsion, or criminal prosecution by government authorities. The district will tailor any disciplinary action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech that is understood by school officials to threaten, harass and intimidate a staff member or fellow student, even when such online action originated, and was disseminated, off-campus without the use of school resources.

Students are welcome to take and post pictures online in their uniforms and/or with the school logo, recognizing that those images should display appropriate decorum and not conduct unbecoming of the team/school. Disciplinary action may also be taken if students post pictures online in their uniforms and/or with the school logo, that display conduct unbecoming of the team/school and/or that disrupts the operation of the school.

Disclaimer

NPS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or district accounts.

NPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. Students under the age of 18 should only access NPS network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school. A great resource to help parents manage technology use is Common Sense Media (https://www.commonsensemedia.org)

DISCIPLINE RUBRIC FOR BULLYING

BEHAVIOR	1 ST TIME	2 nd TIME	3 rd TIME
Teasing/Name Calling*	Call parent and/or send letter	Call parent 1 detention	Call parent 3 detentions
Physical Contact	Call parent and/or send letter 3 detentions	Call parent 1 day suspension (in or out of school)	3 day suspension
Harassment (verbal, physical, emotional, sexual)	Removal from class Call parent 1 day suspension	Call parent 3 day suspension	Call parent 1 week suspension

Teasing – includes but not limited to making fun of another student and excluding children

Physical Contact – includes but not limited to shoving, tripping, hitting, pushing, slapping, punching

Harassment – repeated (more than once) mistreatment of another

Examples:

Verbal: repeatedly saying unkind things to another

Physical: repeatedly shoving, tripping, hitting, pushing, slapping, punching

Sexual: repeatedly touching another inappropriately

Emotional: repeatedly hurting the feelings of another through acts such as looks, exclusion,

written notes

^{*}teasing the same person two or more times constitutes harassment as does teasing random people four or more times

Discipline Policies Offenses & Consequences

Minor Offenses

Consequences for most minor offenses for students are handled on team. For repeated violations, students may be asked to stay after school with the teacher, or may be referred to the office for additional consequences.

(If a 5th grade student is to stay after school, he or she will be given one day's

(If a 5th grade student is to stay after school, he or she will be given one day's notice.)

Minor Offenses Range of Consequences Repeatedly being unprepared for class -Conference with the administrator missing necessary materials such as a book, a pen or pencil. Continual disruptions to class After school detention/parent notification Rude/discourteous behavior to teacher or staff member or another student After school detention/parent conference Being tardy to class without a tardy pass. Unexcused absence from lunchroom or the Multiple infractions may result in an "working lunch" period extended after school two-hour detention. (used at the discretion of the administrator Entering a classroom without permission. after consulting with the teacher) Being out of class without a pass during class time. Chewing gum Overdue signed forms including behavior referrals & report card receipts. Lacking proper care of school materials issued to students, e.g. textbooks, class Student use of the drinks machine located outside the gymnasium during school Defacing/damaging or vandalism to school property that can be corrected satisfactorily by students Cell phones or any other electronic devices on or in use during the school day. (Cell phones must remain in the student's locker or out of view with the power shut off. School personnel will confiscate cell phones if this is not followed. (Refer to Cell Phone Policy in separate section of this handbook.)

Major Offenses

The following offenses may result in up to three after-school detentions for the first offense and a suspension for repeated major offenses. In the instance of a major offense - parents will be notified via behavior referral form.

Major Offenses

- Three or more minor violations on the same day (monitored by faculty and/or administration)
- Unexcused absence from class, teacher detention, homeroom or lunch period.
- Throwing or misuse of food or excessive horseplay in the cafeteria
- Throwing or shooting objects that may cause injury, e.g. ice, snow or snowball, pens, paper clips, lasers, pencils, rubber bands, etc.
- Defacing/damaging school property/vandalism (Damage that cannot be adequately repaired by student.)
- Cheating, copying or plagiarism (Academic consequences of the cheating incident are determined by the classroom teacher, and may include a failing grade for the assignment(s) in question.
- Lying to avoid punishment for infractions of this policy
- Gambling of any kind during school hours
- Misbehaving during any emergency drill (lockdown, fire drill, medical/shelter in place)
- Using profane language or obscene gestures – this includes the use of foul language, either directed at a peer or a staff/faculty member
- Forging parent signature on any school document
- Selling goods, such as candy, etc. to other students during school hours and/or on school property including the school bus

Range of Consequences

- Conference with the administrator
 & up to three after school detentions
- Community service requirement (Assigned at the discretion of the administration & in consultation with parent)
- Multiple infractions may result in an extended after school two-hour detention. (Assigned at the discretion of the administrator after consulting with the teacher.)
- Restitution of destroyed/damaged property
- Suspension for a period of one to ten days. Most suspensions are for 1 – 3 days depending on the severity of the infraction. (See Suspension guidelines section)

*In some cases a student cannot stay for detention due to a major commitment, such as a doctor's appointment. When this happens, the student must make the conflict known to the teacher and provide a note from his/her parent or guardian so that other arrangements may be worked out. If the student does not communicate this with his/her teacher about the conflict, it will be considered a violation of the discipline policy.

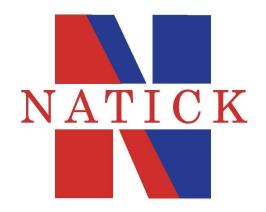
Suspension Offenses

The following offenses are considered serious enough to warrant a suspension for the first and each subsequent offense. Parents will be notified of the suspension by phone or letter. The Superintendent of Schools will be notified of the reason(s) for the suspension. The student who is suspended is responsible for making up all missed work. Students on suspension at home

must remain at home during school hours. After a suspension, the school may request a conference with a parent before the student may return to his/her school program.

PLEASE NOTE: Items marked with * are also covered by sections of the Massachusetts Education Reform Bill of 1993. Please refer to that section later in this handbook.

Suspension Offenses	Suspension Framework
* 1.Tobacco, alcohol or other drugs a. Use of tobacco on school property, school buses and field trips b. Possession, use or sale of alcohol or other prescription, illegal drugs or controlled substances on school property, school buses and field trips. The police will be notified. 2. Any act of vandalism to school property – such as furniture, books, equipment, lavatories that cannot be satisfactorily corrected by the student. *3. Disrespectful or threatening behavior directed toward a staff member. A staff member is any adult in the building connected with the school departments, e.g. administrator, teacher, substitute teacher, volunteer, secretary, nurse, custodian, guest speaker, or bus driver. 4. Stealing *5. Possession, use or sale of any dangerous or illegal devices, e.g.: fireworks, knives, or firearms etc. 6. Leaving school property without permission. Once students arrive on school property, they cannot leave without permission. 7. Extorting money from others. 8. Causing a fight, fighting and/or willfully causing injury to another person. 10. Two major offenses on the same day. 11. Making racial or derogatory remarks to another student, staff person, or adult in the building or on school grounds. 12. Engaging in any threatening behavior directed towards any student or adult in the building or on school grounds. 13. Violations of Mass. Chapter 655 An Act Increasing the Penalties of Hazing	Depending on the severity of the infraction, suspension can range from 1 to 10 days Repeated occurrences of the same infraction will result in a more lengthy suspension



Public Schools Bullying Prevention & Intervention Plan

Natick Public Schools BULLYING POLICY

I. LEADERSHIP

The Natick Public Schools has and will continue to employ multiple layers of involvement in the development of our Plan as required by M.G.L. c. 71, § 370. Under the direction of the Superintendent, Natick's Plan was developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. Natick has established a Bully Prevention Committee that meets on a monthly basis to review and evaluate our progress. In addition, at all eight of our schools Bullying Prevention and Intervention is an objective in the School Improvement Plans and thus, is discussed and reviewed by all School Councils. The Natick Public Schools have partnered with MetroWest Community Health Care Foundation (MWHCF) to survey our students for baseline data on bullying and harassment. In addition, MWHCF has funded a grant to support bullying prevention and intervention efforts at both of our middle schools.

GOALS

The Natick Public School Department is committed to providing our students equal educational opportunities, and a safe learning environment free from bullying. This will be possible when all members of the Natick school community treat each other with respect, appreciating the rich diversity in our schools. This policy is an integral part of the Natick Public Schools' comprehensive effort to promote optimal learning and eliminate all forms of violent, harmful and disruptive behavior. All students require this support to achieve their personal and academic potential.

The Natick Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities including on school buses. All reports of bullying will be promptly investigated by Natick Public Schools' administrators. **Bullying is defined** as 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: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

It is equally important for all members of the school community to understand that <u>conflict is not</u> <u>automatically synonymous with bullying.</u> Arguing, bantering back-and-forth, ignoring, roughhousing and fighting, while potentially serious forms of conflict, are not necessarily instances of bullying. Bullying is characterized by intention, repetition and power imbalance. Not every conflict meets these criteria.

"Cyber-bullying" - is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, cell phone text messaging, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

The Natick Public Schools response to bullying actions will include, when appropriate, referral to a law enforcement agency. The Natick Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement. Lastly, retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

II. RATIONALE

The Natick Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. The Natick Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. Further, the Natick Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

APPLICATION

This policy applies to all sites and activities under the supervision and control of the Natick Public Schools, or where it has jurisdiction under the law. The policy applies to all students, school committee members, school employees, independent contractors, town employees, school volunteers, visitors, parents and legal guardians of students, whose conduct occurs on school premises or in school-related activities, including school-related transportation. Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct. 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.

IV. DISCIPLINARY AND CORRECTIVE ACTION

Violation of this policy is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its recurrence. The District is committed to protecting a complainant, and other similarly situated individuals, from bullying in the future. Procedural manuals containing responsibilities of staff and students, reporting procedures, complaint process, resolution, and protection against retaliation shall be in place at each level. This policy shall be printed/listed in each school handbook/web page.

- It is a violation of this policy for any administrator, teacher or other employee, or 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.
- 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 link to school or is disruptive to an employee's or student's work or participation in school related activities.
- Reports of cyber-bullying by electronic or other means, occurring in or out of school will be reviewed
 and, when a link to work or school exists, 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. A student disciplined for cyber-bullying will not
 be readmitted to the regular school program until his or her parent(s) or guardian(s) attend such
 meeting.
- 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, bullying, or cyberbullying. As a means of support counseling services will be available upon request or referral for targets, aggressors and appropriate family members of the involved students.
- Strategies for protecting the target: Each school will employ clear procedures for restoring a sense
 of safety for a target and assessing that target's need for protection including but not limited to
 strong disciplinary procedures, parental contact and availability of administration/counselors for
 support.
 - Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Student Disciplinary Actions	Remediation Actions	Target Safety
 Admonishment, warning Parental Contact/Letter Student Apology/Think About it Form Temporary removal from the classroom Loss of privileges Classroom or administrative detention In-school suspension during the school week or the weekend for students Out-of-school suspension Student Re-entry Plan Legal action Expulsion or termination Consequences for repeat offenses 	 Meetings between parents Counseling Education including strategies to repeating behavior Revision of IEP, if applicable Individual Behavior Plan (for repeat offenders) 	 Guidelines for avoiding further unnecessary contact with the target Clarification about who will be notified Notify staff about incident and danger of further contact Strategies to avoid further bullying Identifying trusted adults and "safe areas" Education about rights to be free of retaliation and reasonable expectations about social consequences for being part of a bullying investigation Periodic check-ins Whole community meetings Identification and empowerment of bystanders 10. Education about technology

V. REPORTING

Students, who believe that they are the target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying. To assist in this matter the Natick Public Schools has created an online bullying reporting form. The form is available for students, parents and community members. Internally, the Natick Public Schools has created reporting and documentation forms for staff members and administrators. Annual training on the use of these forms will be provided.

Upon investigation and determination that bullying or retaliation has occurred, the principal shall promptly notify the parents of the target and the aggressor of the determination and the school district or school's procedures for responding to the bullying or retaliation. The principal shall inform the target's parent of actions that school officials will take to prevent further acts of bullying or retaliation.

Each school shall document any incident of bullying that is reported per this policy and the Principal or designee shall maintain a file. A report shall be provided to the Superintendent upon request.

Confidentiality:

The regulations also speak to confidentially at 603 CMR 49.07 which states:

1) A principal may not disclose information from a student record of a target or aggressor to a parent or guardian unless the information is about the parent's or guardian's child.

- 2) A principal may disclose a determination of bullying or retaliation to a local law enforcement agency under 603 CMR 49.06 without the consent of a student or his or her parent. The principal shall communicate with law enforcement officials in a manner that protects the privacy of targets, student witnesses, and aggressors to the extent practicable under the circumstances.
- 3) A principal may disclose student record information about a target or aggressor to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals as provided in 603 CMR 23.07(4)(e) and 34 CFR 99.31(a)(10) and 99.36. 603 CMR 49.07(3) is limited to instances in which the principal has determined there is an immediate and significant threat to the health or safety of the student or other individuals. It is limited to the period of emergency and does not allow for blanket disclosure of student record information. The principal must document the disclosures and the reasons that the principal determined that a health or safety emergency exists.

VI. RETALIATION

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, providing information during an investigation of bullying, or witnesses or has reliable information about bullying.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. This includes retaliation done anonymously.

VII. TRAINING AND PROFESSIONAL DEVELOPMENT

Annual training will be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Importantly information will be provided on the complex interaction and power differential that can take place among an aggressor, a target and witnesses to bullying. Staff members will be trained on students who are at risk for bullying. Specific information will be centered on research documenting those students who could be targeted as potential victims. Staff members will be provided the latest information on cyberbullying and Internet safety issues as they relate to cyberbullying. Natick is fortunate to have the authors of <u>A Parents' Guide to facebook</u>, who have consulted with us. Training will include staff duties, 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. Our goal is to build the skills of staff members to prevent, identify, and respond to bullying.

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

Grade Level	Program	Intended Outcomes
K-4	Open Circle & Supplemental	Foundation skills for all students K-4 (Open Circle
	Lessons prepared by our Elementary Guidance	Curriculum)
	Counselors	Listening and communication
		Cooperation
		Calming down
		Understanding feelings
		Expressing anger appropriately
		Friendship and including one another
		Identifying and reporting dangerous and destructive behavior
		Dealing with teasing
		Problem solving
		Developing feelings of empowerment
		Building leadership capacity
		K-2 More In-Depth Focus on the following skills
		(Supplemental Guidance Lessons)
		Safety
		Diversity awareness
		Accepting differences
		Friendship
		Peer relations and peer pressure Including others
		Developing empathy and understanding Acts of Kindness
		Tattling vs telling/reporting
		Introduction to defining bullying behavior
		3-4 More In-Depth Focus on the following skills
		(Supplemental Guidance Lessons)
		Defining Bullying Behavior
		Definition of target, bystander, ally, and student using
		bullying behavior
		Understanding the role of the bystander
		Effective strategies and resources for the target of bullying behavior, the bystander, and also the student
		who is displaying bullying behavior
		Conflict resolution
		Introduction to cyberbullying and internet safety
5	Character/Core Values Education Classes	definitions of respect, empathy, stereotypes, peer pressure identifying and combating
	EddCdtion Classes	bullying, exploration of identity,
		peer relationships, empathy and perspective taking,
		how to report bullying and keep school safe
		role of perpetrator, target, ally and bystander

		- k.,
6	Second Step	Working in groups Defining and keeping friends and allies Perspective-taking Recognizing bullying The role of bystanders/importance of emotions/brain and the body connections Stress management strategies
7	Facing History/Beyond Bullying Seminar	Exploration of components of identity Common vocabulary for roots of hatred and oppression (bystander, victim, perpetrator, rescuers, obedience, conformity and obedience Exploration of roots of hatred and cycle of oppression Historical case studies of bullying that led to genocidal conditions Understanding group dynamics/middle school culture
8	Seminars on Bullying Prevention & Intervention	Exploration of cyber law and exposure to online safety practices, Exploration of activism and upstanding behavior through literature studies and project-based service/research experiences Leadership as critical component to combating bullying in the community Identifying how diversity and identity issues play in to bullying
9-12	Seminars on Bullying Prevention & Intervention	Each grade will participate in a seminar either first or second semester. Students will understand the significance of empathy in bullying prevention, as they learn how to appreciate and value diversity within the student population. Students will participate in discussions and activities around webbased programs such as "If you really knew me." Recent Anti-Bullying legislation will be discussed, as students are encouraged to contribute their unique voice to prevention initiatives.

In addition, at both middle schools and at the high school, students who elect or are selected to be part of a student leadership team will receive intensive training around bystander intervention into bullying situations. It has been our experience that the most powerful solution to help prevent bullying is to empower peer leaders to use their influential voice to interrupt the cycle of bullying.

VIII. PUBLICATION AND NOTICE

Annual written notice of the relevant sections of the bullying prevention and intervention plan will be provided to students and their parents or guardians, in age-appropriate terms. All school handbooks will include relevant sections of the bullying prevention and intervention plan.

Annual written notice of the bullying prevention and intervention plan will be provided to all school staff. The faculty and staff at each school will be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty shall be included in the school employee handbook.

The bullying prevention and intervention plan as well as reporting forms will be available for all community members as a link from our district web page.

1. REQUIREMENTS FOR STUDENTS WITH DISABILITIES

For students identified with a disability the IEP Team must consider and specifically address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing.

Whenever the IEP Team evaluation indicates that a student's disability affects social skills development, or when the student's disability makes him or her vulnerable to bullying, harassment, or teasing, the IEP must address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing. These provisions apply to IEP's convened from May 3, 2010 on.

X. COLLABORATION WITH FAMILIES

A. <u>Parent education and resources.</u> The Natick Public Schools will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district. The programs will be offered in collaboration with PTOs, School Councils, SEPAC, Natick's Anti-Bullying Coalition, or similar organizations.

B. Notification Requirements. Each year the Natick Public Schools will inform parents of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The Natick Public Schools will send parents written notice each year about the student-related sections of the Plan and the district's Internet safety policy. All notices and information made available to parents or guardians will be in electronic formats and will be available in hard copy when requested. The Bullying Intervention and Prevention Plan will be posted to the NPS website.

REMINDERS TO ALL STAFF

Do not ignore bullying: Bullies count on adults to ignore bullying behaviors, and this allows them to continue bullying activities. (Steiner, A. 2002)

Intervene immediately; bullying is common, but not benign. Bullies are much more likely to grow up to have criminal or violent behaviors. Targets of bullies suffer disproportionately from mental health problems.

Separate alleged bully & target: Do not use mediation or attempt to force them to confront one another.

Bullying is different from conflict. Conflict is an equal-power quarrel or problem between two students. Bullying is abuse; it occurs when a socially powerful (popular or feared) student mentally or physically abuses a weaker (fearful) student, for the purposes of making them afraid and hurt.

Stay neutral and calm. The tone you take with students during investigations will affect your ability to defuse the bullying.

Don't make promises or deals until your investigation is complete.

Reassure reporters and targets that they have done the right thing by reporting. Make sure they know they will be protected from retaliation.

Empower aggressors to change. Remind aggressors that they have power to stop the bullying. Teach them strategies to stop (e.g., "for now, stay off of Facebook").

Maintain confidentiality but ACT: It is important to protect reporters from retaliation, but information

on bullying MUST be acted upon. There are no "off-the-record" conversations.

Be objective in your note-taking; your emails and the notes you take in meetings about students become part of their official record.

Be timely! The faster you talk to all students involved, the less likely the students will feel social pressure to change their stories.

Natick Public Schools

Administrator Investigation Process

This process applies only to situations where bullying is alleged. Disciplinary incidents will be reported using the school disciplinary action process.

Step One: Complete Incident Report Form

<u>If an adult witnesses or reports incident:</u>

o Staff member, Bus Driver, Chaperone, etc. completes incident report and gives to designated administrative staff member

If a student reports incident to staff member:

- o Acknowledge student's feelings
- o Determine if there are safety issues that must be addressed immediately
- o Staff member completes incident report and gives to designated administrative staff member

Step Two: Conduct Investigation

Interview Target of bullying:

- Ask target to complete a narrative of the event
- Interview the target first in private
- Ask target to identify witnesses
- Target and alleged aggressor should be separated
- Do not ask to see target in the alleged aggressor's presence
- Mediation should not be used with bullying situations
- Encourage target to report any additional incidents with the alleged aggressor and/or any retaliation done directly or anonymously.

Interview witnesses

- 1. Ask who was present
- **2.** Document the witness's statement
- 3. Direct witness to report any forms of retaliation done directly or anonymously.

• Interview the student Aggressor of bullying:

- 1. Identify the problem
- 2. Focus more on the alleged aggressor's behavior, protecting the target's confidentiality
- 3. Make the alleged aggressor aware of consequences of retaliation against target and reporter

Contact parent of target, alleged aggressor and appropriate witnesses

Step Three: Assign Consequences if needed

- Assign appropriate consequence
- 2. If the alleged aggressor denies the incident and there is insufficient evidence, tell the alleged aggressor that you hope s/he is right and that nothing happened, but you will continue to

monitor behavior

- 3. Monitor safety of target and provide additional support as needed
- 4. Notify the School Student Resource Officer when appropriate

Step Four:

Document Incident and Consequences

- Document outcome of investigation on Follow-up Form
- Target will be notified of action taken or not taken
- Provide update to staff member who reported incident
- Monitor students' behavior
- Notify teachers who have contact with target and aggressor

Staff Incident Report Form

Bullying is defined as a verbal, physical, written, or electronic action, or incident or other direct or indirect beha that is

cruel and repetitive. Bullying is characterized by an imbalance of physical, psychological or emotional power.

This report must be submitted to the principal/assistant principal/designated staff member as soon as completed.

Name of target:	
Name of alleged aggressor:	
Name(s) of witnesses:	
Date of incident: Time of i	incident: Location of incident:
Details of incident:	
To your knowledge, has there been a previous incident between these students?	Are there any immediate safety concerns?
YesNoNof yes, briefly explain:	Yes No

Bullying Witness Statement Form

This report MUST be completed when there is a witness to an incident of alleged bullying (for the purpose of this form, bullying encompasses bullying, harassment, and discrimination.) One form must be completed for/by each witness. All witness statements that relate to one incident should be attached to the Incident Complaint Report Form.

attached	d to the Incident Complaint Re	eport Form.	
WITNESS	NAME (last, first)	WITNESS TITLE (ex. Parent, Student, or Teacher)	INTERVIEW DATE
TARGET	NAME (last, first)		
AGGRES:	SOR NAME (last, first)		
SCHOOL	SITE (where incident occurred	d) SCHOOL TELEPHONE	
PRINCIPA	AL	INCIDENT DATE	
Descripti	e the location where the incide ion of incident witnessed: other witness names and grad		
List evide	ence of bullying (i.e. letters, ph	otos, etc. – attach evidence if _l	oossible):
l agree t	hat all of the information on t	this form is accurate and true	to the best of my knowledge.
 Signatur	e of witness	Dat	e:
	Date Received:		
	Received by:	Title	e/School:

Administrator Investigation Follow-up Form

Date(s)	Person interview ed	Role? (Target, Aggresso r, Witness)	Narrative	of i	nterview	
Follow-up conference	Date	Check for retaliatio	Results of conference (if needed)			
Parent notification of Target/ Name:		Date		Verbal Written	Details:	
Parent notification of Aggressor/Name:		Date		Verbal Written	Details:	
Notification of superintendent: yes no		Date			Details:	
Notification of poli	ce/SRO:	yes:	Date			Details:

Determinatio n	Not confirmed bullying	Keep for records	Confirmed bullying
Reasons	lst incident only: yes no "Power" differential: yes no	Subsequent issue would be bullying yes no	Repeat incident: yes no "Power" differential: yes no
Action Taken:			
	Date of final report:	Date student advised:	

no: ____

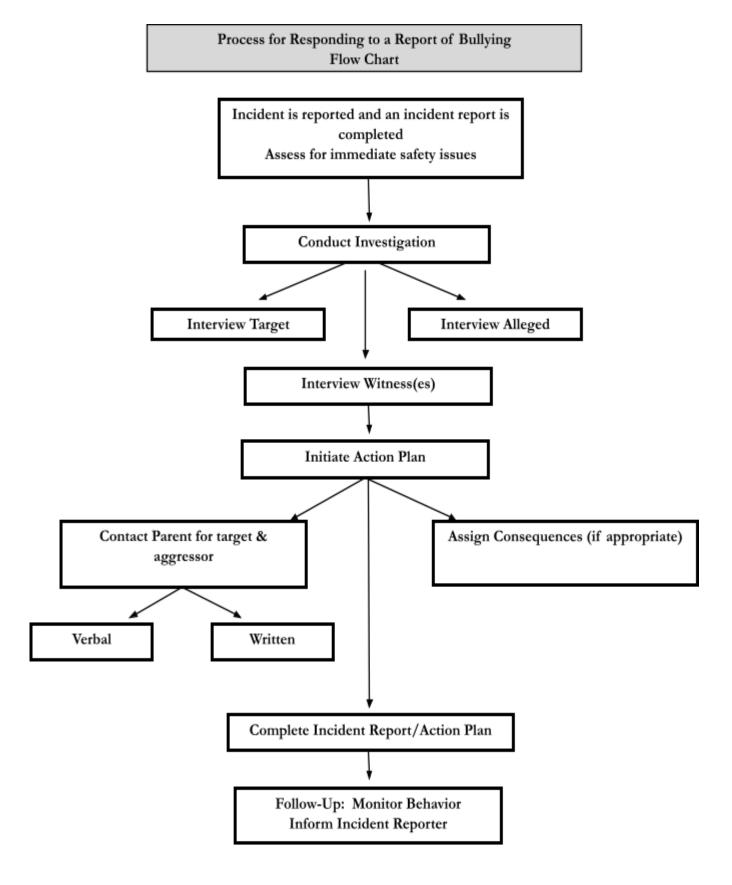
	1				
			_		
Name of Inv	estigator:	Sign	ature of Investigat	or:	
Natick	Public Schools	;			
	Parent Co	mmunication	Form		
					(Optional)
Date: Dear					
Your student information	t was involved in an incider with you.	nt in school to	oday. We believe it i	is important to sl	hare this
What was re	eported:				
Actions to p	revent further bullying or r	etaliation:			
	has been investigated and disciplinary actions cannot			ons of confidention	ality, students'
•	and return this letter to scho e to contact me if you have		•	me as soon as	possible. Please
Thank you					
Principal/De	signated Staff	Date			
 Parent / Gua	 urdian Sianature	 Date			-

Bullying Reporting Form (On-Line Form) (Parent, Student, Community)

If you have information regarding bullying and would like to report this information, <u>please fill out the following form to the best of your knowledge.</u> Please note that this form can be anonymous.

For the purpose of this form, bullying is defined as a verbal, physical, written or electronic action or incident that is cruel and repetitive. Bullying is characterized by an imbalance of physical, psychological or emotional power.

Submitted by: (Optional) TARGET NAME (last, first, middle)	SEX	GRADE	A O F	
			AGE	
AGGRESSOR NAME (last, first, middle)	SEX	GRADE	AGE	
SCHOOL	school ⁻	TELEPHONE		
PRINCIPAL	TOD	AY'S DATE		
Where did the incident occur?				
When did the incident occur?				
Date: Time:			_	
Please describe, in as much detail as possible, v	what happened			
Do you know any of the witnesses involved? If s these people.	o, please provid	de as much d	letail as pos	ssible about
List evidence of bullying if any (i.e. letters, photo	s, etc. – attach	evidence if p	ossible)	
Thank you, this report will be followed up on with IMMEDIATE danger, contact their home school or		rk days. If you	ı fear a stud	dent is in
For O	ffice Use Only	•••••		
<u>Date Received:</u>				
Received by:		Title/School	ol:	



Approved by the Natick School Committee: December 13, 2010

NPS Harassment and Sexual Harassment Policy for Students Preamble

The Natick Public Schools, in accordance with the provisions of state and/or federal law, prohibits discrimination and harassment on the basis of gender, race, national origin, sexual orientation, language preference, religion, handicap, and all other protected characteristics in education programs and activities of the public schools. The Natick Public Schools also prohibits other harassment (any pattern of intimidation or ridicule for any mean spirited, irrelevant or invidious reason). This policy applies to both education and employment opportunities.

The Natick School Committee is committed to maintaining an education atmosphere in which each and every student can pursue scholastic achievement and personal fulfillment. All harassment is a destructive behavior that interferes with the education process; it will not be tolerated.

The purpose of the following policy is to define sexual harassment, establish appropriate standards of behavior and set guidelines for recognizing and dealing with sexual harassment for the student body. The provisions of this policy may also be utilized to deal with issues of other kinds of harassment.

I. DEFINITION

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when such conduct unreasonably interferes with school performance or creates an intimidating, hostile or offensive education environment.

Sexual harassment may include, but is not limited to:

- a. Assault, inappropriate touching, intentionally impeding movement, continuing comments, gestures, or written communications of a suggestive or derogatory nature involving or because of sex.
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome.
 - c. Leering or voyeurism.
 - d. Displaying lewd or sexually explicit photographs or other materials.

Sexual harassment is a violation of an individual's right to privacy and personal dignity. It may exist whenever inappropriate conduct relating to or involved with sex offends, shocks, or is otherwise distasteful to someone.

II. GENERAL GUIDELINES REGARDING DISCRIMINATION and HARASSMENT

1. Problems and complaints regarding discrimination and harassment should be resolved in a prompt and

equitable manner. Students who need help or wish to talk about harassment should see an advocate

immediately.

2. The administration may determine that this complaint procedure is not applicable to situations in which

other appeal and adjudication procedures have been provided by state law or other specific Natick Public

School policies.

3. Retaliation in any form for the filing of a complaint or the reporting of sexual harassment is prohibited and

will result in serious disciplinary action, as will gossip about or otherwise revealing confidential information

learned in connection with a harassment investigation.

III. PROCEDURE FOR DEALING WITH DISCRIMINATION and/or SEXUAL HARASSMENT

1. Any individual subjected to sexual discrimination and / or harassment may, if he or she chooses, (in accordance

with Title VI and Section 504) confront the harasser informally in order to resolve the complaint on a

personal level.

2. If the complainant does not want to deal directly with the discriminator / harasser, or if the

matter is not

resolved informally, the complainant should immediately report the conduct to an advocate. The advocate must

always take every report of discrimination and/or sexual harassment seriously. It must be responded to

immediately. In appropriate circumstances, the advocate may choose to sit down with the harasser and the

complainant together to work out any informal resolution.

- 3. If the complainant does not agree to meet with the discriminator / harasser, the complainant should write a letter with an attached response sheet listing:
 - a. The exact description of the behavior, including when and where it happened.
 - b. A description of how the behavior made the complainant feel at that time.
 - c. A request that the behavior stop.
 - d. Where appropriate a promise that if the behavior stops, the complaint will be dropped.
- 4. The advocate will assist the complainant in drafting the letter to the extent necessary or requested.
- 5. The letter should be signed and dated by the complainant. The complainant or the advocate should deliver one copy of the letter to the harasser and retain a copy in the advocate's office.
- 6. The alleged discriminator / harasser should have an opportunity to respond in writing. The advocates will be

available to assist the alleged harasser as well.

- 7. If the problem continues, the school administration will conduct a formal investigation.
- 8. In the case of serious or repeated allegations of sexual harassment or other cases requiring a formal investigation,

the school administration shall:

a. Provide the complainant and the alleged discriminator / harasser a supportive faculty member at all

discussions regarding the case.

- b. Keep the investigation group as small as possible to protect the rights of both parties and to prevent the investigation from becoming overly publicized.
- c. Complete the investigation promptly. If the complaint is not supported, the administration shall carefully explain to complainant and harasser the decision. If the complaint is supported, the staff shall take such action as is necessary to admonish the harasser, alleviate the complainant's concerns and prevent further harassment.
- d. In serious cases, or in cases where discrimination / harassment does not stop after warning, the advocate should coordinate with the administration in order to impose appropriate disciplinary sanctions, and for referral to police, district attorney, DSS or other appropriate authority.
- 9. The preceding is a guide for use in most anticipated situations. Discrimination and/or harassment claims and resulting related issues (e.g., concerns over confidentiality, retaliation, etc.) can come in many different forms. No one procedure can be detailed in advance to best deal with every such claim or issue. Above all, every student remains free to bring his/her claim or concern to any staff member or administrator of the student's choice if the student is more comfortable doing so.

RELEVANT POLICIES AND LAWS

1.

CHAPTER 385 of the ACTS OF 2002

AN ACT FURTHER PROTECTING CHILDREN

Was amended and approved November 27, 2002

Section 38R pertains to all volunteers and was amended as follows:

The school committee and superintendent of any city, town or regional school district and the principal, by whatever title the position be known, of a public or accredited private school of any city, town or regional school district shall have access to and shall obtain all available criminal offender record information from the criminal history systems board of any current of prospective employee or volunteer of the school department, who may have direct and unmonitored contact with children, including any individual who regularly provides school related

transportation to children. Such school committee, superintendent or principal shall periodically, but not less than every 3 years, obtain all available criminal offender record information from the criminal history systems board on all such employees and volunteers during their term of employment or volunteer service. Said school committee, superintendent or principal shall also have access to all criminal offender record information of any subcontractor or laborer commissioned by the school committee of any city, town or regional school district to perform work on school grounds, and who may have direct and unmonitored contact with children.

Pursuant to this new legislation we will be conducting Criminal Offender Records Information / CORI checks on all volunteers, every three years.

This information will be kept in a locked cabinet in the Human Resources Office and will be accessed only by the Superintendent of Schools, the Director of Human Resources and the Human Resources Administrative Assistant. The law prohibits the dissemination of such information for any purpose other than to further the protection of school children; however, CORI will be shared with the individual to whom it pertains, if so requested in writing.

Chapter 92 of the Acts of 2010

AN ACT RELATIVE TO BULLYING IN SCHOOLS.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to provide forthwith for the prevention of bullying in schools, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Chapter 6 of the General Laws is hereby amended by inserting after section 15MMMMM the following section:-

I5NNNNN. The governor shall annually issue a proclamation setting apart the fourth Wednesday in January as No Name Calling Day to increase public awareness of the devastating effects of verbal bullying, to encourage students to use positive dialogue and pledge not to use hurtful names on this designated day, to promote tolerance and respect for differences and to reaffirm the commitment of the citizens of the commonwealth to basic human rights and dignity.

SECTION 2. The third paragraph of section 1D of chapter 69 of the General Laws, as appearing in the 2008 Official Edition, is hereby amended by striking out the fourth sentence and inserting in place thereof the following sentence:— The standards may provide for instruction in the issues of nutrition, physical education, AIDS education, violence prevention, including teen dating violence, bullying prevention, conflict resolution and drug, alcohol and tobacco abuse prevention.

SECTION 3. The first paragraph of section 37H of chapter 71 of the General Laws, as so appearing, is hereby amended by inserting after the third sentence the following sentence:— The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O.

SECTION 4. The third paragraph of said section 37H of said chapter 71, as so appearing, is hereby amended by inserting after the first sentence the following sentence:— The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O.

SECTION 5. Said chapter 71 is hereby further amended by inserting after section 37N the following section:-

Section 370. (a) As used in this section the following words shall, unless the context clearly requires otherwise, have the following meaning:-

"Approved private day or residential school", a school that accepts, through agreement with a school committee, a child requiring special education pursuant to section 10 of chapter 71B.

"Bullying", 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 victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

"Charter school", commonwealth charter schools and Horace Mann charter schools established pursuant to section 89 of chapter 71.

"Cyber-bullying", bullying through the use of technology or any electronic communication, which shall include, but

shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

"Collaborative school", a school operated by an educational collaborative established pursuant to section 4E of chapter 40.

"Department", the department of elementary and secondary education.

"Hostile environment", 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 the student's education.

"Plan", a bullying prevention and intervention plan established pursuant to subsection (d).

"Perpetrator", a student who engages in bullying or retaliation.

"School district", the school department of a city or town, a regional school district or a county agricultural school.

"School grounds", property on which a school building or facility is located or property that is owned, leased or used by a school district, charter school, non-public school, approved private day or residential school, or collaborative school for a school-sponsored activity, function, program, instruction or training.

"Victim", a student against whom bullying or retaliation has been perpetrated.

(b) Bullying shall be prohibited: (i) on school grounds, 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 a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

- (c) Each school district, charter school, approved private day or residential school and collaborative school shall provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the curriculum of the school district or school. The curriculum shall be evidence-based.
- (d) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. The consultation shall include, but not be limited to, notice and a public comment period; provided, however, that a non-public school shall only be required to give notice to and provide a comment period for families that have a child attending the school. The plan shall be updated at least biennially.

Each plan shall include, but not be limited to: (i) descriptions of and statements prohibiting bullying, cyber-bullying and retaliation; (ii) clear procedures for students, staff, parents, guardians and others to report bullying or retaliation; (iii) a provision that reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; (iv) clear procedures for promptly responding to and investigating reports of bullying or retaliation; (v) the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior; (vi) clear procedures for restoring a sense of safety for a victim and assessing that victim's needs for protection; (vii) strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an

investigation of bullying or witnesses or has reliable information about an act of bullying; (viii) procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation; and provided, further, that the procedures shall provide for immediate notification pursuant to regulations promulgated under this subsection by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator; (ix) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action; and (x) a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students. The plan shall afford all students the same protection regardless of their status under the law.

A school district, charter school, non-public school, approved private day or residential school or collaborative school may establish separate discrimination or harassment policies that include categories of students. Nothing in this section shall prevent a school district, charter school, non-public school, approved private day or residential school or collaborative school from remediating any discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law.

The plan for a school district, charter school, approved private day or residential school and collaborative school shall include a provision for ongoing professional development to build the skills of all staff members, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals, to prevent, identify and respond to bullying. The content of such professional development shall include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; (iv) 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; (v) information on the incidence and nature of cyber-bullying; and (vi) internet safety issues as they relate to cyber-bullying. The department shall identify and offer information on alternative methods for fulfilling the professional development requirements of this section, at least 1 of which shall be available at no cost to school districts, charter schools, approved private day or residential schools and collaborative schools.

The plan shall include provisions for informing parents and guardians about the bullying prevention curriculum of the school district or school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school district or school plan; (ii) the dynamics of bullying; and (iii) online safety and cyber-bullying.

The department shall promulgate rules and regulations on the requirements related to a principal's duties under clause (viii) of the second paragraph of this subsection; provided, that school districts, charter schools, approved private day or residential schools and collaborative schools shall be subject to the regulations. A non-public school shall develop procedures for immediate notification by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator.

- (e)(1) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall provide to students and parents or guardians, in age-appropriate terms and in the languages which are most prevalent among the students, parents or guardians, annual written notice of the relevant student-related sections of the plan.
- (2) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall provide to all school staff annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in a school district or school employee handbook.
- (3) The plan shall be posted on the website of each school district, charter school, non-public school, approved private day or residential school and collaborative school.
- (f) Each school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of the plan at his school.
- (g) 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, shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt of such a report, the school principal or a designee shall promptly conduct an investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall (i) notify the local law enforcement agency if the school principal or designee believes that criminal charges may

be pursued against a perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of a perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

- (h) If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school informed of the bullying or retaliation shall contact law enforcement consistent with the provisions of clause (viii) of the second paragraph of subsection (d).
- (i) Nothing in this section shall supersede or replace existing rights or remedies under any other general or special law, nor shall this section create a private right of action.
- (j) The department, after consultation with the department of public health, the department of mental health, the attorney general, the Massachusetts District Attorneys Association and experts on bullying shall: (i) publish a model plan for school districts and schools to consider when creating their plans; and (ii) compile a list of bullying prevention and intervention resources, evidence-based curricula, best practices and academic-based research that shall be made available to schools. The model plan shall be consistent with the behavioral health and public schools framework developed by the department in accordance with section 19 of chapter 321 of the acts of 2008. The resources may include, but shall not be limited to, print, audio, video or digital media; subscription based online services; and on-site or technology-enabled professional development and training sessions. The department shall biennially update the model plan and the list of the resources, curricula, best practices and research and shall post them on its website.

SECTION 6. Said chapter 71 is hereby further amended by adding after section 92, added by section 8 of chapter 12 of the acts of 2010, the following section: -

Section 93. Every public school providing computer access to students shall have a policy regarding internet safety measures to protect students from inappropriate subject matter and materials that can be accessed via the internet and shall notify the parents or guardians of all students attending the school of the policy. The policy and any standards and rules enforcing the policy shall be prescribed by the school committee in conjunction with the superintendent or the board of trustees of a commonwealth charter school.

SECTION 7. The sixth paragraph of section 3 of chapter 7IB of the General Laws, as appearing in the 2008 Official Edition, is hereby amended by inserting after the third sentence the following sentence:-

Whenever the evaluation of the Individualized Education Program team indicates that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing.

SECTION 8. Said section 3 of said chapter 71B, as so appearing, is hereby amended by inserting after the word "proficiencies", in line 154, the following words:-; the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing.

SECTION 9. Section 43 of chapter 265 of the General Laws, as so appearing, is hereby amended by striking out subsection (a) and inserting in place thereof the following subsection:-

(a) Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking and shall be punished by imprisonment in the state prison for not more than 5 years or by a fine of not more than \$1,000, or imprisonment in the house of correction for not more than 2 ½ years or by both such fine and imprisonment. The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

SECTION 10. Section 43A of said chapter 265, as so appearing, is hereby amended by striking out paragraph (a) and inserting in place thereof the following paragraph:-

(a) Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than 2 ½ years or by a fine of not more than \$1,000, or by both such fine and imprisonment. The conduct or acts described in this paragraph shall include, but not be limited to, conduct or acts conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

SECTION 11. Subsection (3) of section 13B of chapter 268 of the General Laws, as so appearing, is hereby amended by striking out the second sentence and inserting in place thereof the following sentence: Such act shall include, but not be limited to, an act conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including but not limited to any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

SECTION 12. Chapter 269 of the General Laws is hereby amended by striking out section 14A, as so appearing, and inserting in place thereof the following section:-

Section 14A. Whoever telephones another person or contacts another person by electronic communication, or causes a person to be telephoned or contacted by electronic communication, repeatedly, for the sole purpose of harassing, annoying or molesting the person or the person's family, whether or not conversation ensues, or whoever telephones or contacts a person repeatedly by electronic communication and uses indecent or obscene language to the person, shall be punished by a fine of not more than \$500 or by imprisonment for not more than 3 months, or by both such a fine and imprisonment.

For purposes of this section, "electronic communication" shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

SECTION 13. The department of elementary and secondary education shall periodically review school districts, charter schools, approved private day or residential schools and collaborative schools to determine whether the districts and schools are in compliance with this act.

SECTION 14. The department of elementary and secondary education shall issue a report detailing cost-effective ways to implement the professional development requirements in subsection (d) of section 370 of chapter 71 of the General Laws; provided, further, that the report shall: (i) include an option available at no cost to school districts, charter schools, approved private day or residential schools and collaborative schools; (ii) explore the feasibility of an option for a "train-the-trainer" model, so-called, with demonstrated success and an option for online professional development; and (iii) include any other options which may be cost effective; provided, further, that the report shall include a cost estimate for the professional development; and provided, further, that the report shall be provided to the clerks of the senate and house of representatives not later than August 31, 2010; and provided, further, that the clerks of the senate and house of representatives shall forward the report to the chairs of the house and senate committees on ways and means and the house and senate chairs of the joint committee on education.

SECTION 15. School districts, charter schools, approved private day or residential schools and collaborative schools shall establish a bullying prevention and intervention plan in compliance with this act and shall file the plan with the department of elementary and secondary education on or before December 31, 2010; provided, however, that school districts, charter schools, approved private day or residential schools and collaborative schools shall establish and have in place the professional development provisions of the fourth paragraph of subsection (d) of section 370 of chapter 71 of the General Laws at the start of the 2010–2011 academic year. Non-public schools shall establish a bullying prevention and intervention plan in compliance with this act on or before December 31, 2010.

SECTION 16. The department of elementary and secondary education shall publish guidelines for the implementation of social and emotional learning curricula in kindergarten to grade 12, inclusive, on or before June 30, 2011. The guidelines shall be updated biennially. For purposes of this section, social and emotional learning shall mean the processes by which children acquire the knowledge, attitudes and skills necessary to recognize and manage their emotions, demonstrate caring and concern for others, establish positive relationships, make responsible decisions and constructively handle challenging social situations.

SECTION 17. The department of elementary and secondary education shall promulgate the rules and regulations

required under the last paragraph of subsection (d) of Section 370 of chapter 71 of the General Laws on or before September 30, 2010.

SECTION 18. There shall be a special commission to consist of 7 members: 1 of whom shall be the attorney general or a designee who shall chair the commission; 1 of whom shall be a representative of the Massachusetts District Attorneys Association; 1 of whom shall be a representative of the Massachusetts Chiefs of Police Association; 1 of whom shall be a representative of the Massachusetts Sheriffs' Association; 1 of whom shall be a representative of the Massachusetts Association of School Committees; 1 of whom shall be a representative of the Massachusetts Association of School Superintendents; and 1 of whom shall be a representative of the Association of Independent Schools in New England who represents a Massachusetts school, for the purpose of making an investigation and study relative to bullying and cyber-bullying. The commission shall review the General Laws to determine if they need to be amended in order to address bullying and cyber-bullying; provided, further, that the commission shall also investigate parental responsibility and liability for bullying and cyber-bullying. The commission shall report to the general court the results of its investigation and study and its recommendations, if any, together with drafts of legislation necessary to carry out such recommendations, by filing the same with the clerks of the senate and the house of representatives who shall forward the same to the chairs of the joint committee on education, the chairs of the joint committee on the judiciary, and the chairs of the house and senate committees on ways and means on or before June 30, 2011.

Approved, May 3, 2010.

http://www.mass.gov/legis/laws/seslew10/sl100092.htm

Suspension/Expulsion Offenses

The following offenses are considered serious enough to warrant a suspension or expulsion.

- Parents / guardians will be notified by phone or letter.
- The Superintendent of Schools will be notified in writing of the reasons(s) for the suspension.
- The student is responsible for making up all missed work.
- Students on suspension at home must remain at home during school hours.
- After a suspension, a conference with a parent / guardian is necessary before the student may return to his/her program.

PLEASE NOTE: Items marked with ** are also covered by sections of the Massachusetts Education Reform Bill of 1993. Items marked with *** are covered by the Massachusetts Anti-Bullying Law (Chapter 92 of the Acts of 2010). Please refer to those sections later in this handbook.

- ** 1. Tobacco, alcohol, or other drugs.
 - a. Use of tobacco on school property, school buses, and field trips.
 - b. Possession, use or sale of alcohol or other drugs on school property, school buses, and drugs on school property, school buses, and field trips. The police will be notified.
 - 2. Any act of vandalism to school property such as furniture, books, equipment, lavatories, which cannot be
 - satisfactorily corrected by the student.
- ** 3. Disrespectful or threatening behavior directed toward a staff member. A staff member is any adult in the building connected with the school department, i.e.: administrator, teacher, substitute teacher, volunteer, secretary, nurse, custodian, kitchen worker, maintenance worker, or bus driver.
 - 4. Stealing
 - 5. The throwing or misuse of food.
- ** 6. Possession, use, or sale of any dangerous or illegal devices, i.e., fireworks, knives, and firearms, etc.
 - 7. Leaving school property without permission. Once students arrive on school property before school, they

cannot leave without permission.

- 8. Disobedience to a teacher or administrator.
- 9. Extorting money from others.
- 10. Causing a fire, false alarm, or bomb scare.
- Causing a fight, fighting, and/or willfully causing injury to another person.
- 12. Failure to report to the office after being sent from a class.
- 13. Failure to report for office detention.
- 14. Two major offenses in the same day.
- 15. Making a racial/ethnic/religious/homophobic slur directed towards any student or adult in the building or

on school grounds.

- 16. Making verbal threats directed towards any student or adult in the building or on school grounds.
 - Violation Mass. Chapter 665 An Act Increasing the Penalties of Hazing.
- *** 18. Violation of Chapter 92 of the Acts of 2010; An Act Relative to Bullying in Schools.

LENGTH OF A SUSPENSION A suspension from school may be for up to ten days; most suspensions are for 1 to 3 days in length depending on the scope and severity of the infraction. Chronic offenses or situations that result in the violation of federal, state or local laws or property damage or bodily injury, can cause suspension of up to ten days.

Suspension Procedures

NOTE: In Goss v. Lopez (419 U.S. 566:1975), the United States Supreme Court held that before a student is temporarily suspended from public school for ten days or less, the student has the constitutional right to receive:

- 2. Oral or written notice of the charges against him/her.
- 3. An explanation of the evidence against him/her; and
- 4. The opportunity to present his/her side of the story to an impartial decision maker (who may be a school administrator).

RIGHT OF APPEAL A student has the right to appeal a suspension decision. The appeal must be made first to the building principal. If the student wishes to pursue his/her appeal, it is taken to the Superintendent of Schools and then if it is still unresolved, to the School Committee for resolution.

EXPULSION UNDER THE MASSACHUSETTS EDUCATION REFORM ACT OF 1993 M.G.L. 71, Chapter 37H

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

M. G.L. 71, Chapter 37H 1/2

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster 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 the reasons for such suspension prior to such suspension taking effect. The student shall also receive written

notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster 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 such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M. G.L. 71, Chapter 3 7H 3/4

- (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H½.
- (b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.
- (c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the

parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

- (d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.
- (e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.
- (f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

DISCIPLINE FOR STUDENTS WITH SPECIAL NEEDS

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71A of the Massachusetts General Laws, known as Chapter 766, requires additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Educational Plan (IEP). The following additional requirements apply to discipline of special needs students:

DEFINITION: Suspension shall be defined as any action which results in the removal of a student from the program which is prescribed in his / her Individualized Educational Plan. This includes in-school suspensions as well as any exclusion from transportation services which prohibits the student's participation in his / her prescribed program.

PROCEDURE

 The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires modification. Any modification will be described in the IEP.

- 2. The principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.
- 3. When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review

of the IEP as provided in Section 333 of the Chapter 766 Regulations will be held to determine the appropriateness of the student's placement or program. The team will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:

- a. Design a modified program for the student or:
- **b.** Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code expectations.

In addition, the Department of Education will be notified by a SPED administrator as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

STUDENT RECORDS

TRANSFER OF STUDENT RECORDS: Please note that a student's records may not be transferred to another school via the parent/guardian. Parents/guardians must sign a "Release of Records" form designating the receiving school and the records will then be sent directly to that school. Please allow a few days for this process to be completed, especially during busy times of the year.

Massachusetts Department of Education Summary of Regulations

PERTAINING TO STUDENT RECORDS: The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. (They also apply to private day and residential schools that have state approval to provide publicly funded special education services.) The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The regulations apply to all information kept by a school or school district on a student in a way that the student may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within five years after the students leave the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade; they may exercise these rights just as their parents may:

INSPECTION OF RECORD

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the parent or student consents to a delay. The parent and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the material. The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

RECORDS FOR NON-CUSTODIAL PARENTS

Under the Family Educational Rights and Privacy Act (FERPA), both custodial and non-custodial parents have the right to receive school records for his/her child, unless otherwise specified by the custodial parent. The school is required by law to provide the non-custodial parent with information about their students 21 days after receipt of the written request unless the custodial parent provides us with documentation indicating....

- the parent has been denied legal custody or has been ordered to supervised visitation
- the parent has been denied visitation
- the parents' access to the student has been restricted by a temporary or permanent protective order
- there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

CONFIDENTIALITY OF RECORDS

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed written consent of the parent or eligible student.

TRANSFERRING OF RECORDS

The School System is now authorized to send student records directly to a public school to which a student seeks or intends to transfer, without the consent of the eligible student or parent, provided that the school the student is leaving gives notice, by letter to all parents, that it follows this practice.

AMENDMENT OF **R**ECORD

The parent and eligible student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and eligible student have a right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection or information that is in the record, and to receive a written decision. A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

DESTRUCTION OF RECORDS

The regulations require school authorities to destroy a student's temporary record within seven years after the student transfers, graduates or withdraws from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

SPECIAL EDUCATION RECORDS

Special Education records, consisting of Individual Education Plans (IEP's), progress reports, and other data, are part of the temporary record. A copy is kept in the school currently attended and in the central Special Education Office. These records are destroyed within a certain time period after a student has graduated or left school. Therefore, it is recommended that parents retain a full set of all records pertaining to their child, as this data is not easily replaceable. Requests for Special Education records must be made through the central office of the Natick Public Schools.

VANDALISM

Section 85G of Chapter 231 of the General Laws of Massachusetts states that: "Parents of an unemancipated child under the age of eighteen and over the age of seven years shall be liable in a civil action for any willful act committed by said child which results in injury or death to another person or damage to the property of another, damage to cemetery property, or damage to any state, county or municipal property. This section shall not apply to a parent who, as a result of a decree of any court of competent jurisdiction, does not have custody of such a child at the time of the commission of the tort. Recovery under this section shall not exceed one thousand dollars for any such case of action."

TRUANCY

Attendance at school and participation in class are necessary to academic achievement.

- Truancy is a direct violation of the need to be in school. For this reason, students who are truant will receive a
 failing mark until they make up the work they missed. Office detentions will be assigned.
- 2. Students who are absent from school, with or without a legitimate excuse, **may not** participate in any afternoon or evening school event. Students on field trips or other school-sponsored activities are considered present.

RELEVANT LAWS

Mass. G.L.C. 71 Sec. 2A - Use of Tobacco in Public Schools.

Mass. G.L.C. 71 Sec. 37H - Chapter 71 - 1993.

The Education Reform Act of 1993 requires all school committees in the Commonwealth to promulgate such a policy among its personnel, student body and to other individuals:

The use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual including school personnel is prohibited pursuant to the provisions of Massachusetts General Law Chapter 71, Section 37H enacted in 1993.

Mass. G.L.C. 71 Sec. 10 - Chapter 140 of the Acts of 1987 - Firearms.

Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under provisions of Chapter one hundred and forty, carries on this person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board of officers in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smooth bore arm from which a shot, bullet or pellet can be discharged by whatever means.

CH. 76, S.5. - Place of Attendance; Discrimination.

Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section:

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

HAZING

HAZING LAW RECEIPT

Each student is required to receive a copy of the Massachusetts Law 655: "An Act Increasing The Penalties of Hazing." When a student signs a receipt that states he / she has received a handbook, the student is indicating that he / she has received a copy of that law. The law is printed below.

HAZING

In law amendment (Chapter 269) which was signed by Governor Dukakis on hazing, the following applies to students, faculty, and coaches:

- 1. Whoever is a principal organizer or participant in hazing can face a fine of \$1,000 and/or imprisonment up to 100 days.
- 2. The term hazing is defined as any conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or person.
- 3. If someone knows of such a hazing, that person should report such a crime to the proper authorities as soon as reasonably practical. Failure to report such a crime can lead to a fine of not more than \$500.
- 4. Everyone in school will receive a copy of this amendment and sign acknowledgement of receipt.
- 5. Every school will submit a report to the board of education and the school committee certifying compliance with the law and that the school has adopted a disciplinary policy with regard to the organizers and participants of hazing.

THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand Nine Hundred and Eighty-five

AN ACT PROHIBITING THE PRACTICE OF HAZING (CHAPTER 665)

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, 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.

Section 18. 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.

Section 19. 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 sections' 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 applicant for membership. It shall be in the duty of such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating 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 regents 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 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 regents 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.

WILSON MIDDLE SCHOOL

Where Respect, Responsibility and Results are Core Values

The mission of Wilson Middle School is to promote intellectual, physical, social and emotional development within a collaborative learning community, and challenge students to be critical thinkers, creative problem solvers and respectful, responsible citizens.



Student/Parent Handbook 2022-2023

22 Rutledge Road Natick, MA 01760 508-647-6670

Fax: 508-647-6678

http://Wilson.natickps.org/

Natick Public Schools does not discriminate in employment nor it its educational programs, services and activities on the basis of race, creed, color, age, sex, gender identity, religion, nationality, sexual orientation, disability, pregnancy and pregnancy-related conditions, physical and intellectual differences, immigration status, homeless status or any other basis prohibited by law. Title IX Coordinator: Susan Balboni sbalboni@natickps.org 504 Coordinator: Tim Luff tluff@natickps.org

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Core Values Statement

A value is something you believe in deeply. A value influences all that you do.

Stated below are the values that the students, teachers and parents/guardians of Wilson Middle School agree are important and want to have reflected in all parts of Wilson Middle School life.

THE CORE VALUES of THE WILSON MIDDLE SCHOOL

Have **respect** for:
our similarities and differences,
ourselves and others,
our belongings and school property,
our right and the right of others to learn.

Take **responsibility** for: our actions and behaviors, our learning, and our membership in the school community.

> We will see **results** when we: put forth effective effort to do our personal best, believe in ourselves challenge ourselves academically, and learn from our mistakes.

Creating a Culture of Effort Towards RESPECT, RESPONSIBILITY, RESULTS

HENRY WILSON BIOGRAPHY

The Wilson Middle School was named for Henry Wilson, who was born in Farmington, N.H. in 1812. In 1833, Wilson moved to Natick. At the age of 21, he opened a cobbler's shop that still stands on the north side of Route 135 at Mill Street in Natick. Wilson developed strong speaking skills by participating in a debating club while he lived in Natick. He eventually was elected to both houses of the Massachusetts Legislature, and served in the state Senate from 1855-1873. He held strong views against slavery. In 1872, Henry Wilson became Vice President during President Ulysses Grant's second term. He died in office on November 22, 1875 of a paralytic stroke.

PHILOSOPHY OF EDUCATION AT WILSON

The Wilson Middle School was named for Henry Wilson, who was born in Farmington, N.H. in 1812. In 1833, Wilson moved to Natick. At the age of 21, he opened a cobbler's shop that still stands on the north side of Route 135 at Mill Street in Natick. Wilson developed strong speaking skills by participating in a debating club while he lived in Natick. He eventually was elected to both houses of the Massachusetts Legislature, and served in the state Senate from 1855-1873. He held strong views against slavery. In 1872, Henry Wilson became Vice President during President Ulysses Grant's second term. He died in office on November 22, 1875 of a paralytic stroke.

THE NATICK PUBLIC SCHOOLS VISION

The Natick Public Schools is a community focused on and dedicated to all students achieving high standards in a safe, trusting, respectful environment where learning is exciting, dynamic, and engaging.

Natick School Committee

School Committee Information Line (647-6515) schoolcommittee@natickps.org

Ms. Cathi Collins, Chair
Ms. Catherine Brunell
Ms. Hayley Sonneborn, Vice Chair
Ms. Elise Gorsseth
Dr. Donna McKenzie, Clerk
Dr. Shai Fuxman

Superintendent of Schools

Dr. Anna P. Nolin

Assistant Superintendent for Teaching, Learning, and Innovation

Ms. Susan Balboni

Deputy Superintendent

Mr. Timothy Luff

Director of Student Services

Ms. Erin Miller

Assistant Superintendent of Fiscal Management

Mr. Peter Gray

The mission of Wilson Middle School is to promote intellectual, physical, social and emotional development within a collaborative learning community, and to challenge students to be critical thinkers, creative problem solvers, and respectful, responsible citizens.

WILSON MIDDLE SCHOOL TELEPHONE NUMBERS

Main Office(508) 647-6670Fax(508) 647-6678ATTENDANCE LINE(508) 647-6671Clinic Fax(508) 647-6677

CONTACTING THE SCHOOL: PHONE MENU OPTIONS (508) 647-6670

*** If you know the 4-digit extension of the party you are trying to reach, you may dial it at any time

Press 1: Recent Special Announcements
Press 5: Student Services
Press 2: Staff Directory
Press 6: Maintenance
Press 7: Cafeteria

Press 4: Nurse Press 8: After School Program

Press 9: Main Office

Internet Address www.natickps.org/wilson/homepage.cfm

Email is an excellent way to communicate with staff. <u>FirstinitialLastname@natickps.org</u> (Teresa Carney - tcarney@natickps.org)

Teams 2022-23

5th grade	Team Determination: K. Gosselin - 103 R. Smith - 101 TBH	Team Endurance: A. Dubbs- 105 S. O'Donnell - 107	Team Imagination: J. Marchione - 108 M. Moran - 110	Team Perseverance: E. Mitchell - 109 A. Tontodonato - 111
6th grade	Team Curiosity: A. Malloy - 116 J. Sullivan- 119 K. Waldron -118 M. Zerdelian-125	Team Discovery: K. Harrington - 121 B. Davidson- 127 C. Sousa - 128 O. Howell - 129		
7th grade	Team Integrity: S. St.George - 204 E. Fries - 204 K. Trischetta - 203	Team Opportunity: J. Burdett - 201 C. Lawton - 202 C. Fulton - 205 K. Casey/TBD - 209	Team Responsibility: R. Dumont - 206 C. Bixby- 208 D. Brennan - 207 S. Doyle - 211	
8th grade	Team United: M. Abplanalp - 219 E. Thibeault - 218 M. Heiden - 221 C. Smith - 223 J. Murphy - 224 S. Pogarian -225	Team Integrity: K. Campagna - 216 K. Lovely - 227 T. Sullivan - 228 K. Doyle - 229		

5th Grade Special Educators - N. Gusmini, M. Mitchell, A. Gallivan

6th Grade Special Educators - K. Woods, L.Cochi, J. Brierly

7th Grade Special Educators - S. Piltch, M. Brown, C. Murray

8th Grade Special Educators - J. Yurrita, K. Grigley, S. Boucher

ACCESS Program- K. Crisafulli, S. Peck

Therapeutic Learning Center - M. Healey, S. Verrette, J. Patsos

Last Name	First Name	Extension #	Rm.#	Last Name	First Name	Extension #	Rm.#
Abplanalp	Mary	1244	219	Lowell	Kimberty	1311	Student Services
Ball	Kristina	1245	117	Lydon	Colman	1274	PE PE
Bartley	Nili	1226	215	Malley	Anne	1247	116
Begley	Kaitlin	1227	Library	Manfra	Jamie	1208	Student Services
Bishy	Caitlin	1316	208	Marchione	Jennifer	1237	108
Boucher	Stefanie	1263	213B	McGinty	Maryann	1284	210
Brennan	Donald	1289	207	McGrath	Tave	1264	Student Services
Brierly	Jenna	1255	124	McKenna	Linda	1272	Library
Brown	Megan	3070	208	Mitchell	Elisa	1238	109
Burdett	Jill	1217	201	Mitchell	Michelle	1242	104
Cain	Valerie	1217	217	Moran	_	1239	110
	Kristine	1285			Megan		133
Campagna	200		216	Moretz	Heather	1259	25000
Carney	Niall	6674	Office	Mundy	Peter	1267	Office
Carney	Teresa	6676	Office	Murphy	Joseph	1286	224
Casey	Kevin	6675	Office	Murray	Nicole	1293	Student Services
Clinic	BetsylAimee	6672	1325/1273/1318	Nadal	Zoe	1266	Auditorium
Clinic	Fax	647-6677	Clinic	Neel	lessica	1229	138
Cochi	Lyanne	1262	118	Neugarten	Marti	1314	134
Crisafulli	Kayla (Zappi)	1299	239	Neville	Kate	1243	215
Croft	Charlotte	1203	102	0'Connor	Allyson	1321	217
Custodians	Dave Rodrigues	1211		0'Donnell	Shannon	1233	107
D'Agostino	Susan	6675	Office	0'Leary	Edward	1268	139
D'Antonio	Jennifer	1253	Student Services	Parker	Jennifer	1220	10
Davidson	Bonnie	1254	127	Patsos	John	1252	123
Davies	Ricky	1295	238	Peck	Steven	1241	239
Doyle	Ken	1283	229	Pittch	Sarah	1248	213
Doyle	Sarah	1281	211	Pogarian	Sheila	1291	225
Dubbs	Andrea	1234	105	Read	Susan	1215	Library
Dumont	Rick	1294	206	Sheridan	Emily	1278	209
Fitness Center		1304	115	Shute	Adam	1265	PE
Fries	Eric	1280	204	Smith	Chloe	1319	223
Fulton	Craig	1276	205	Smith	Becky	1236	101
Gallivan	Ali	1261	104	Sousa	Catherine (Katie)	1249	128
Goddu	Kevin	1209	137	St. George	Shivenne	1282	204
Gosselin	Kasie	1324	103	Steere	Luke	1210	Library
Gray	Adam	1207	Student Services	Sullivan	lack	1310	119
Green	Catherine	1297	Library	Sullivan	Tracy	1292	228
Grigley	Katie	1230	219	Thibeault	Emily	1312	218
Gusmini	Nicole	1213	104	Tontodonato	Antonia	1240	111
Harrington	Kate	1246	121	Trischitta	Kate	1288	203
Haywood	Amanda	3592	PE	Verrette	Stephanie	1317	240
Healey	Michelle	1320	106	Vigue	Noel	1202	113/Gym
Heffier	Beth	1315	Ofe	Vretses	Dylan	1754	Library-IT
Heiden	Mike	1287	221	Waldron	Kimberty	1232	118
Holihan	Jeanne	1201	Office	Walls	Bryant	1218	Student Services
Howell	-	1256	129	Watson		1275	-
	0wen				Brenna		113/Gym
Indresano	Deb	1747	Library-IT	Wheeler	Otis	1279	224
lackson .	Christopher	1258	135	Williams	Trish	1200	Office
lacomme	Cori	1305	Student Services	Woods	Katie	1260	124
lehnson	Karen	3076	2240	Yurrita	Jennifer	1228	2138
Cemp	Craig	1326	130	Zerdelian	Michael	1250	125
Kinker	Maddie	1219	Student Services	Zhu	Nancy	1269	206B
Kohrman	Adam	1231	Student Services	5th gr. Copy	_	PPS Conf. Room	1302
Kokol	Morgan	1221	9	6th gr. Copy	-	Student Phone	1257
Lawton	Cassie	1222	202	7th gr. Copy		Prin. Cent. Room	1303
LeBlanc(Murray)	Cristina	1271	201	8th gr. Copy	1251	Gr. 8 LC-R224D	3076
Leigh	Tiffany	1323	1068	ASAP Rm 101	1298	LC-R 230	1322
Levin	Erica	1224	Student Services	Auditorium	1300	Gr. 7 LC-R 2060	1308
Lovely	Ken	1277	227	Cafe Kristine	1212	Cafeteria	1301

IF YOU NEED HELP....

There are a number of people in the building who are here especially to provide special help to students when it is needed.

<u>CLINIC/NURSE'S OFFICE</u>: A nurse is available in the clinic throughout each school day. If you feel ill during the school day, you must get a pass from your classroom teacher before going to the clinic. The nurse will not allow you to be in the clinic area if you do not have a pass from your teacher. If you are ill and need to go home, you may <u>ONLY</u> call home from the nurse's office, after she has examined you. Do not call from classroom phones, the office phone, or your personal cell phone.

SCHOOL COUNSELORS: School Counselors are assigned to each grade. They are available to help you with academic and/or personal concerns. To meet with a School counselor, do your best to make an appointment in advance.

2022-2023 school year:

Grade 5 ~ Mr. Gray Grade 6 ~ Ms. Kinker Grade 7 ~ Mrs. D'Antonio Grade 8 ~ Mrs. Lowell

SOCIAL WORKER: Mr. Walls

A social worker is available to students who need special assistance. Students are usually referred to the social worker by a counselor, teacher, or administrator.

SCHOOL PSYCHOLOGISTS: Mr. Manfra and Ms. Levin

The school psychologists are available to assist students through a referral from counselors, administrators, or teachers.

SCHOOL RESOURCE OFFICER: Officer Heffler - Natick Police Department

The School Resource Officer provides important support to students and staff in terms of promoting health, security, and safety. She works in coordination with administrators and health instructors to educate and support students.

PRINCIPAL: Mrs. Carney

VICE PRINCIPALS: Mr. Carney Grades 6 & 8
Mrs. D'Agostino Grades 5 & 7

The school administrators are available if you need help with your academics, have an idea you would like to share, or if you are having problems with classes or other students. Visit the school office to make an appointment with the principal/vice principals.

STUDENT PICK UP AND DROP OFF

Before/after school is done from west of the school near the auditorium/gym entrances. Students exit from the front entrance or auditorium exit and walk to the auditorium/gym side of the building to wait for parents/guardians picking them up. Please do NOT arrange to meet your ride on Rutledge Road or in the parking lot. This creates congestion and a safety hazard for all students; you must exit and enter cars ONLY from the sidewalk outside the gym and auditorium. Please see the map on page 9 for more details on safe pick-up and drop-off.

The bus loop in the front of the school is for BUS TRAFFIC ONLY between 7:15 and 7:45 am and 1:30 to 3:45 pm.

Drop offs and pick ups in the circle create safety and traffic problems. For the safety of all, please drop off and pick up your student in the designated areas only.

VISITORS AND SAFETY

All doors to the school are locked once the school day has begun. For the safety of our children, **ALL** visitors, including parent/guardians, must sign in at the office, get a nametag, and wait to be escorted by school staff. A valid license will expedite the process.

DISMISSING STUDENTS

Please remember that we cannot dismiss students to anyone who is not listed as approved by the parent/guardian for pick-up. If circumstances change and you wish to add or delete people from the list, please notify us in writing.

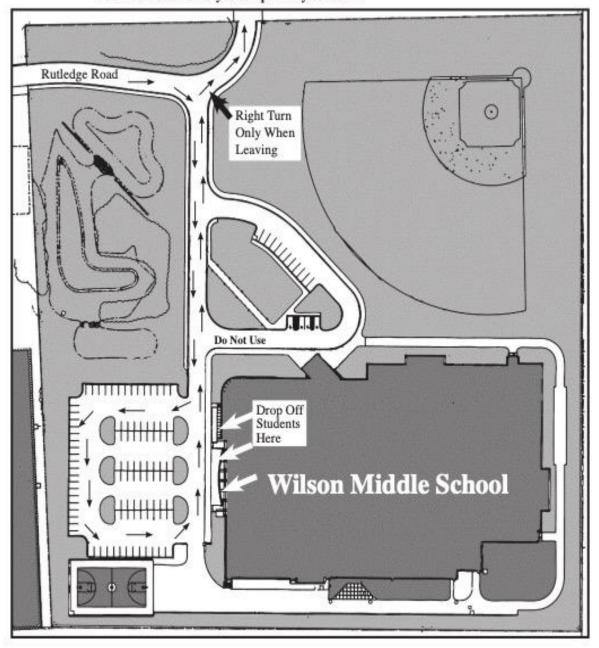
CHANGE OF ADDRESS OR PHONE NUMBER

If your home address or telephone number (work, cell, or emergency number) changes during the school year, please call the school office at 508-647-667. It is **ESSENTIAL** that the school always has the ability to contact you in case of emergency.

Drop-off and Pick-up Traffic Pattern for Wilson Middle School

- Enter the Wilson Campus and follow the driveway to the entrance of the Faculty Parking Lot.
- >> Turn Right and drive around the perimeter of the parking lot, making a large loop.
- Pull as far forward as possible beside the school curb before stopping to let your child leave or enter your car.
- Be sure your child exits and enters your car on the sidewalk side so that he/she does not step into traffic.
- Move ahead promptly (moving slowly) so that traffic continues to move.
- > Watch for pedestrian traffic at all times.
- Never let your child out of the car or let him/her enter your car before you have completed the parking lot "loop". He/she will be walking into traffic. The time that might be saved is not worth endangering a child's safety.

Morning and afternoon traffic can be heavy. Please allow plenty of time, remain patient and resist the temptation to try to short-cut the pattern outlined above. Safety is our primary concern.



SCHOOL DAY

Arrival Time

The school doors open at 7:35 am

The bell rings at 7:35 am each morning, and students may go to their lockers and/or breakfast at this time.

A warning bell rings at 7:45 am.

All students must be seated in homeroom with materials for the morning ready at 7:50 am.

Students not seated in homeroom at 7:50 am will be considered tardy.

Entrances:

Grade 5 and 7 enter through the front doors.

Grades 6 and 8 enter through the south gym doors by the parking lot.

Homeroom:

Every student is assigned to a homeroom. The teacher you have for homeroom will probably be one of your classroom teachers as well. Your locker will be located near your homeroom. Homeroom is where you go first each morning, and your homeroom teacher will be in charge of many of the special announcements, reports, etc. that you will receive throughout the year.

When you arrive in your homeroom in the morning, you should have all the materials you will need for your first two classes. Once you enter homeroom, you are not to leave. The homeroom time is a time for students to get organized for the day; it is not a time to wander in the hallway. If you must leave, please get a pass from your homeroom teacher.

Breakfast:

Breakfast is served each full school day, beginning at 7:30, in the cafeteria. Any student may purchase cereal, milk, juice or bagels and cream cheese or butter. Students who qualify for free or reduced price lunches may also receive free or reduced price breakfasts. Breakfast is \$1.25. Reduced breakfast rate: \$.30. Students who eat breakfast at school must leave the cafeteria by 7:45 and are responsible for being in homeroom by 7:50 am. The online purchasing system is available for breakfast as well as lunch. See the "For Parents" section of our Wilson Middle School webpage and link to the "MySchoolBucks" point of sale system. For the 2022-23 school year—breakfast is FREE. Breakfast prices remain in effect if a second breakfast is purchased.

Announcements:

At approximately 7:50 each morning, the Pledge of Allegiance and announcements for the day are presented over the intercom. Each homeroom takes turns in leading the Pledge of Allegiance. It is your responsibility to be silent during this time so that you and your classmates can hear announcements that are presented. This is the time when sign-ups for special after school activities are announced. These announcements are posted every day on the Wilson website at: wilson.natickps.org under the news tab.

Hallway Passing Times:

Move as quickly as possible when changing classes. Remember, you are to walk quickly, but not run in the halls. Walk on the right, and do not walk more than two abreast. Each grade will have specified traffic patterns for moving about the school. You are to avoid walking through areas where other grades are having classes. Your team will tell you the exact clock time that each class begins.

SCHOOL DAY SCHEDULE

Building Hours:

Students may enter the building and go to their lockers at 7:35 a.m. Wilson is secured after 8 AM, so to enter or leave the building during the day, please use the front doors. All visitors must sign in at the main office and obtain a visitor pass. All other doors will be locked to the outside. Students who ride bicycles to school should lock them at the bicycle rack near the gym entrance.

School Hours:

The school day is from 7:50 AM to 2:05 PM. Students seeking after-school help, taking part in after-school programs, or who have detentions, may remain in school in their teacher-supervised activity. All other students must leave the building at 2:05 PM.

After school, once you leave the building, you are NOT permitted to re-enter.

Important: In order to stay after school, you MUST be in a teacher-supervised activity.

Daily Rotation / Class Schedule:

Rather than call school days by their calendar names (Monday, Tuesday, etc.), each school day is named with a letter of the alphabet, A, B, C, D, E and T. The first day of school is "A" day, and the days repeat A-E and T throughout the school year. This plan keeps us from missing classes when holidays occur; a day of the week will pass, but when we return to school, it will always be the next letter day as far as classes are concerned (see the Cycle Day Calendar on page 12). The only time a cycle day would be missed is when there is an **unanticipated** day off, such as a snow day. Knowing the letter day is necessary for classes such as Art, Wellness, Music, etc. that do not meet each day. Each morning during announcements the cycle day name is announced, and most teachers list the name of the day on their whiteboards each morning. Additionally, a sign in the window of the front office tells you the cycle day and date. The cycle rotation is also posted on our website in the Virtual Backpack, Quick Links.

Natick Public Schools 2022/2023 School Calendar- Letter Days

		SEP	TEM	BER		
S	M	T	W	T	F	S
7	30	30	31	1	2	3
			A	В	C	
4		6	7	8	9	10
		D	E	Т	A	
11	12	13	14	15	16	17
	В	c	D	Ε	т	3000
18	19	20	21	22	23	24
	A	В	c	D	€	Serve
25	46	27	28	29	30	
		T	A	8	c	1

OCTOBER						
S	М	Т	W	Т	F	S
2	3 D	4 E	5	6 T	7 A	8
9	10	11 B	12 C	13 D	14 E	15
16	17 T	18 A	19 B	20 C	21 D	22
23	24 E	25 T	26 A	27 B	28 C	29
30	31 D	3	88 - 18 86 - 18		į.	8

NOVEMBER						
S	M	T	W	Т	F	S
		1	2	3	4	5
		E	T	A	В	
6	7	8	9	10	Ħ	12
	C	D	E	T		1
13	14	15	16	17	18	19
	A	В	C	D	E	17000
20	21	22	23		18	26
	Т	A	8			1.000
27	28	29	30		9	88.
	HEAT	C	D		8	33

DECEMBER						
S	M	T	W	T	F	S
70				1 E	2 T	3
4	5 A	6 B	7 c	8 D	9 E	10
11	12 T	13 A	14 B	15 C	16 D	17
18	19 E	20 T	21 A	22 B	23 C	24
25		10	28	B	10	31

JANUARY						
S	M	T	W	Т	F	S
1	3	3	4	5	6	7
		D	E	Т	A	
8	9	10	11	12	13	14
	В	c	D	ε	т	200
15	da.	17	18	19	20	21
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22	23	24	25	26	27	28
	E	Ť	A	В	c	200
29	30	31	N 0	-		
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		FEI	BRUA	ARY		
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	-	20 V	1	2	3	4
			T	A	В	
5	6	7	8	9	10	11
	C	D	E	Т	A	1000
12	13	14	15	16	17	19
	В	C	D	Ε	T	2000
19	1	2	20	4	86	25
26	27	28				93.
	A	В	1			l

MARCH							
S	М	T	W	T	F	S	
			1	2	3	4	
	- 8		C	D	E		
5	6	7	8	9	10	11	
	Т	A	В	c	D		
12	13	14	15	16	17	18	
	E	Т	A	8	C	0.000	
19	20	21	22	23	24	25	
	D	E	т	A	В		
26	27	28	29	30	31		
	c	D	Ε	Т	A		

APRIL							
S	M	T	W	Т	F	S	
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2	3	4	5	6	7	8	
	В	c	D	Ε			
9	10	11	12	13	14	15	
	T	A	8	c	D		
16	17					55	
23	24	25	26	27	28	29	
	E	T	A	8	C		

			MAY			
S	M	Т	W	Т	F	S
	1	2	3	4	5	6
	D	E	Т	A	В	2.5
7	8	9	10	11	12	13
	C	D.	E	T	A	
14	15	16	17	18	19	20
	8	C	D	E	T	
21	22	23	24	25	26	27
	Α	В	c	D	E	
28	13	30	31			
		T	A			

JUNE						
S	M	T	W	T	F	S
			9	1 8	2	3
4	5 D	6 E	7 T	8 A	9 B	10
11	12 C	13 D	14 E		16 A	17
18	10	20 B	21 C	22 D	23 E	24
25	26 T	27	28	29	30	

*Belease Day- No Snow Days Incl.
*June 19- Juneteenth- No School
*June 23 - Release Day - 5 Snow Days Incl.

SCHEDULE 2022-2023

7:35 am		Breakfast/Lockers
7:45 am	Warning Bell	Hallways Cleared
7:50 am	Tardy Bell	Homeroom
7:50-7:55 am		Homeroom/Morning Announcements

DAILY SCHEDULE FOR SPECIAL SUBJECTS

Period 1	7:55 - 8:44
Period 2	8:44 - 9:33
Period 3	9:33 - 10:22
Period 4	10:22 - 11:11
Period 5	11:11 - 12:01
Period 6	12:26 - 1:15
Period 7	1:15 - 2:05

LUNCH SCHEDULES

Grade 5	11:11 - 11:36
Grade 6	11:36 - 12:01
Grade 7	12:01 - 12:26
Grade 8	12:26 - 12:51

END OF DAY SCHEDULE

2:05 pm	Dismissal
---------	-----------

End of the school day:

The **dismissal bell** sounds at 2:05 to collect all that you will need to complete assignments for the following day. Grades 5 & 6 return to homeroom for dismissal. Remember to take your coat and backpack.

If you are going home immediately, go directly out of the door assigned to your grade and board your bus or begin your walk home. If you are being picked up by a parent/guardian, exit the building through the gym lobby and meet your ride in the parking lot side of the building.

Please use the designated area only for pick-up - <u>DO NOT</u> meet your ride in the parking lot or on the streets outside Wilson, as this creates a safety hazard.

Wait for your ride to pull up to the curb by the sidewalk. <u>DO NOT</u> walk among the cars in the parking lot. Use the provided crosswalks to cross busy streets.

The only Wilson students that may go to Ben-Hem after school are those that are picking up a younger sibling.

Staying after school:

If you are staying after school for extra help or to get homework done, participating in an activity/club, or are serving detention, take all of the things you need from your locker to be prepared to go home, and report directly to your after-school activity. Do not exit the building if you intend to remain at school for any reason. All students are to have cleared the hallway and be with their supervising teacher by 2:10. You **must** be in a teacher-supervised activity, and remain with that teacher until 3:00 PM, unless given a pass to see another teacher or to wait in the lobby for a ride. Once you have arrived at the activity, **you** are not to be in the hallways without a pass. All students must be in a teacher-supervised activity (club, extra-help, etc.) in order to stay after school. You may not stay after school if you are not with a teacher. You may not ride the late bus if you do not have a pass from a teacher.

After school sports:

We encourage students to stay and cheer for the Wilson Wildcats when there is a home sporting event in the gym or on the fields. However, most events do not start until after 3:00 p.m. Therefore, if you wish to attend the event you must stay in a teacher-supervised activity from 2:05 – 3:00 p.m. and then proceed to the gym or the fields. If you go home after school and wish to return for the game, you may re-enter the building through the side gym doors at 3:00 pm., which is when the gym re-opens for spectators. You are not permitted to be in the gym or hallways between 2:05 and 3:00 pm.

Library policy / after school policy:

The Wilson Middle School Library is a center of instructional activity for the school, a student-centered place of learning where we encourage reading for pleasure as well as for curriculum-based needs. The mission of our school library program is to ensure that students and staff are effective users of ideas and information, enabling them to become literate, lifelong learners.

We have a collection of over 14,000 books, videos/DVDs, magazines, professional/faculty titles, and audio titles. There is an iPod/iTouch/MP3 Listening Library where students can listen to books in MP3 format.

Book Policies:

Students may check out 2 books at a time, for 3 weeks.

If the book is needed for a school project, additional time is given.

Renewals are allowed if there is not a waiting list for the book.

Students must pay for books that are damaged or lost. If the book is found at a later date the money will be returned.

The library will be open after school on Tuesday and Thursday from 2:05 - 3:00 unless otherwise noted. All students must sign up in the library before the end of the school day if they wish to stay after, and a set number of students will be allowed. Students must have a pass from a teacher stating the school-related reason for their visit to the library. Students who attend the library after school are expected to stay in the library, unless given permission by the librarian to see a teacher. It is expected that students will only do schoolwork while they are in the library. Those who are not doing schoolwork will be asked to leave

NO SCHOOL/DELAYED START ANNOUNCEMENTS

When weather conditions would make travel to and from school unsafe for students and faculty, the Superintendent may decide to delay the start or cancel school. A message will be sent to the primary phone number you designate when completing school forms. Thank you for not calling the school. Announcement will be made on Natick Twitter @natickps.org, Natick Public School website www.natickps.org, and by 6:00 am by radio stations WBUR (FM 90.9), WBZ (AM 103.0) WRKO (AM68.0), and television stations Channel 4,5,7, Fox 25, CW56.

IMPORTANT DATES 2022-2023 SCHOOL YEAR

	Marking Term Dates	Mid-Trimester Report	Report Cards - Parent Portal Open
Trimester 1	8/31/22 - 12/2/22	Friday, October 14, 2022	Friday, December 9, 2022 Grades close 12/2/22 Trimester 2 starts 12/5/22
Trimester 2	12/5/22 - 3/17/23	Friday, January 27, 2023	Friday, March 23, 2023 Grades close 3/17/23 Trimester 3 starts 3/20/23
Trimester 3	3/20/23 - 6/15/23	Friday, May 5, 2023	Thursday, June 15, 2023 *pending no snow days Friday, June 23, 2023 *5 snow days included

NATICK PUBLIC SCHOOLS

School	Principal	Main Office	Absence Line	Regular Hours	Release Hours
High School	Jason Hoye	647-6600	647-6601	7:30-2:17	7:30 - 11:00
Kennedy	Jodie Cohen	647-6650	647-6651	7:50 - 2:05	7:50 - 11:30
Wilson	Teresa Carney	647-6670	647-6671	7:50 - 2:05	7:50 - 11:30
Ben-Hem	Karen Ghilani	647-6580	647-6581	8:15 - 2:41	8:15 - 12:05
Brown	Aidan McCann	647-6660	647-6661	8:30 - 2:56	8:30 - 12:15
Johnson	John Jordan	647-6680	647-6681	8:30 - 2:56	8:30 - 12:15
Lilja	Shelby Marscher	647-6570	647-6571	8:30 - 2:56	8:30 - 12:15

Memorial	Troy Holding	647-6590	647-6591	8:50 - 3:16	8:50 - 12:40
Preschool	MaryBeth Kinkead	647-6583	647-6583	9:00 - 3:00	9:00 - 10:20
Pre-K am				9:00 - 11:30	9:00 - 10:20
Pre-K pm				12:30 - 3:00	No pm pre-K

ATTENDANCE

The Natick School Committee believes strongly in the importance of regular attendance by all students. The Committee adheres to and is in full compliance with Chapter 76 of the laws of the Commonwealth of Massachusetts, which defines attendance regulations. Except in cases of illness and other unique circumstances, students are expected to be present when school is in session.

Absences:

All students are expected to attend school and be on time.

A student who is not present for more than half of the school day will be considered absent (see chart below). It is important that you attend school each day and arrive on time. School is your "job" and like all jobs, you can only do your best when you are present and arrive on time. If a student is absent and there has been no parental contact by the end of the school day, the student will be considered truant.

The building administrator has discretion over deeming "extraordinary circumstances". These may include but are not limited to: death in the family, religious observances, court appearances, extensive medical circumstances, etc.

After 5 unexcused absences, parents/guardians may receive a call or email to offer support and help improve attendance. After 10 absences, parents/guardians will receive a letter to remind you of Natick's attendance policy.

If the total number of absences exceeds ten (10), a CRA may be held with a juvenile court representative and building administration. This type of hearing is to assist the child and family in improving attendance issues. Any absences totaling over 15, unless deemed extraordinary, may result in the filing of a CRA with the juvenile court.

Absences/Activities

Students who are absent from school, with or without a legitimate excuse, may not participate in any afternoon or evening school events. Students on field trips or other school-sponsored activities are considered present.

Should a student be absent for more than 9 <u>consecutive</u> days, the student will be unenrolled from the Natick Public Schools and will need to contact the principal and the Assistant Superintendent for Teaching, Learning, and Innovation to discuss options (ie: home school plan or enroll in a new district).

Considering a vacation during school hours:

Should a parent/guardian choose to keep a student out of school for reasons other than illness or unique circumstances, the school and individual teacher(s) will not assume responsibility for either preparing lessons in advance for the student or for providing individual tutoring or extensive individual help for the student when he or she returns. It will be the responsibility of the student and the parent/guardian to identify work that may be missed. While teachers will provide the normal range of assistance, it is the student's responsibility to make up work.

TARDY/EARLY DISMISSAL

Tardy

You must be seated in your homeroom at 7:50 in order to be marked present and on-time. If you arrive at school after the 7:50 bell has sounded, or you are in the building but have not checked in with your homeroom teacher for permission to be elsewhere, you are considered tardy for school. Please report directly to the school office and you will be given an admit slip to class. Without the admit slip, a teacher will not accept you into the class when you arrive.

In order to provide support, parents/guardians may be contacted if the number of tardies begins to rise. After ten (10) tardies, a student will serve lunch-detention for every tardy thereafter. After 15 tardies, the building administrator or counselor may request a meeting with the parent/guardian, student, and school resource officer. After 20 tardies, the building administrator may file a CRA (Child Requiring Assistance) with the Juvenile Court in order to better help the child.

Early Dismissal:

If a student must leave school early for a medical appointment or other special reason, a note from a parent/guardian stating the reason for early dismissal must be given to an Administrative Assistant in the office before 7:50. She will provide the student with an early dismissal slip showing the time he or she is permitted to leave class. When that time arrives, the students should show the dismissal slip to his/her teacher, gather belongings from the locker and report to the office. Students are not allowed to leave the building on their own. A parent/guardian must come in and sign the student out of school. If a student returns to school, the student must stop at the office to obtain an admit slip.

Students may not use their personal cell phone to call a parent/guardian to pick them up from school—even if they are feeling ill. The nurse must examine the student and call the parent/guardian.

NOTIFICATION OF ABSENCES

Natick Public Schools has implemented the following procedures to verify student absences in grades 5-8: Parents/guardians are expected to call the school as soon as it is determined that a child is to be absent. For your convenience, a voice mail has been created in the nurses' office to receive calls at any time, day or night. **PLEASE CALL 508-647-6671** and leave a message that includes your name, your child's name and the reason for the absence.

We encourage your call on the day prior to the child's absence if you know such will occur and request that you call if you know about medical appointments, out-of-town visits, etc.

School personnel will call any parent/guardian who has not notified the school by 8:00 a.m. on the day of the child's absence. In the event there is no answer at home, school personnel will contact the parent/guardian at work.

While we prefer families to schedule doctor/dentist appointments outside of school hours, we realize this is not always possible. We encourage parents/guardians to provide doctor notes in order to document absences. A parent/guardian must come in and sign the student out of school. If a student returns to school, the student must stop at the office to obtain an admit slip.

The chart below indicates the <u>minimum</u> number of minutes a student must attend school in order to be marked present. Even if a student is tardy to school or has an early dismissal, students who are present in school for <u>less than</u> the minimum number of minutes will be marked absent.

School	Start Time	Full Day Early Release D	
Natick High	7:30	204 minutes	113 minutes
Kennedy	7:50	188 minutes	103 minutes
Wilson	7:50	188 minutes	103 minutes
Bennett Hemenway	8:15	180 minutes	103 minutes
Brown	8:30	180 minutes	103 minutes
Johnson	8:30	180 minutes	103 minutes
Lilja .	8:40	180 minutes	103 minutes
Memorial	8:50	180 minutes	103 minutes

Absences will be documented excused, unexcused, or truant.

STUDENT PROGRESS (HOW ARE YOU DOING?)

It is the students responsibility to keep track of their progress in each class. Students in grades 5-7 will be provided an agenda notebook so that you can record what work is assigned and when it is due. Keep track of your grades so that you have a good idea of how you are progressing. If you do not understand something or feel you need extra help, speak to your teacher. All teachers are available to provide additional help after school on their scheduled days (teachers publish these days at the beginning of the year).

PowerSchool:

Students and parent/guardians in grades 5-8 have access to PowerSchool, which is the district's Student Information System. You will receive a letter in the fall explaining how you may sign up for access to PowerSchool and you will also be able to sign up online through the district's home page and the Wilson web page.

Mid-Trimester Progress Reports:

Students in grades 6-8 and their families are encouraged to review student grades through the PowerSchool Parent Portal halfway through each term (although they certainly can and should be viewed more frequently). These reports tell if you are doing well or need to work harder to improve in some area. Take the advice it provides and let it help you. If the report is unclear to you, ask your teacher to help you understand. Many teachers list assignments that must be completed. It is your responsibility to complete the work and turn it in within the assigned time. 5th grade families will enjoy the same type of standards-based progress reports as in elementary school, reported three times per year.

Report Cards:

Grades 6-8 are available for online viewing through PowerSchool two times during the school year shortly after the close of each trimester. Final report cards are also available for online viewing and can be mailed to your home within two (2) weeks of the close of school in June if requested. The report cards will show a letter grade for each class you are taking. The final report card indicates a passing or failing grade for the year. Grade 5 students will receive paper copies of the Standards-Based Report of Student Progress if requested. Grade 5 reports are also available for online viewing through PowerSchool.

Parent/Guardian Signatures:

Signed progress report receipts and report card receipts are to be returned to your homeroom teacher within two (2) school days of the time they are given to you. Progress reports and report cards are the school's way of letting your parents/guardians know about your academic progress. Your parent/guardian's signature on the receipt is the school's way of knowing that they viewed the report.

For All Students:

Wilson Middle School staff have begun implementing PBIS (a Positive Behavior Intervention System). Students who display the core values of our culture of effort with respect, responsibility, and results, may receive acknowledgement of that effort and behavior in a variety of ways. "Citizen of the Month" honors are also given monthly to a student from each grade in recognition of good citizenship in the classroom.

GRADING AND REPORTING

Letter	Number		Letter	Number		Letter	Number		Letter	Number	
Grade	Range		Grade	Range		Grade	Range		Grade	Range	
A+	97-100	4.3	B+	87-89	3.3	C+	77-79	2.	D+	67-69	1.33
		3			3			33			
A	93-96	4.0	В	83-86	3.0	С	73-76	2.	D	63-66	1.0
								0			
Α-	90-92	3.6	B-	80-82	2.7	C-	70-72	1.	D-	60-62	.67
		7						67			
									F	0-59	0

Special Education Progress Reports:

Each progress report will reflect student progress in attaining projected benchmarks delineated in a student's IEP and will include a statement as to whether or not the student is expected to meet projected goals.

Continuum of Alternative Services and Placement:

The teacher of the Access Program at the middle school will develop and incorporate prevocational curriculum and prevocational experiences for participating students as preparation for their entry into Natick High School or any other school.

ADDITIONAL COMMUNICATIONS WITH HOME

Email Blast:

Every Friday a weekly newsletter will be sent at the end of the day highlighting the week and upcoming dates of importance. Any families that are unable to receive communications electronically should notify the principal, and hard copies will be sent home with your student. Additionally, announcements read on the intercom each day can be accessed through the homepage "Daily Announcements" link.

Activities:

Activities that take place outside of the regular school day are part of what makes school a very special and exciting place to be. They are an excellent way to meet other students that you would not meet through your classes. All students are encouraged to explore many different activities through which they may find favorites they might want to continue to pursue. Activities are open to students of all grades, unless otherwise noted. Please note that some behavioral infractions may result in the loss of the privilege to participate in after-school activities.

ADDITIONAL SUPPORTS

Crisis Intervention Team:

In the event of an unforeseen crisis in the school, the Crisis Intervention Team will convene.

The team consists of members from administration, psychological services, school counseling and medical staff.

Assisting Children and Teachers (RTI):

The RTI Team involves a diverse group of professionals from different areas who meet regularly to discuss the needs of Wilson students. Their mission is to join together in the problem-solving efforts of the classroom teacher requesting assistance. The RTI Team largely involves the regular education staff, although specialized personnel can be called upon to provide support as needed.

Academically Talented and/or Gifted Students:

Wilson's ongoing monitoring of student progress enables us to develop learning experiences that appropriately engage and challenge all learners. In addition, students who perform exceptionally well and significantly above their peers on specific state and nationally normed assessments will be identified and you will be informed of this designation. If your child is eligible, you will be notified in writing and your child will receive further testing to see if the student qualifies for unique learning opportunities at Wilson.

ACTIVITIES AVAILABLE TO STUDENTS MAY INCLUDE:

Intramural Sports (vary through year)	Cheerleading
Boys Basketball (grades 7 & 8)	Community Service
Girls Basketball (grades 7 & 8)	Crew
Boys Volleyball (grades 7 & 8)	Engineering and Robotics
Girls Volleyball (grades 7 & 8)	Journalism
Cross Country (grades 6-8)	Lego Club
Track (grades 6-8)	Library Assistance Program
Field Hockey (grades 7 & 8)	Math Team
Wrestling	No Place for Hate
Jazz Band / Specialty Band	One Wilson
Wilson Winds	Peer Leaders (grades 7 & 8)
Pops Chorus	Student Council
School Musical	

Please note that the list of student activities varies from year to year. Not all activities are available every year, and others may be added from time to time. Listen for announcements of activities over the intercom during homeroom each morning. You will be told where and when to report to participate. Students are encouraged to pitch ideas for new clubs to teachers and administrators.

Peer Leaders:

7th and 8th grade students are eligible to become Peer Leaders for our school. Interested students must complete an application which includes questions about why they want to become a Peer Leader and what qualities they have that would make them successful Peer Leaders. Additionally, they must obtain parent/guardian permission and two letters of recommendation from staff members. Applications are reviewed by the peer leader advisors and administrators. Candidates are chosen based on their applications, the leadership qualities they have exhibited, and their demonstrated commitment to anti-bullying and strengthening the school community. Peer Leaders must maintain a C- or better in all of their classes as well as solid behavioral and attendance records. Peer Leaders may choose to join various sub-committees and may also apply to be Peer Trainers which requires an additional application page and interview. Students who are chosen to be Peer Trainers should be comfortable speaking in front of groups and will receive additional training for this position. Given the added time commitment of the Peer Trainer positions, students must be well-organized and committed to both anti-bias and anti-bully work and maintaining a strong academic record.

MIAA SPORTS TEAMS ELIGIBILITY

Participation on any sports team requires an athletic fee determined by the Natick School Committee. There is a 3-sport cap per household for the academic year which includes Middle School. Students who qualify for a free lunch through the free and reduced-price lunch program, will have this fee waived by the Natick Athletic Department. Students who qualify for a reduced-price lunch, pay a reduced fee. If any fees represent a financial hardship for you, please contact the principal. All requests will be kept confidential. Financial hardship should not exclude a student from participating on a sports team.

Representing Wilson Middle School on a sports team is a privilege that is dependent on each student maintaining a C- in all classes during the playing season. If a student is in danger of falling below a C-, the teachers will communicate this information to coaches/advisors. Teachers may require students to attend after-school academic help sessions, rather than practices. Students may not return to the team until the teacher communicates to the coach that the student has returned to good academic standing. Additionally, excessive absences and/or tardies to school may adversely impact a student's eligibility to participate in practices and/or games.

Furthermore, all athletes are expected to exhibit appropriate behavior during all school endeavors. Behavioral infractions that lead to Loss of School Privileges may result in the loss of practice and/or game time, or in removal from the team. Any suspensions from school may result in removal from the team. Repeated or egregious behavioral infractions may also result in removal from the team at the discretion of the administration.

WAYS TO GET INVOLVED

PTO:

The PTO encourages all parent/guardians to be involved in their child's school. Your active participation supports your student and the teachers who work with them every day. One way to connect with Wilson is by active involvement with the PTO, and there many special activities that offer real opportunities to get to know your child's school and to serve and support Wilson. There are regular monthly meetings, with dates and times noted on the Wilson website calendar. Drop-in anytime to get involved!

New officers are elected yearly. If you are interested in serving, please contact the principal. Contact information for new officers will be posted on the PTO website, once that has been determined.

Wilson School Council:

As mandated by the Education Reform Act of 1993, Wilson has an elected School Council that meets once a month, with dates and times noted on the Wilson website calendar. Members of the School Council work together to improve the educational delivery system. Elections are held on a yearly basis. If you are interested in becoming a School Council member, please contact the principal.

Laps After Lunch:

During the fall and spring, when the weather is good and parent/guardian volunteers are available, students may walk outside during their lunch periods. It's a wonderful opportunity for students to get some exercise and sunshine before returning to afternoon classes and it's a great way for parent/guardians to see middle-schoolers in action! This program can only run if we have sufficient parent/guardian volunteers to monitor the students outside while staff members monitor students inside.

FIELD TRIP & SCHOOL VOLUNTEER SAFETY CHECK

Volunteers/Chaperones:

We welcome parent/guardian volunteers in our school and call for them frequently to assist with field trips and other special events. In our continued effort to keep all children safe, and to be in compliance with the law all volunteers must be CORI checked.

The CORI process is completed online at the Wilson Office. You will need to present your license /photo ID at time of processing.

Field Trips:

Field trips are an extension of the classroom and may be organized by teacher teams, clubs, and/or special activity groups. They are designed to enhance your child's learning experience, complementing the school-based instruction. Field trips are an earned privilege, and students must demonstrate responsible behavior to assure the privilege of participation. Students who do not follow school expectations which raise concerns about the student's ability to participate safely and appropriately, may be denied the privilege of participating in a field trip.

MISCELLANEOUS ITEMS

Music Department Add/Drop Policy:

In grades 5 and 6, students are required to take either band, chorus or exploratory music. In grades 7 and 8, students are required to take band, chorus or VAP (Video, Art, Performance).

Instrument Lessons:

Instrument lessons are offered afterschool on a fee basis. Please contact the Director of Fine and Performing Arts at 508-647-6400 ext 1701 for more information.

Videos:

From time to time, teachers may show a video or video clip to students to enhance their learning. Please be aware that teachers will only show movies that are G or PG rated or will send information home about the suitability of a video for your review.

Birthday and Holiday Celebrations:

While there are many wonderful reasons to bring in food to share with friends, this practice is not allowed in the school for a number of reasons. Some students with food allergies may unknowingly eat an item that contains an allergen that causes them to become ill. Similarly, some families may not want their child to eat the type of food that is brought in to share. When students bring sweets for special occasions, it can cause a commotion and lead to hurt feelings when some students are excluded from sharing. Additionally, in-school birthday and holiday celebrations with gift-giving can cause problems if some students feel excluded. Please be mindful that in-school celebrations in the cafeteria are visible to the entire grade. Gift giving and food sharing is best done privately/out of school, and we request that you limit school celebrations to items that are not food-related such as sharing cards, drawings, etc.

Gifts to Staff Members:

A note from the Superintendent: Recently, many of you may have seen reports in the media relative to the state conflict of interest law that governs the receipt of gifts by public employees. This is receiving attention this year due to a new state law requiring all Massachusetts public employees to receive a copy of conflict of interest regulations and to receive mandatory training on this topic. While it is unlikely that teachers receiving tokens of appreciation from students and their families was the impetus for the state government's recent emphasis on conflict of interest legalities, it is important that our employees comply with their legal responsibilities. The purpose of the law and accompanying regulations is to avoid any perception that a public employee might display some type of favoritism due to the influence of a gift. While parent/guardians often give gifts to our teachers and aides at holiday time and/or the end of the year as an expression of gratitude for their hard work, I would appreciate it if parent/guardians who choose to do so would adhere the following guidelines in order to avoid putting our educators in an awkward position:

- Massachusetts General Law Chapter 268A and State Ethics Commission rules prohibit all public employees from receiving personal gifts of "substantial value," which according to the regulations is \$50 or more. This includes meals, tickets, services rendered, holiday gifts, etc.
- The Ethics Commission has recently ruled that the \$50 or more restriction applies even when a group of people pools their funds to contribute to a gift. Therefore, if multiple parent/guardians of students in the same class chip in to purchase a gift for the teacher, the teacher cannot accept it if it is worth \$50 or more.
- The law and regulations apply to any *single*, *personal* gift to a public employee from an individual or group. An employee may accept multiple gifts from different parties, as long as each individual gift complies with the regulations. Contributions for educational supplies, the purchasing of books or curriculum materials for the classroom, or a donation to a PTO or organization such as the Natick Education Foundation in the educator's name are not subject to the limit.

Natick families traditionally have been generous to our educators, and all of us in the School Department appreciate all of the time, effort, and financial support that you provide. I ask that you please follow these guidelines so that our educators do not need to politely decline a gesture of appreciation. If you have questions about the law and regulations, please contact your principal or me. Thank you.

Non Custodial Parents:

If there is a change in the family status (divorce, custody, etc.), please provide a copy of the relevant legal documents to the principal, so that the school is informed regarding custody, parental communications, etc. It is the responsibility of the family to provide these documents to the school in order for the school to update the record.

Non-custodial parents may receive notices if legally entitled to them, and if a written request has been made to the principal.

The custodial parent will be notified of this request, and depending on the relevant legal documents, permission for communication may/may not be granted.

Under the Family Educational Rights and Privacy Act (FERPA), both custodial and non-custodial parents have the right to receive school records for their children, unless otherwise specified by the custodial parent.

The school is required by law to provide the non-custodial parent with information about their students 21 days after receipt of the written request unless the custodial parent provides us with documentation indicating....

- the parent has been denied legal custody or has been ordered to supervised visitation
- the parent has been denied visitation
- the parents' access to the student has been restricted by a temporary or permanent protective order
- there is an order of a probate and family court judge which prohibits the distribution of student records to the parent

Release of student information to third parties; process and procedure

Third party requests for information regarding students are a standard part of application processes for various clubs, organizations, and private schools. All requests for information from third parties will, given reasonable notice to the teacher, be processed according to the process detailed below:

Upon request for information by a parent/guardian or by a third party:

- 1. the front office will acquire written permission from parent/guardians to share information with the third party.
- 2. the classroom teacher, within 3 school days, will complete the assessment and submit it to the principal or their designee.
- 3. the principal or designee will review the assessment.
- 4. the principal or designee will submit the assessment directly to the third party.
- 5. if requested by the parent/guardian and acceptable to the receiving party, the principal or designee will furnish signed and sealed copies of the assessment directly to the parent/guardian of the student.

Parents/Guardians should provide a stamped envelope addressed to the third party.

HEALTH AND MEDICAL OFFICE PROCEDURES

Health Services:

Registered nurses are available in the Clinic to assess illness and / or injury and to provide emergency care. Throughout the school year the nurses provide instruction and guidance to students and their families as needed, and work with other health care professionals to help ensure a healthy learning environment for the entire student population.

- When a student has severe cold symptoms, fever, gastro-intestinal problems or other acute complaints, parents and guardians are asked not send the student to school
- If illness symptoms arise at school, the nurse will evaluate the situation and decide if the student should remain in school or be sent home.
- Parents / guardians or persons listed on the emergency card will be expected to pick up the student in the Clinic and sign the student out from the office.
- Only the nurse can dismiss students from school for medical reasons. Students with a medical problem are not to contact parent/guardians directly for dismissal without the nurse's assessment. Students must have a pass from their teacher before going to see the nurse.
- If a child is seen by a physician and/or excused from school by one, please obtain a note from the doctor to excuse the student's absence/time out of school.

Contagious Diseases:

Contagious diseases such as chicken pox, hepatitis, meningitis or other communicable diseases are controlled by the Board of Health and must be reported to them at 508-647-6460. Pupils who have had a communicable disease cannot be readmitted to school without a release card from the Board of Health. Spread of disease is prevented by excluding ill students when indicated and maintaining current, up-to-date immunization records.

Natick Public Schools Lice Policy:

If a student is identified as having a case of Pediculosis (nits and/or live lice), the student will be assessed and returned to class and /or dismissed at the nurse's discretion.

The nurse will assess siblings and close contacts who attend Natick Public Schools.

Notification will be sent home to parent/guardians of all children in the classroom. Additional notification will be sent home at the nurse's discretion.

parent/guardians will be given information regarding treatment of head lice.

The student has to be checked by the nurse prior to returning to school. A student will be accompanied by his/her parent/guardian until this exam is completed.

If nits are found after treatment, the student may attend class at the nurse's discretion.

Mandatory Health Screening Programs:

Physical Examination: Due at the Beginning of the School Year

Please note: All students must pass a physical examination within one year before participating in any sport.

For all interscholastic sports, students must receive clearance from the school nurse that they are eligible to sign up for tryouts and to play on a team. In order to receive clearance, the nurse must receive an updated physical report from the student's physician. The report must include the following: doctor's name, student's name, date of birth, date of physical and report, height, weight, and a statement regarding whether the student is "healthy to play."

Grades K, 4, 7 & 10

Vision Testing: Done annually in the fall Grades K-5, 7& 10 Hearing Testing: Done annually usually in the fall Grades K-3, 7 & 10 Postural Screening: Done annually in the spring Grades 5 - 9

Immunizations:

Students entering school for the first time, whether at preschool, kindergarten or through transfer from another system, will be required to present a physician's certificate from the Board of Health attesting to immunizations against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and other such communicable diseases as specified by the Massachusetts Department of Public Health. Grade 7 students are also required to have 3 doses of the Hepatitis B vaccine. Students will be excluded from school if immunizations are not up to date.

Exemptions to these regulations will be made for medical and religious reasons upon receipt of documentation from a physician for medical reasons and from the parent / guardian for religious reasons.

Inhalers:

If your student needs to carry medications such as an inhaler, an Authorization to Carry form should be completed and given to the nurse. This can be sent in at any time during the year, prior to the beginning of the sport season.

IMMUNIZATION AND HEALTH DATA

- 1. Diptheria/Pertussis/Tetanus (DPT/DT, DTaP) 5 doses
- A booster of Tdap is required for 7th grade
- 2. Polio vaccine 4 doses
- 3. Measles/Mumps/Rubella (MMR) 2 doses

(first dose after 12 months of age, 2nd dose before entering K)

- 4. Hepatitis B 3 doses
- 4. Hepatitis B 3 doses5. Varicella (chicken pox) 2 doses are required prior to entrance into K or 7th grade or a physician's note verifying that the student has already had varicella (chickenpox) (First dose must be after 12 months of age
- 6. Tuberculin (TB) test as required by Natick Board of Health criteria
- 7. Lead screening is required for entrance into Kindergarten8. A private physician's examination, which includes immunization information, is required for all students upon entrance into K, 4, 7 10 and all new/transfer students.

MEDICATION POLICY

Only a physician is legally authorized to prescribe medication, this includes over the counter medication. If possible, medication should be given at home before or after school. A student

who needs to take medication during school hours must have a signed permission slip from a parent/guardian and physician. The form may be obtained from the NPS website or the school nurse. Medication (in the pharmacy labeled bottle) is kept locked in the clinic and taken under the supervision of the nurse. No student is allowed to transport medication to/from school. A parent/guardian must bring the medication into the clinic.

Parents/Guardians of students with an Epi-pen, insulin and inhalers should discuss their child's medical needs with the school nurse at the beginning of each school year. If the parent/guardian has signed the permission form, the student may receive Acetaminophen (Tylenol) at the discretion of the school nurse once during the school day, telephone permission is not accepted. All forms are available on the NPS website: www.natickps.org.

Injury:

In the event of injury, the student will be maintained at the school if at all possible, until parents or an emergency person is contacted and arrives. In the event of a 911 emergency, an ambulance will be called and the student will be accompanied by an adult from the school or hospital.

Pregnancy:

A pregnant mother is encouraged to attend school through her pregnancy in accordance with her doctor's advice. Reasonable accommodations will be given to assist her in taking advantage of educational programs. Tutoring services will be offered to the student while she is under extended doctor-directed absences.

Excused From Physical Education:

An excuse from physical education for one day requires a note from home. For more than one day, an excuse from gym class requires a note from a physician. Bring the note to the office and a copy of it will be made for the physical education teachers. Students will be given a pass to go to the library during gym classes. Students face possible failing grades in Physical Education if they do not provide proper medical documentation.

Schools Medication Procedure:

There are two forms, "Physicians Authorization for Dispensing Medication" and the parent "Authorization for Dispensing Medications" that must be completed prior to a student receiving medications in school. Both forms can be downloaded from the NPS web site health section and/or are available in the health clinics.

The parent/guardian is responsible to deliver medication to the school clinic and to retrieve it whenever necessary or at the end of the school year. Students are not allowed to transport any medication including over-the-counter medicines. The only exceptions are: students at NHS and the middle schools are allowed to carry their own Epi-pen, diabetic supplies/insulin, pancreatic enzymes and/or inhalers provided that the two completed authorization forms are on file.

All medication must be in a pharmacy labeled container with the following information:

a. Name of student e. Time of administration in school/how often it is to be administered

b. Name of medication f. Name of physician or licensed prescriber

c. Dosage g. Date of prescription

d. Route-how administered

Over-the-counter medication must be delivered to the nurse in its original package. The Physician and Parent "Authorization for Dispensing Medication" forms must be completed and on file with the nurse. Students cannot carry medications, even over-the-counter-medication such as Tylenol. The school nurse **must** handle all medication.

Any student with a known severe allergic reaction requiring emergency administration of epinephrine must have an Epi-pen either carried by the student or in the health clinic or preferably both, as well the two "Authorization for Dispensing Medication" forms.

Managing Food Allergies at Wilson Middle School:

Wilson is an "allergy aware" environment. We have many students with severe food allergies. We do not have unplanned food events and discourage nut snacks in the classroom. There is always a designated "nut free" table in the lunchroom where children may sit if they choose as long as they have "nut free" lunches. We encourage excellent hand hygiene to prevent accidental allergen ingestion and advise that allergic children set up a paper towel "placemat" for lunch and snack. There are always safe products available from the custodian should a child wish to clean their desk or table before or after eating. parent/guardians should feel free to send in moist wipes for the student to keep in their lunchbox or locker for cleaning hands and surfaces before eating.

At Wilson, we expect that every student who has been diagnosed with a potentially life-threatening allergy will have a prescription for an Epi-pen to be used in case of accidental allergen ingestion. We must have both a "Parent Authorization" and "Physician Authorization" form on file in the clinic as well as a set of Epi-pens in the original packaging with a pharmacy label. We will keep one of these in the clinic in a bin labeled with the student's name and one in the cafeteria in an area readily accessible to staff.

We also encourage and support any student who is ready to carry their own Epi-pen in school. For children who are developmentally ready, it is an important step towards managing this life—long health issue. In order to carry an Epi-pen, your child must have "permission to carry" checked off on the signed parent and MD medication authorization forms and be trained in the use of the Epi-pen. If "permission to carry" is checked off, we expect the student to have the Epi-pen accessible at all times during the school day. Devices for carrying Epi-pens safely are available online at www.foodallery.org. Even if your child carries an Epi-pen in school, we still require that we have at least one Epi-pen for the clinic.

If you would like to speak to us about any specific concerns you have about the management of your child's health issues at school, we encourage you to call the Clinic directly or schedule an appointment to meet with the nurses.

Snacks, Food-Sharing, and Special Occasion Celebrations:

Students may bring a healthy, easily consumed snack and/or beverage to be eaten mid-morning at the discretion of the classroom teacher. Candy, soda, and power drinks are NOT to be brought to school. Certain foods may be prohibited in areas of the building...i.e., peanuts, peanut and tree products—your student's teachers will alert you to these areas. While it is a wonderful gesture, we discourage the sharing food between students during snack or lunch time because of the concern about allergies. Similarly, some families may not want their child to eat the type of food that is brought in to share. We also discourage individual and table groups of students from bringing large amounts of snack foods to the cafeteria because of the commotion and exclusion it can cause, as well as the unhealthy aspect of eating large amounts of snack food before periods of learning.

Additionally, in-school birthday and holiday celebrations with gift-giving can cause problems if some students feel excluded. Please be mindful that in-school celebrations in the cafeteria are visible to the entire grade. Gift-giving and food sharing is best done privately/out of school, and we request that you limit school celebrations to items that are not food-related such as sharing cards, drawings, etc.

STUDENT EXPECTATIONS

In order to work well together, there are clear school expectations, which help us to function as a community and allow students and teachers to feel safe and secure in the school. The rules are based on courtesy and common sense, respect and responsibility. Below is a list of key rules and our school behavior rubric. The rubric shows the consequences all students receive for breaking the rules. Please review these rules and the rubric so expectations for behavior are clear to both the student and family.

Loss of School Privilege:

Serious or repeated discipline infractions may result in a "Loss of School Privileges" for the trimester or the year. This may include loss of privilege to participate in activities such as lunch in the cafeteria, after school clubs and sports, evening events such as dances, 3 on 3 basketball tournament, etc.

WILSON CORE VALUES AND DISCIPLINE

Student Responsibility/Respect For Learning and Others:

Discipline is a key component of a quality education. Schools become more effective when students understand the reasons for rules, the regulations themselves, and the infraction consequences. Please see the behavior rubric beginning on page 43 of this booklet.

Teachers and assistants within the classroom setting manage classroom discipline. Discipline issues in hallways, rest rooms, cafeteria, auditorium, school grounds, buses, and field trips are processed through the team leaders and the school office.

Any Wilson staff member may assign a behavior consequence. The staff person must inform the student the reason for the consequence and the nature of the offense. If a student accumulates a number of consequences, they may be suspended. The student may also be denied certain privileges ("Loss of School Privileges") like dances, field trips, eating lunch with classmates in the cafeteria etc. Parents/guardians will be informed of behavioral incidents at school. The front office records and monitors major offenses and issues office detentions, suspensions, and other consequences. Students may be asked to perform some community service activities.

Wilson Middle School parent/guardians, teachers, and administrators support the school's efforts and its ongoing endeavors to foster a climate of respect for all. In order to establish a positive, safe learning environment, teachers and parent/guardians are encouraged to develop, in collaboration, each child's sense of personal responsibility and accountability for his/her actions.

Please note: No guide can anticipate every imaginable variety of misconduct. Accordingly, the principal and staff retain the right to publish and maintain supplementary disciplinary rules during the course of the school year and to impose discipline for any other conduct that is unquestionably improper.

The Wilson Middle School Discipline Code does not discriminate based on a student's race, color, sex, religion, national origin, sexual orientation, or disability.

Lockers and Possessions:

Your homeroom teacher will assign a **locker** to you on the first day of school. Your locker is large enough to hold your books, notebooks, coat, and backpack. It is important that as the year progresses you keep it clean so that you do not damage books by forcing them into a too-full locker, or have the locker jam because clothing or backpack straps are caught in it. You may not use locks of any kind on your locker.

Your team will teach you those times when you may visit lockers during the day. Plan what you need to carry for each class so that there is no need to return to your locker after each class. In order to go to your locker at times other than those agreed upon by your team, you must have a pass from a teacher.

Locker Room and Physical Education Class

All students are required to change for class. You may wear athletic clothing such as sweats, shorts and t-shirts that were not worn to school that same day. Students must wear sneakers

(no exceptions). Lockers for your belongings are available in the physical education dressing rooms. During your physical education class, place clothing, books and other possessions in a locker. We advise students to lock up their valuables during class in the assigned lock box found in the boys' and girls' lockers rooms. The physical education teachers will make this lockbox available before and after every class for those students who have valuables. Students will not use locks of any kind in the locker rooms. Instead, students will be responsible for bringing their physical education clothes to and from every class.

Snacks:

Students may bring a healthy, easily-consumed snack and/or beverage to be eaten mid-morning at the discretion of the classroom teacher. Candy, soda, and power drinks are not to be brought to school. Students **must** take responsibility for proper disposal of containers, wrapper, crumbs, etc. Certain foods may be prohibited in areas of the building...i.e., peanuts, peanut and tree products—your teachers will alert you to these areas.

Cell Phones/Personal Electronics/Communication Devices:

If you must carry a cell phone or other electronics, they are to be <u>turned off completely</u> as soon as you enter the school grounds and must be put away and kept out of sight all day. For <u>no</u> reason are you allowed to use a cell phone or other electronic device during the school day. Air pods (wireless headphones) need to be put away upon entering the building, and smart watches such as Apple watches should have all messaging and internet capability turned off.

Parents/guardians should <u>NOT</u> call or text you during the school day, as you should not have your phone on to receive such messages. All messages should be given to the main office and the office will get the message to you. If a call must be made during class time, you are to ask permission from the teacher and get a pass to use the <u>office telephone</u>. Use of the classroom phone is limited to emergencies <u>only</u>. Also, you may not use your cell phone during the day to call a parent/guardian to pick you up from school—even if you are feeling ill. The nurse must examine you and call your parent/guardian with you. Cell phones are not allowed at school dances. If you must bring your cell phone with you, a storage space will be provided where you may keep your phone during the dance and you may pick it up at the conclusion of the dance.

If a cell phone, portable game system, or other technological device is used, displayed or heard on school property without teacher permission, it will be confiscated and returned at the end of the day. If this happens a second time, it will be confiscated and returned to the parent/guardian only. Current cell phone/personal electronic technology creates many temptations to share information, pictures and distractions through the course of the day, and is not in compliance with our network compliance obligations and internet safety protocol; therefore, it is not appropriate in school.

E-books may be used for reading purposes only, at the discretion of the teacher/staff person. Connecting to the internet from an E-book is not allowed on school premises.

Natick Public School Policy on Cell Phones and Other Electronic Devices

Cell phones and other personal electronic devices such as video games and music players are a distraction to the learning environment in the Natick Public Schools. As such, the following regulations will apply.

- 1. All electronic devices and components must be <u>turned off</u> and <u>not visible</u> on school grounds. Any contact between parent/guardian and child must occur through the office.
- 2. Electronic devices necessary for an educational purpose may be used under the direction and with the approval of the supervising teacher/staff member.
- 3. Violators of this policy will have these items confiscated and turned into their administrator. Repeat violations will result in the device being held in the office for an extended period, or return of the device only to a parent/guardian.
- 4. Lack of compliance with the requests of teachers and/or administrators is insubordination and subject to more severe disciplinary action.
- 5. Phones may not be used as cameras, clocks, calculators, calendars, or any other device that may violate previously stated rules. Texting during the school day is strictly prohibited.

NOTE: Natick Public Schools will not assume responsibility for lost or stolen items under any circumstances.

Cameras:

Use of cameras (including cell phone cameras) or recording devices are not permitted without written permission from a faculty member and/or administration

Textbooks:

The books you receive to use in your classes are loaned to you by the Natick Public Schools, just as a library book is loaned to you by the library. Each will be checked out to you by a teacher who records the number of the book and the condition when you receive it. It is your responsibility to care for the book so that it is returned at the end of the year in the same condition it was given to you. Cover the book, and take care not to force it into your locker or backpack. Lost books are your responsibility. Look in all the places you have been where it might have been left. Speak to your teacher about the lost book and check at the front office and lost and found bins. You will be provided with a replacement book if possible, but you are responsible for the cost of replacing the book.

Class Interruptions:

Classes cannot be interrupted to tell students that parent/guardians have delivered forgotten items. It is the student's responsibility to check at the office to see if a parent/guardian has dropped off homework, books, lunches, etc. This is noted every day during the morning announcements.

Lunch:

There are many choices available in the cafeteria. Students may bring their own lunch from home, purchase a hot lunch (daily menus are listed on the school website) or other cold/hot lunch menu items from the cafeteria. It has been announced that the 22-23 school year, lunch will again be FREE. Any a la carte items or a second lunch will be charged a standard cost.

 Second meal:
 \$2.00

 Milk only:
 \$.50

 Water:
 \$1.25

Sometimes it happens that you forget your lunch money or you leave your lunch at home. Do not worry, no student will go hungry. You may use your student identification number to charge a lunch to your lunch account (even if you don't usually use the pre-paid account), and you may repay the money the next day. If you owe money on your account, you may NOT purchase a second lunch or snack item, but you may get a first lunch.

Students and their families may set up a cafeteria account that allows them to charge breakfast and/or lunch to their accounts. To set up an online account, make payments and view transactions, please visit www.myschoolbucks.com.

You will need your student identification number to create your account.

For more information please visit the Food Service section of the website at http://www.natickps.org/

Students are encouraged to eat a nutritious lunch. Please do not bring in soda or power drinks for lunch beverages. All students are expected to keep the cafeteria clean. You are responsible for placing any wastepaper, food remains, etc. of your own into the appropriate trash bins. If trash is on the floor or table and an adult asks you to pick it up, please do so. The cafeteria is for all students, and everyone must share the responsibility for keeping it clean. Once you are seated in the cafeteria, you are to remain seated except to throw away the remains of your lunch. Basic courtesy and good table manners are expected.

While there are many wonderful reasons to bring in food to share with friends, this practice is **not allowed** in the cafeteria for a number of reasons. Some students with food allergies may unknowingly eat an item that contains an allergen that causes them to become ill. Similarly, some families may not want their child to eat the type of food that is brought in to share. When students bring sweets for special occasions, it can cause a commotion and lead to hurt feelings when some students are excluded from sharing. Please be mindful that in-school celebrations in the cafeteria are visible to the entire grade. Gift giving and food sharing is best done privately/out of school, and we request that you limit school celebrations to items that are not food-related such as sharing cards, drawings, etc.

Lunch Dismissal:

Students will be dismissed by individual tables. Supervisors will go from table to table and dismiss students when their tables are clear of all trash. Walk quietly to your locker and class. Your quiet and orderly passing in the hallway is important because other grades will have classes in session while you pass from lunch. Thanks for your help with this.

LUNCHROOM EXPECTATIONS

- Please WALK to your table and lunch line
- All lines are to be single file. If you cut in line, you will be told to go to the end of the line.
- Once seated, remain at that table, do not wander from table to table.
- Food must be consumed in the cafeteria. NO food or wrappers in the hallway or outside the building.
- When finished with lunch, put waste in receptacles provided and leave tables and floor area around the tables clean.
- Any student may be asked by an adult lunch supervisor to help straighten up the cafeteria.
- Students should not leave the cafeteria for any reason without permission or a pass. If you need to use the bathroom, or go to the office, student services, library, etc. ask one of the adults in the cafeteria for permission or present a pass to an adult in the cafeteria if you were given one by an adult.
- Dismissal is done by tables after the area is cleaned and checked by an adult. Students are to remain seated at their tables until an adult dismisses them.

Silent Lunch:

A silent lunch is assigned to students who do not follow the rules of conduct in the cafeteria. If a supervisor in the cafeteria determines that your behavior is inappropriate, you will be seated away from other students for the remainder of the lunch period that day (or for additional days), at a table in the office.

Behavior Issues:

An office lunch detention, or other consequences, may be assigned for more serious lunch behavior issues. All school rules apply during lunch periods (behavior rubric applies) and ANY staff member may enforce the school rules as they supervise lunch.

Student Work Lunches:

On occasion, a teacher may ask you to work with them during lunch time which means that you will eat lunch while you work with the teacher in the classroom. If you are to meet a teacher for any reason during lunch you must have a pass from that teacher before you will be permitted to leave the cafeteria. Otherwise, the cafeteria is the only place where you may eat lunch.

Laps After Lunch:

When the weather is good and parent/guardian volunteers are available, students may walk outside during their lunch periods. Once you have finished eating and cleaned your table area, check with a supervisor who will give you permission to go outside. You may walk or jog around the perimeter of the building, staying on the paved surfaces (away from bike racks and stairs), until it is time to return to the cafeteria for dismissal to your next class. Students must follow school rules and the directions of adult volunteers while outside.

BUSES

A Natick Public School bus pass must be presented to board ANY bus.

Bus Passes:

If a student does not have the pass at the morning pick-up, the student will be allowed to board the bus, but a bus conduct report will be written by the driver and sent to the office. The student's parent/guardian will be contacted to replace/recover the pass.

Any student who does not have a bus pass to board the bus after school hours will NOT be allowed to board the bus. Furthermore, you may only ride the bus to which you were assigned; you may not ride a friend's bus if it is not your regular bus and you may not bring a friend with you onto your bus if they are not assigned to that bus. The student will be directed back to the office to call a parent/guardian and make other arrangements for a ride home. Similarly, any student who does not have the required late pass from a teacher AND the town issued bus pass will not be allowed to board the late bus.

Late Buses:

Late buses are available at 3:15 pm to take students home from after school activities each afternoon, Monday through Thursday, except the day before a holiday. Only students who have a town-issued bus pass are eligible to take the late bus. The late bus will take you to your neighborhood, but not necessarily to your normal bus stop. A copy of the late bus schedule is always posted in the office. Please review it to decide which bus you should take, and which stop is closest to your home. To board the late bus, you must have a pass from the teacher with whom you stayed for any after-school activity, help, or detention. Take both passes directly to the front of the building where you will wait for the late bus. Natick Public School bus passes must be presented to board any bus. Any student who does not have the required late pass from a teacher AND your town issued bus pass will not be allowed to board the late bus.

Bus Procedures:

The Natick School Committee considers the school bus as an extension of the school itself, and rules regarding behavior are the same as in the school. School bus safety is a primary concern of the Natick Public Schools and we reserve the right to take whatever action is necessary to maintain a high level of safety.

The right of a student to school bus transportation is a qualified right, dependent on good behavior. In cases where a pupil seriously or continuously misbehaves, the principal or designee of the school will notify parent/guardians. The bus pass may be revoked if, in the opinion of the principal, such action is necessary for the general safety and well being of other students.

In cases where a pupil's conduct jeopardizes the safety and well-being of other students, based upon the assessment of the driver, that pupil may be immediately excluded from the bus.

The procedure for handling behavior problems, including bad language, on school buses shall be as follows:

a. First Offense A letter will be sent from the Principal/Vice Principal of the school, or from the

Transportation Coordinator, to the parents/guardians of the student advising the

parents/guardians of the offense.

b. **Second Offense**Bus privileges may be revoked for a two-week period and parent/guardians shall be notified

by the Principal/Vice Principal of the school the student attends.

c.Third Offense Transportation privileges may be taken away from the student for the remainder of

the school year, and the parent/guardians shall be so notified of the offense by the

Principal/Vice principal. There are no refunds if privileges are revoked.

BUS EXPECTATIONS

Students shall **stand on the sidewalk** or another designated place while waiting for the school bus. They shall respect other people's property, respect the right of other people to pass on the sidewalk, and display manners that indicate consideration and concern for the safety of others.

Students shall **never approach a school bus until it has completely stopped** and the door is opened. In boarding the bus, they should proceed in an orderly manner, single file. Younger students should be the first to get on and off the bus. 5th graders sit at the front of the bus, followed by 6th graders, then 7th graders and finally 8th graders who sit in the back of the bus. Students are expected to **remain seated with feet on the floor at all times** and may not sit on backpacks or on the back of the seat.

Students shall **not open windows** without permission. Do **not throw anything** in the bus or throw anything out of the window. Do not put your hands, arms or any parts of your body out of the window at any time. Do not touch the rear exit emergency door unless there is an emergency, or the driver directs you.

In crossing the roadway after getting off the bus, **cross only in front of the bus** when the blinking lights are on and the stop sign is extended. Pass at least 10 feet in front of the bus and look for traffic in both directions before crossing the roadway. Never run beside a bus, chase after a bus, or pick up anything that has fallen near the wheels of a bus.

The bus **driver has full authority** as well as responsibility for control of the conduct of students while they are on the bus. Students should not annoy the operator or distract his/her attention from driving. This includes refraining from yelling or making loud noises on the bus. Drivers should be treated with courtesy and respect at all times.

Students should keep their hands to themselves. Students are **not allowed to use profane or abusive language**. Students who witness the destruction of property have a responsibility to report such misbehavior to the driver or school authorities.

All Town-paid and Fee-based students are issued a bus pass that they **must show** to the driver each day upon entering the bus. The pass entitles students a school bus ride to and from school. In the event a student loses a bus pass, a duplicate pass may be obtained for a fee from the Transportation Office.

A student who allows another student to use his/her bus pass or sells his/her bus pass is subject to having the bus pass privileges revoked. You may not ride a bus which is not your assigned bus.

Per bus company policy, you may not bring large art projects or instruments (ex: cello), animals, pets, or large objects on the school bus. Under no circumstances should firearms, explosives, incendiary devices (ex: firecrackers, snaps, etc.), or weapons be brought onto a school bus. Lunch boxes, smaller musical instruments and small athletic equipment (those which can easily be transported on a student's lap or under the seat) must be kept out of the aisle.

Vandalism, destruction or defacing of property will not be tolerated. You may be required to pay for repairs.

There is **no smoking**, **eating or drinking** on the school bus. The bus must be kept neat without litter.

A student who pays a fee for transportation and whose riding privileges are suspended because of violation of these rules will not receive a fee refund.

<u>All rules of school conduct apply to the bus.</u> It is expected that students will behave in a way that exemplifies the core values of Wilson Middle School.

Bicycles, Scooters, and Skateboards:

Bicycles may be ridden to school and locked in the bicycle rack near the auditorium-gym doors of the school. A lock must be provided by the student to secure the bicycle to the rack. Scooters and skateboards are also allowed and may be secured in the main office during school hours. They are not to be ridden in school parking lots, across the schoolyard, or on any sidewalks on the school property.

DRESS CODE

When you come to school, you are dressing for your job as a student. A student dress code should accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.
- Prevent students from wearing hoods or other material that covers the head and/or interferes with the identification of students.

The primary responsibility for a student's attire resides with the student and parent/guardians or guardians. Wilson Middle School is responsible to ensure that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Certain body parts must be covered for all students: Clothes must be worn in a way that undergarments, midriff, genitals, buttocks, and breasts are covered.

FIRE DRILLS/LOCKDOWN DRILLS

In each classroom you will see a sign telling you where to go in case of a fire drill or other emergency evacuation of the building. Your teachers will go over the route you are to use to leave the building from each room. In a lockdown drill, students and teachers remain seated silently in their classrooms rather than leave the building. Your teachers will go over this routine with you as well in the beginning of the year.

Basic expectations that apply no matter what room you are in when a fire drill takes place:

- 1. Leave the room quickly and quietly and in double file. Do not run.
- 2. Stay with your group once you are outside, remain quiet and orderly.
- 3. You must move well away from the building once outside.
- 4. All driveways around the building must be clear for fire trucks to pass. Stay away from them.
- 5. Do not re-enter the building until your teacher gives permission.

If there is a fire or suspicion of a fire in the building, report it to the nearest teacher or staff member immediately.

It is against the law to set a false alarm.

E-Cigarette/Vaping/Tobacco Use:

Possession of tobacco or tobacco-related material such as cigarettes, lighters, matches, pipes, cigarette holders, etc. including e-cigarettes or any other vapor producing product at school, or at any home or away school event, will lead to consequences up to and including suspension.

What's the Bottom Line on the Risks of E-cigarettes for Kids, Teens, and Young Adults? <u>E-Cigarette/Vaping/Tobacco Use Cont:</u>

From the Center for Disease Control (CDC), last updated March 11, 2019

- The use of e-cigarettes (sometimes called vapes) is unsafe for kids, teens, and young adults.
- Most e-cigarettes contain nicotine. Nicotine is highly addictive and can harm adolescent brain development, which continues into the early to mid-20s.¹
- E-cigarettes can contain other harmful substances besides nicotine.
- Young people who use e-cigarettes may be more likely to smoke cigarettes in the future.

MAKE- UP WORK

It is the responsibility of the student who has been absent due to illness or suspension to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not doing work missed. We encourage students to look online or call a classmate for assignments when the student is not present in school.

- ^a In cases of extended illness for three days or more, assignments may be requested through the office.
- ^a Home/hospital tutorial: any student absent for <u>14 or more consecutive days</u> due to illness will be eligible for tutoring services.
- ^a Students missing school due to family trips or vacations should note the following School Committee Policy on Homework for the Natick Public Schools.

Natick Public Schools Homework Procedures

The Natick School System believes that homework contributes to the understanding of the curriculum and reinforces learning. Homework is a meaningful extension of daily classroom activities. Homework provides for practice of skills and application of principles based upon work begun in the classroom. It enriches school experiences and promotes a permanent interest in learning. It stimulates individual initiative, personal responsibility, and self-direction. Due to the differences in age levels, learning styles, and modes of instruction in the elementary and secondary schools, homework expectations will necessarily differ.

Teachers and Homework Responsibilities:

- Assign homework that is meaningful and useful.
- Allow time for student's questions to clarify directions.
- Respond to each assignment by a grade and/or comment, written or oral, within a reasonable length of time.
- Provide opportunities for both short-term and long-term assignments.
- Monitor long-term assignments in order to avoid last-minute student efforts.
- Limit assigning homework over school vacations.
- Inform parent/guardians of their role in supervising homework.
- Communicate with student and parent/guardian when problems concerning homework arise.
- Will respect the observance of religious holidays when assigning homework.

Students and Homework Responsibilities:

- Record the directions for homework in an assignment notebook.
- Make sure the directions are clearly understood.
- Maintain an appropriate study environment.
- Accept responsibility for completing assignments and keeping materials in order.
- Hand in meaningful products on time.
- Budget time properly for long-term assignments.

Parent/Guardian and Homework Responsibilities:

- Provide a suitable place for study.
- Establish a consistent study time.
- Check student assignment notebook (also see the homework on websites and Moodle, and check PowerSchool for grades 6-8).
- Oversee long-term assignments and assist student in learning to budget time accordingly.
- Encourage student to accept responsibility for completing homework assignments.
- Assist with but do not do the work.
- Recognize that homework is not limited to written assignments, but includes studying, reading, and/or researching.

Homework Time Allotment Guidelines:

Homework should be given at least twice a week and no more than four times a week at the elementary level. It is recognized that flexibility will be necessary at all levels. The following are suggested per day:

Elementary Schools	Primary Grades			
	Kindergarten	Optional		
	First Grade	15 Minutes		
	Second Grade	15 To 30 Minutes		
	Third Grade	30 To 45 Minutes		
	Fourth Grade	30 To 60 Minutes		
Middle Schools	Intermediate Grades			
	Fifth Grade	45 To 60 Minutes		
	Sixth Grade	1 Hour To 1.5 Hours		
	Seventh Grade	1 Hour To 2 Hours		
	Eighth Grade	1-1/2 Hours To 2 Hours		

Promotion/Retention Process

Students who are in danger of not being promoted to the next grade will be notified in writing following the issuance of the second report card of the school year. Parents/Guardians will be asked to come to the school to confer with teachers and administrators relative to the student's progress and possible retention. Completion of summer school is required for any student who receives a failing grade for the year in two or more core subjects in order for that student to be promoted to the next grade.

TECHNOLOGY USE

Natick Public Schools Student Responsible Use Policy

Student Responsible Use Guidelines

I understand that the use of technology is a privilege for which I am responsible. When using any NPS Online and Digital Technologies (ODT); I will always be a good digital citizen. I acknowledge that I understand the following:

I am	responsible for being prepared for learning.
	If issued a school computer, I will arrive at school each day with my computer, a fully charged computer
batter	ry, and my charger.
	I will report any breakage or technical issues to the Technology Services Department (Technology) when
they o	occur and I will be provided a loaner if appropriate and available.
	While in class, I will free myself of personal distractions and only use technology when instructed by my
teache	er.
I am	responsible for practicing positive Digital Citizenship.
	I will practice positive Digital Citizenship, including appropriate behavior and contributions on websites,
social	media, discussion boards, media sharing sites, and all other electronic communications, including new
techn	ology.
	I will be honest and respectful in all digital communication.
	I understand that what I do and post online must not disrupt school activities or compromise school safety
and se	ecurity.
	I will not spam NPS email lists, which includes creating or forwarding chain letters or pyramid schemes of
any ty	rpe.
	I will not gamble using the NPS network.
	While on school premises, I will not knowingly and willfully use any devices or tools (cell phones,
hotsp	ots, VPNs) to bypass the NPS network in order to gain access to the internet.
	I will use NPS technology to access only approved educational content whether on school premises or off
	If I find internet content with educational value that is blocked, I will follow the process to request
access	s to those sites:
	1. Ask a faculty member to submit the unblock request to a Principal/Dean via email.
	2. Next, the Principal/Dean must review the site and either approve or deny the request.
	3. If the site is approved for unblocking, the Principal/Dean informs Technology via email.
_	4. Technology will unblock the site and inform the requester via email once it's available.
	At the high school, I will only install software from Managed Software Center (MSC) unless otherwise
appro	eved. I will follow the process to request an application be added to MSC:
	1 . Submit a request to Technology via email .
	2. Next, Technology reviews the application request.
:7	3. If the application is approved to be added to MSC, Technology will add it and inform the requester via email once it's
availal	910.
I am	responsible for keeping personal information private.
	I will not share personal information about myself or others including, but not limited to, student ID
numb	per, names, home addresses, telephone numbers, birthdates, or visuals such as pictures, videos, and drawings,

I will use caution when corresponding with people known only over the internet.

☐ I will be aware of privacy settings on websites that I visit. ☐ I will be aware that it is my responsibility to check the data privacy agreement of any software tool or website that asks me to set up my own personal account before providing any personally identifiable information ☐ I am aware the school district will take responsibility for verifying the data privacy agreement of any third party system in which the school district creates my student account. ☐ I will abide by all laws, this Responsible Use Policy, and all district data privacy and security policies.
 I am responsible for my passwords and my actions when using school-issued accounts. □ I will not share any school or district usernames and passwords with anyone. □ I will not access the account information of others. □ I will log out of unattended equipment and accounts in order to maintain privacy and security.
I am responsible for my verbal, written, and artistic expression. ☐ I will use school appropriate language in all electronic communications including but not limited to email, social media posts, audio recordings, video conferencing, and artistic works. ☐ I am responsible for treating others with respect and dignity, including, but not limited to their work. ☐ I will not send and/or distribute hateful, discriminatory, illicit, or harassing digital communications or any communication that constitutes a criminal offense. ☐ I understand that bullying in any form, including cyberbullying, is unacceptable. ☐ I will ensure that I am properly using and citing copyrighted software and materials. ☐ I will not download illegally obtained music, software, apps, and other works. ☐ I understand all NPS trademarks, logos and symbols are for school district use only. Please refer to http://www.natickps.org/contact/communications/district_logos for approval directions.
I am responsible for taking all reasonable care with the NPS network and NPS equipment. ☐ I understand that all school-issued technology is the property of NPS. ☐ I understand the school district may inspect, audit, and confiscate any NPS device at any point in time. ☐ I understand that vandalism in any form including stickers is prohibited. (If I want to personalize my device I will purchase a cover.) ☐ I will report to a Principal/Dean any known or suspected acts of vandalism. ☐ I will respect my and others' use and access to the NPS network and NPS equipment. ☐ I understand bringing in a personally owned home computer for school use is not allowed. ☐ I will ensure that my actions protect NPS technology. ☐ I understand that I should not tamper with, or attempt to bypass any of the controls in place (i.e., reinstall the operating system, modify the software image or disassemble the computer).
I am responsible for the data I create and for protecting it. ☐ I understand the district provides me with a Google account to save and store all my data and files. ☐ I understand that I will not have access to my school email and data after graduation or after leaving the district. Note: Students should think about this before applying to colleges and providing contact info. Note: To download your data prior to leaving school, students may use Google Takeout. ☐ I understand it is my responsibility to save any data or files that I create. I understand I should not save or store personal data or files on any device. ☐ I understand that the school district may reimage any computer at any time to maintain the equipment in good working order.

There will be consequences for Irresponsible Use.

Misuse of NPS Online Digital Technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students including suspension, expulsion, or criminal prosecution by government authorities. The district will tailor any disciplinary action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech that is understood by school officials to threaten, harass and intimidate a staff member or fellow student, even when such online action originated, and was disseminated, off-campus without the use of school resources.

Students are welcome to take and post pictures online in their uniforms and/or with the school logo, recognizing that those images should display appropriate decorum and not conduct unbecoming of the team/school. Disciplinary action may also be taken if students post pictures online in their uniforms and/or with the school logo, that display conduct unbecoming of the team/school and/or that disrupts the operation of the school.

Disclaimer

NPS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or district accounts.

NPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. Students under the age of 18 should only access NPS network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school. A great resource to help parent/guardians manage technology use is Common Sense Media (https://www.commonsensemedia.org)

Natick Public Schools Student Data Privacy Policy

I. OBJECTIVE:

The objective of the Natick Public Schools in the development and implementation of this Data Privacy Policy ("DPP"), is to be transparent with the community about the information we collect, how we use information, how we share information, how we protect information, how to contact us with questions, concerns or to report potential violations, and to comply with our obligations under all federal, state and local laws.

II. PURPOSE:

The purpose of the DPP is to better: (a) understand what is "personally identifiable information" ("PII"), and the laws and requirements that govern its protection; (b) be aware of the types of data we collect, how we use it, and when not to use it; (c) understanding third parties are required to be fully vetted by the school district before given access to any student data; (d) and establish a process for asking questions or reporting any violations of this policy.

For purposes of this DPP, "personally identifiable information" ("PII") for students is defined as any information that is not directly listed as directory information and whereby a "reasonable person in the school community" who does not have personal knowledge of the relevant circumstances could identify the student. It includes direct identifiers (such as a student's or other family member's name, or student id number) and

indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name).

It includes all information, including 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,

Protecting students' PII is to comply with our obligations under the Federal Educational Rights and Privacy Act ("FERPA") at 20 U.S.C. 1232g and 34 CFR Part 99, Children's Online Privacy Protection Act ("COPPA"), 15 U.S.C. 6501-6502; Protection of Pupil Rights Amendment ("PPRA") 20 U.S.C. 1232h; the Individuals with Disabilities Education Act ("IDEA"), 20 U.S.C. §§ 1400 et. seq. and several Massachusetts student privacy laws, including Massachusetts student record regulations, 603 C.M.R. 23.00, Massachusetts General Law, Chapter 71, Sections 34D to 34H and 603 CMR 28.00.

III. INFORMATION WE COLLECT:

We collect various types of information provided by families of students, including, but not limited to:

Information Required for Student Enrollment

We collect various personal information for each student that enrolls in the Natick Public Schools.

This information includes but is not limited to:

- Biographical Information
- Parent/Legal Guardian Information
- Custodial Agreements
- Previous School Information (if any)
- Demographic Information
- Health & Medical Information
- Family Financial Information if applying for financial assistance

Information Created once a Student is Enrolled in School

- Student ID Number
- Student Email Address
- Assessments, Grades / Transcripts
- Attendance Records
- Discipline Records
- Student Schedules
- Exams, Papers, Assignments, etc.
- Advising Records
- Individual Education Plans ("IEP") & 504s
- Transportation Information
- Bank or Credit Card Information POS or to pay any fees

Other Information that is Collected

Student Web Searches: A content filter is in place on the school network that tracks and blocks a student's attempts to access inappropriate content and websites visited. The content filter overwrites this information every 7 days.

Student Email: All student email, using their school-issued email address, is archived. This information is collected in the event it is needed to investigate a student conduct issue or Student related concern. All investigations follow a protocol of approval or if required by local or federal laws. Archived information is purged annually, over the summer, for students no longer enrolled in the district.

Video Surveillance: This is used in or around a school to ensure a safe environment for our students, faculty & staff and to aid in any investigation or incident reported at a school. Video footage is retained for up to 30 days then overwritten unless preserved for any current investigation or incident.

Tracking of School-Owned Devices: All school-owned devices have location tracking enabled so the device can be found if reported lost or stolen, needs to be audited, or requires a Software update to perform at the level needed. Location is limited to the last known location.

IV. HOW WE USE INFORMATION

We use the information provided by families and the data students create to provide the best possible educational opportunities for all of our students. This may include:

- Providing personalized educational services to help students achieve greater learning outcomes.
- Communicating with you, which may be to respond to inquiries or events happening at school.
- Providing you with information, including communications of interest based on email lists, text lists, or other electronic communications you joined.
- Improving, delivering, maintaining and protecting the learning environment we have created for our students, faculty & staff.
- Ensuring the safety, security, and integrity of all of our schools and the educational services we provide.
 - Family financial information may be collected and used to determine the eligibility of local, state or federal financial assistance programs.
- Bank or credit card information may be collected by third-party vendors we partner with to provide school lunches or processing payment of fees.

V. HOW WE SHARE INFORMATION

We share PII with school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement with the school district, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

We share PII with administrative office staff and clerical personnel, including operators of data processing, who are either employed by the district or are employed under a service contract, and whose duties require them to have access to student records for purposes of processing information for the student record.

We work with third-party vendors to deliver many of our educational programs and services that support our schools. We require all vendors that store, manage or have access to our student information to sign a Data Privacy Agreement ("DPA"). If a vendor will not sign the DPA, the District will seek parent/guardian consent for the information to be shared with a vendor and provide the vendor's privacy policy to the parents/guardians. The goal of this DPA is to ensure all third parties:

- Follow all local and federal laws protecting students' rights for data privacy FERPA, CIPA, COPPA, and PPRA and state law.
- Ensure the school district retains ownership of all student data regardless of where the data resides.
- Provide the school district notification of a data breach, if one should occur, within a specific time frame.
- Not resell or use student information for any other purpose than the service it was intended.
- Provide the school district the right to audit the vendor for compliance. Ensure industry best practices are being followed with respect to data privacy and data security.

VI. HOW WE PROTECT INFORMATION

The Natick Public Schools takes data privacy very seriously. Ensuring student data is protected is not a one-time event but part of our ongoing efforts of implementing best practices throughout the district. Data privacy, however, isn't possible without having the proper controls in place to ensure data security, along with raising awareness among with all faculty, staff, students, parents, vendors, and members of the community we serve. Below are steps the district has taken to ensure both data privacy and data security so students' private information remains protected:

• The Natick Public Schools transitioned from Acceptance Use Policies to <u>Responsible Use Policies</u> for our students, faculty, and staff. In these policies are specifics guidelines for digital citizenship, data privacy, and data security.

• Natick Public Schools has been working with the <u>Massachusetts Student Privacy Alliance</u> ("MSPA"), <u>The Education Cooperative</u> ("TEC"), and our legal counsel to develop a standardized <u>DPA</u> for all vendors that store any student information with PII. TEC represents a number of school districts across Massachusetts concerned with student data privacy. Utilizing TEC's partnership with other school districts puts us in a stronger position when negotiating contract terms than going it alone and sends vendors a strong message that data privacy is an important issue we need to work on together to solve.

o View a current list of executed vendor DPAs.

- The Natick Public Schools has implemented an internal vetting process, so all new vendors get on-boarded only after a data privacy agreement is agreed to and fully executed. If a vendor will not sign the DPA, the District will seek parent/guardian consent for the information to be shared with a vendor and provide the vendor's privacy policy to the parents/guardians.
- The Natick Public Schools has a "Written Information Security Policy" ("WISP") and has adopted and conducted a self-assessment of the <u>Critical Security Control framework developed by the Center for Internet Security</u>. These are ongoing efforts to ensure the implementation of best practices within all of our schools regarding data security.
- The school district is also implementing <u>COSN's Trusted Learning Environment</u> framework. This framework gets students, teachers, administrators and the entire community involved in our data privacy and data security initiative. The goal is not to earn COSN's seal of approval, but to raise awareness of the ongoing need for data privacy and data security, and change our behavior so data privacy and data security are a consideration in everything we do.

VII. DATA PRIVACY TEAM

Our Data Privacy Team acts as stewards in all data privacy and protection decisions and consists of the following positions:

Superintendent
Assistant Superintendent of Teaching, Learning & Innovation
Assistant Superintendent of Student Services
Director of Technology
Director of Digital Learning
Director of Finance
Director of Human Resources
Director of Communications

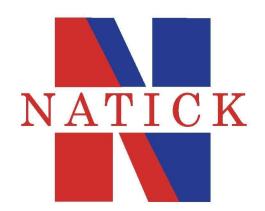
Emailing <u>dataprivacy@natickps.org</u> will send a message to the entire Data Privacy Team. Please do so with any questions, concerns, complaints, or to report a data privacy or security issue. Any disputes concerning the processing of the PII will be responded to within three (3) weeks. All updates regarding data privacy and security are located on our website at http://www.natickps.org/about/data_privacy

Wilson Middle School Rubrics (click on rubric for link)

Wilson Middle School Behavior Rubric 2022-2023

Wilson Middle School Positive Behavior Rubric 2022-2023

Wilson Middle School Technology Rubric 2022-2023



Public Schools Bullying Prevention & Intervention Plan

Natick Public Schools BULLYING POLICY

I. LEADERSHIP

The Natick Public Schools has and will continue to employ multiple layers of involvement in the development of our Plan as required by M.G.L. c. 71, § 37O. Under the direction of the Superintendent, Natick's Plan was developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. Natick has established a Bully Prevention Committee that meets on a monthly basis to review and evaluate our progress. In addition, at all eight of our schools Bullying Prevention and Intervention is an objective in the School Improvement Plans and thus, is discussed and reviewed by all School Councils. The Natick Public Schools have partnered with MetroWest Community Health Care Foundation (MWHCF) to survey our students for baseline data on bullying and harassment. In addition, MWHCF has funded a grant to support bullying prevention and intervention efforts at both of our middle schools.

GOALS

The Natick Public School Department is committed to providing our students equal educational opportunities, and a safe learning environment free from bullying. This will be possible when all members of the Natick school community treat each other with respect, appreciating the rich diversity in our schools. This policy is an integral part of the Natick Public Schools' comprehensive effort to promote optimal learning and eliminate all forms of violent, harmful and disruptive behavior. All students require this support to achieve their personal and academic potential.

The Natick Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities including on school buses. All reports of bullying will be promptly investigated by Natick Public Schools' administrators. **Bullying is defined** as 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: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

It is equally important for all members of the school community to understand that <u>conflict is not automatically synonymous with bullying</u>. Arguing, bantering back-and-forth, ignoring, roughhousing and fighting, while potentially serious forms of conflict, are not necessarily instances of bullying. Bullying is characterized by intention, repetition and power imbalance. Not every conflict meets these criteria.

"Cyber-bullying" - is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, cell phone text messaging, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

The Natick Public Schools response to bullying actions will include, when appropriate, referral to a law enforcement agency. The Natick Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement. Lastly, retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

II. RATIONALE

The Natick Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. The Natick Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. Further, the Natick Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

• APPLICATION

This policy applies to all sites and activities under the supervision and control of the Natick Public Schools, or where it has jurisdiction under the law. The policy applies to all students, school committee members, school employees, independent contractors, town employees, school volunteers, visitors, parents and legal guardians of students, whose conduct occurs on school premises or in school-related activities, including school-related transportation. Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct. 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.

IV. DISCIPLINARY AND CORRECTIVE ACTION

Violation of this policy is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its reoccurrence. The District is committed to protecting a complainant, and other similarly situated individuals, from bullying in the future. Procedural manuals containing responsibilities of staff and students, reporting procedures, complaint process, resolution, and protection against retaliation shall be in place at each level. This policy shall be printed/listed in each school handbook/web page.

- It is a violation of this policy for any administrator, teacher or other employee, or 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.
- 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 link to school or is disruptive to an employee's or student's work or participation in school
 related activities.
- Reports of cyber-bullying by electronic or other means, occurring in or out of school will be reviewed and, when a link to work or
 school exists, 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. A student disciplined for cyber-bullying will
 not be re-admitted to the regular school program until his or her parent(s) or guardian(s) attend such meeting.
- 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, bullying, or cyberbullying. As a means of support counseling services will be available upon request or referral for targets, aggressors and appropriate family members of the involved students.
- Strategies for protecting the target: Each school will employ clear procedures for restoring a sense of safety for a target and assessing
 that target's need for protection including but not limited to strong disciplinary procedures, parental contact and availability of
 administration/counselors for support.
 - Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Remediation Actions	Target Safety
5. Revision of IEP, if	 Guidelines for avoiding further unnecessary contact with the target Clarification about who will be notified Notify staff about incident and danger of further contact Strategies to avoid further bullying Identifying trusted adults and "safe areas" Education about rights to be free of retaliation and reasonable expectations about social consequences for being part of a bullying investigation Periodic check-ins Whole community meetings Identification and empowerment of bystanders Education about technology
	2. Meetings between parents 3. Counseling 4. Education including strategies to repeating behavior 5. Revision of IEP, if applicable 6. Individual Behavior Plan (for

V. REPORTING

Students, who believe that they are the target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying. To assist in this matter the Natick Public Schools has created an online bullying reporting form. The form is available for students, parents and community members. Internally, the Natick Public Schools has created reporting and documentation forms for staff members and administrators. Annual training on the use of these forms will be provided.

Upon investigation and determination that bullying or retaliation has occurred, the principal shall promptly notify the parents of the target and the aggressor of the determination and the school district or school's procedures for responding to the bullying or retaliation. The principal shall inform the target's parent of actions that school officials will take to prevent further acts of bullying or retaliation.

Each school shall document any incident of bullying that is reported per this policy and the Principal or designee shall maintain a file. A report shall be provided to the Superintendent upon request.

Confidentiality:

The regulations also speak to confidentially at 603 CMR 49.07 which states:

- 1) A principal may not disclose information from a student record of a target or aggressor to a parent or guardian unless the information is about the parent's or guardian's child.
- 2) A principal may disclose a determination of bullying or retaliation to a local law enforcement agency under 603CMR 49.06 without the consent of a student or his or her parent. The principal shall communicate with law enforcement officials in a manner that protects the privacy of targets, student witnesses, and aggressors to the extent practicable under the circumstances.
- 3) A principal may disclose student record information about a target or aggressor to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals as provided in 603 CMR 23.07(4)(e) and 34 CFR 99.31(a)(10) and 99.36. 603 CMR 49.07(3) is limited to instances in which the principal has determined there is an immediate and significant threat to the health or safety of the student or other individuals. It is limited to the period of emergency and does not allow for blanket disclosure of student record information. The principal must document the disclosures and the reasons that the principal determined that a health or safety emergency exists.

VI. RETALIATION

Retaliation is any from of intimidation, reprisal, or harassment directed agonist a student who reports bullying, providing information during an investigation of bullying, or witnesses or has reliable information about bullying.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. This includes retaliation done anonymously.

VII. TRAINING AND PROFESSIONAL DEVELOPMENT

Annual training will be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Importantly information will be provided on the complex interaction and power differential that can take place among an aggressor, a target and witnesses to bullying. Staff members will be trained on students who are at risk for bullying. Specific information will be centered on research documenting those students who could be targeted as potential victims. Staff members will be provided the latest information on cyberbullying and Internet safety issues as they relate to cyberbullying. Natick is fortunate to have the authors of A Parents' Guide to facebook, who have consulted with us. Training will include staff duties, an overview of the 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. Our goal is to build the skills of staff members to prevent, identify, and respond to bullying.

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

Grade Level	Program	Intended Outcomes
K-4	Open Circle & Supplemental Lessons	Foundation skills for all students K-4
	prepared by our Elementary School	(Open Circle Curriculum)
	Counselors	
		Listening and communication
		Cooperation
		Calming down
		Understanding feelings
		Expressing anger appropriately
		Friendship and including one another
		Identifying and reporting dangerous and
		destructive behavior
		Dealing with teasing
		Problem solving
		Developing feelings of empowerment
		Building leadership capacity
		V 2 Mars In Donth Fagus on the
		K-2 More In-Depth Focus on the following skills (Supplemental Guidance
		Lessons)
		<u>1000010)</u>
		Safety
		Diversity awareness
		Accepting differences
		Friendship
		Peer relations and peer pressure
		Including others
		Developing empathy and understanding
		Acts of Kindness
		Tattling vs telling/reporting
		Introduction to defining bullying
		behavior
		24M I D 4 E 4
		3-4 More In-Depth Focus on the
		following skills (Supplemental Guidance Lessons)
		Lessons
		Defining Bullying Behavior
		Definition of target, bystander, ally, and
		student using bulling behavior
		Understanding the role of the bystander
		Effective strategies and resources for the
		target of bullying behavior, the bystander,
		and also the student who is displaying
		bullying behavior
		Conflict resolution
		Introduction to cyberbullying and
		internet safety

5	Character/Core Values Education Classes	definitions of respect, empathy, stereotypes, peer pressure identifying and combating bullying, exploration of identity, peer relationships, empathy and perspective taking, how to report bullying and keep school safe role of perpetrator, target, ally and bystander
6	Second Step	Working in groups Defining and keeping friends and allies Perspective-taking Recognizing bullying The role of bystanders/importance of emotions/brain and the body connections Stress management strategies
7	Facing History/Beyond Bullying Seminar	Exploration of components of identity Common vocabulary for roots of hatred and oppression (bystander, victim, perpetrator, rescuers, obedience, conformity and obedience Exploration of roots of hatred and cycle of oppression Historical case studies of bullying that led to genocidal conditions Understanding group dynamics/middle school culture
8	Seminars on Bullying Prevention & Intervention	Exploration of cyber law and exposure to online safety practices, Exploration of activism and upstanding behavior through literature studies and project-based service/research experiences Leadership as critical component to combating bullying in the community Identifying how diversity and identity issues play in to bullying
9-12	Seminars on Bullying Prevention & Intervention	Each grade will participate in a seminar either first or second semester. Students will understand the significance of empathy in bullying prevention, as they learn how to appreciate and value diversity within the student population. Students will participate in discussions and activities around web-based programs such as "If you really knew me." Recent Anti-Bullying legislation will be discussed, as students are encouraged to contribute their unique voice to prevention initiatives.

In addition, at both middle schools and at the high school, students who elect or are selected to be part of a student leadership team will receive intensive training around bystander intervention into bullying situations. It has been our experience that the most powerful solution to help prevent bullying is to empower peer leaders to use their influential voice to interrupt the cycle of bullying.

VIII. PUBLICATION AND NOTICE

Annual written notice of the relevant sections of the bullying prevention and intervention plan will be provided to students and their parents or guardians, in age-appropriate terms. All school handbooks will include relevant sections of the bullying prevention and intervention plan.

Annual written notice of the bullying prevention and intervention plan will be provided to all school staff. The faculty and staff at each school will be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty shall be included in the school employee handbook.

The bullying prevention and intervention plan as well as reporting forms will be available for all community members as a link from our district web page.

1. REQUIREMENTS FOR STUDENTS WITH DISABILITIES

For students identified with a disability the IEP Team must consider and specifically address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing.

Whenever the IEP Team evaluation indicates that a student's disability affects social skills development, or when the student's disability makes him or her vulnerable to bullying, harassment, or teasing, the IEP must address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing. These provisions apply to IEP's convened from May 3, 2010 on.

X. COLLABORATION WITH FAMILIES

A. <u>Parent education and resources.</u> The Natick Public Schools will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district. The programs will be offered in collaboration with PTOs, School Councils, SEPAC, Natick's Anti-Bullying Coalition, or similar organizations.

B. Notification Requirements. Each year the Natick Public Schools will inform parents of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The Natick Public Schools will send parents written notice each year about the student-related sections of the Plan and the district's Internet safety policy. All notices and information made be made available to parents or guardians will be in electronic formats and will be available in hard copy when requested. The Bullying Intervention and Prevention Plan will be posted to the NPS website.

REMINDERS TO ALL STAFF

Do not ignore bullying: Bullies count on adults to ignore bullying behaviors, and this allows them to continue bullying activities. (Steiner, A. 2002)

Intervene immediately; bullying is common, but not benign. Bullies are much more likely to grow up to have criminal or violent behaviors. Targets of bullies suffer disproportionately from mental health problems.

Separate alleged bully & target: Do not use mediation or attempt to force them to confront one another.

Bullying is different from conflict. Conflict is an equal-power quarrel or problem between two students. Bullying is abuse; it occurs when a socially powerful (popular or feared) student mentally or physically abuses a weaker (fearful) student, for the purposes of making them afraid and hurt.

Stay neutral and calm. The tone you take with students during investigations will affect your ability to defuse the bullying.

Don't make promises or deals until your investigation is complete.

Reassure reporters and targets that they have done the right thing by reporting. Make sure they know they will be protected from retaliation.

Empower aggressors to change. Remind aggressors that they have power to stop the bullying. Teach them strategies to stop (e.g., "for now, stay off of Facebook").

Maintain confidentiality but ACT: It is important to protect reporters from retaliation, but information on bullying MUST be acted upon. There are no "off-the-record" conversations.

Be objective in your note-taking; your emails and the notes you take in meetings about students become part of their official record.

Be timely! The faster you talk to all students involved, the less likely the students will feel social pressure to change their stories.

Administrator Investigation Process

This process applies only to situations where bullying is alleged. Disciplinary incidents will be reported using the school disciplinary action process.

Step One: Complete Incident Report Form

If an adult witnesses or reports incident:

o Staff member, Bus Driver, Chaperone, etc. completes incident report and gives to designated administrative staff member

If a student reports incident to staff member:

- o Acknowledge student's feelings
- o Determine if there are safety issues that must be addressed immediately
- o Staff member completes incident report and gives to designated administrative staff member

Step Two:

Conduct Investigation

Interview Target of bullving:

- o Ask target to complete a narrative of the event
- o Interview the target first in private
- o Ask target to identify witnesses
- o Target and alleged aggressor should be separated
- o Do not ask to see target in the alleged aggressor's presence
- o Mediation should not be used with bullying situations
- **o** Encourage target to report any additional incidents with the alleged aggressor and/or any retaliation done directly or anonymously.

• Interview witnesses

- 1. Ask who was present
- 2. Document the witness's statement
- 3. Direct witness to report any forms of retaliation done directly or anonymously.

Interview the student Aggressor of bullying:

- 1. Identify the problem
- 2. Focus more on the alleged aggressor's behavior, protecting the target's confidentiality
- 3. Make the alleged aggressor aware of consequences of retaliation against target and reporter

• Contact parent of target, alleged aggressor and appropriate witnesses

Step Three:

Assign Consequences if needed

- Assign appropriate consequence
- 2. If the alleged aggressor denies the incident and there is insufficient evidence, tell the alleged aggressor that you hope s/he is right and that nothing happened, but you will continue to monitor behavior
- 3. Monitor safety of target and provide additional support as needed
- 4. Notify the School Student Resource Officer when appropriate

Step Four:

Document Incident and Consequences

- Document outcome of investigation on Follow-up Form
- Target will be notified of action taken or not taken
- Provide update to staff member who reported incident
- Monitor students' behavior
- Notify teachers who have contact with target and aggressor

Staff Incident Report Form

his report must be submitted to the principal/assistant principal/designated staff member as soon as completed.

Bullying is defined as a verbal, physical, written, or electronic action, or incident or other direct or indirect behavior that is cruel and repetitive. Bullying is characterized by an imbalance of physical, psychological or emotional power.

id the staff member witnes	ne: s the incident? yes to the staff person, who was the r	no	
ame of target:			
ame of alleged aggressor:			
ate of incident:	Time of incident:		
Details of incident:			
To your knowledge, has there these students? Yes	e been a previous incident between	Are there any immediate safety	concerns?
If yes, briefly explain:		Yes	No
			Date:

This report MUST be completed when there is a witness to an incident of alleged bullying (for the purpose of this form, bullying encompasses ne incident

WITNESS NAME (last, first)	WITNESS TITLE	INTERVIEW DATE
WITTNESS TVIIVIE (last, liist)	(ex. Parent, Student, or Teacher)	INTERVIEW DATE
	()	
TARCETNIAME A. A. C		
TARGET NAME (last, first)		
AGGRESSOR NAME (last, first)		
, · · ,		
SCHOOL SITE (where incident occurred)	SCHOOL TELEPHONE	
PRINCIPAL	INCIDENT DATE	
Describe the location where the incident took pl	ace:	
Description of incident witnessed:		
security of medical waters		
ist any other witness names and grades:		
ist evidence of bullying (i.e. letters, photos, etc.	- attach evidence if possible):	
ast evidence of bunying (i.e. retters, photos, etc.	attach evidence ii possible).	
agree that all of the information on this for	m is accurate and true to the hest	of my knowledge
agree that an of the information on this for	in is accurate and true to the best	of my knowledge.
signature of witness	Ī	Date:
	For Office Use Only	
D . D	<u></u>	•••••
<u>Date Received:</u>		

Received by:

Title/School:

Administrator	Investigation	Follow-up	Form
11011111111111111111111111111111111111	III Couganon	I OHOW-UP	1 01111

Date(s)	Person interviewed	Role? (Target, Aggressor, Witness)	Narra	ative of inter	rview		
Follow-up conference	Date	Check for retaliation			Results of o	conference	e (if needed)
Parent notification of	Target/ Name:			Date	Verbal Written	Details:	
Parent notification of	Aggressor/Nar	me:		Date	Verbal Written	Details:	
Notification of superin	ntendent: yes_	no		Date		Details:	
Notification of police/	/SRO: yes	s: no: _		Date		Details:	
Determination	Not confir	med bullying			Keep for records		Confirmed bullying
Reasons 1	st incident only 'Power'' differe —	r: yes no _ ntial: yes	Subsequent issue would be bullying yes no			Repeat incident: yes "Power" differential: yes	
Action Taken:							
Г	Date of final re	m o mts		Date stude	ent advised:		

Natick Public Schools Parent Communication Form

al)

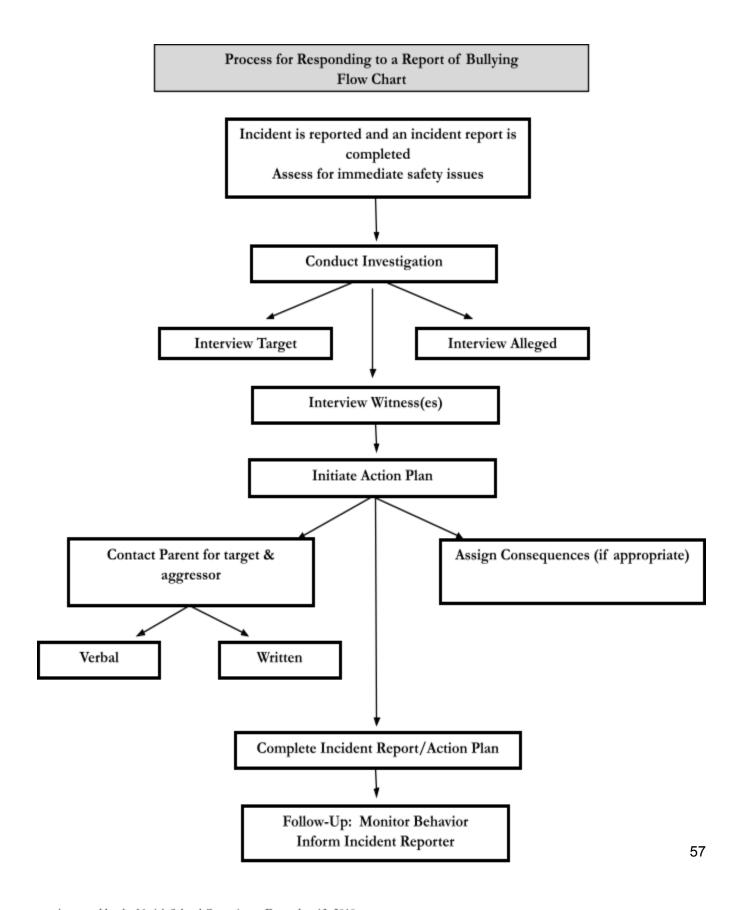
			(Optiona
Date: Dear			
Your student was involved in an incident in	school today. We believe it	is important to share this information	with you.
What was reported:			
Actions to prevent further bullying or ret	taliation:		
The incident has been investigated and will learnnot be revealed.	be monitored. Due to reaso	ons of confidentiality, students' names a	and disciplinary actions
Please sign and return this letter to school in have any questions or concerns.	n an envelope addressed to	me as soon as possible. Please don't he	esitate to contact me if you
Thank you			
Principal/Designated Staff	Date		
Parent / Guardian Signature	Date		

Bullying Reporting Form (On-Line Form) (Parent, Student, Community)

If you have information regarding bullying and would like to report this information, please fill out the following form to the best of your knowledge. Please note that this form can be anonymous.

For the purpose of this form, bullying is defined as a verbal, physical, written or electronic action or incident that is cruel and repetitive. Bullying is characterized by an imbalance of physical, psychological or emotional power.

Bullying is cha	aracterized by an imbalance of physica	al, psychological o	r emotional p	oower.			
Submitted by:	(Optional)						
	AME (last, first, middle)		SEX	GRADE	AGE		
AGGRESSO	OR NAME (last, first, middle)		SEX	GRADE	AGE		
SCHOOL			SCHOOL '	 TELEPHONE			
PRINCIPAL			TODA	AY'S DATE			
Where did th	ne incident occur?					ı	
When did the	e incident occur?						
Date:	Time:						
Please descri	be, in as much detail as possible, what	t happened.					
Do you know	v any of the witnesses involved? If so,	, please provide as	much detail	as possible abou	ut these peopl	e.	
List evidence	of bullying if any (i.e. letters, photos,	etc. – attach evide	ence if possib	ole)			
Thank you, th	is report will be followed up on within or the police.	n 2 school/work	days. If you f	ear a student is	in IMMEDIA	TE danger, co	ntact their
		For Offic	e Use Only				
	<u>Date Received:</u>		••••••	••••••	•••••		
	Received by:			Title/Scho	ool:		



NPS Harassment and Sexual Harassment Policy for Studentss preamble

The Natick Public Schools, in accordance with the provisions of state and/or federal law, prohibits discrimination and harassment on the basis of gender, race, national origin, sexual orientation, language preference, religion, handicap, and all other protected characteristics in education programs and activities of the public schools. The Natick Public Schools also prohibits other harassment (any pattern of intimidation or ridicule for any mean spirited, irrelevant or invidious reason). This policy applies to both education and employment opportunities.

The Natick School Committee is committed to maintaining an education atmosphere in which each and every student can pursue scholastic achievement and personal fulfillment. All harassment is a destructive behavior that interferes with the education process; it will not be tolerated.

The purpose of the following policy is to define sexual harassment, establish appropriate standards of behavior and set guidelines for recognizing and dealing with sexual harassment for the student body. The provisions of this policy may also be utilized to deal with issues of other kinds of harassment.

I. DEFINITION

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when such conduct unreasonably interferes with school performance or creates an intimidating, hostile or offensive education environment.

Sexual harassment may include, but is not limited to:

- a. Assault, inappropriate touching, intentionally impeding movement, continuing comments, gestures, or written communications of a suggestive or derogatory nature involving or because of sex.
- b. Continuing to express sexual interest after being informed that the interest is unwelcome.
- c. Leering or voyeurism.
- d. Displaying lewd or sexually explicit photographs or other materials.

Sexual harassment is a violation of an individual's right to privacy and personal dignity. It may exist whenever inappropriate conduct relating to or involved with sex offends, shocks, or is otherwise distasteful to someone.

II. GENERAL GUIDELINES REGARDING DISCRIMINATION and HARASSMENT

- 1. Problems and complaints regarding discrimination and harassment should be resolved in a prompt and equitable manner. Students who need help or wish to talk about harassment should see an advocate immediately.
- The administration may determine that this complaint procedure is not applicable to situations in which other appeal and adjudication procedures have been provided by state law or other specific Natick Public School policies.
- 3. Retaliation in any form for the filing of a complaint or the reporting of sexual harassment is prohibited and will result in serious disciplinary action, as will gossip about or otherwise revealing confidential information learned in connection with a harassment investigation.

III. PROCEDURE FOR DEALING WITH DISCRIMINATION and/or SEXUAL HARASSMENT

- 1. Any individual subjected to sexual discrimination and / or harassment may, if he or she chooses, (in accordance with Title VI and Section 504) confront the harasser informally in order to resolve the complaint on a personal level.
- 2. If the complainant does not want to deal directly with the discriminator / harasser, or if the matter is not resolved informally, the complainant should immediately report the conduct to an advocate. The advocate must always take every report of discrimination and/or sexual harassment seriously. It must be responded to immediately. In appropriate circumstances, the advocate may choose to sit down with the harasser and the complainant together to work out any informal resolution.
- 3. If the complainant does not agree to meet with the discriminator / harasser, the complainant should write a letter with an attached response sheet listing:
 - a. The exact description of the behavior, including when and where it happened.
 - b. A description of how the behavior made the complainant feel at that time.
 - c. A request that the behavior stop.
 - d. Where appropriate a promise that if the behavior stops, the complaint will be dropped.
- 4. The advocate will assist the complainant in drafting the letter to the extent necessary or requested.
- 5. The letter should be signed and dated by the complainant. The complainant or the advocate should deliver one copy of the letter to the harasser and retain a copy in the advocate's office.
- 6. The alleged discriminator / harasser should have an opportunity to respond in writing. The advocates will be available to assist the alleged harasser as well.
- 7. If the problem continues, the school administration will conduct a formal investigation.
- 8. In the case of serious or repeated allegations of sexual harassment or other cases requiring a formal investigation, the school administration shall:

- a. Provide the complainant and the alleged discriminator / harasser a supportive faculty member at all discussions regarding the case.
- b. Keep the investigation group as small as possible to protect the right of both parties and to prevent the investigation from becoming overly publicized.
- c. Complete the investigation promptly. If the complaint is not supported, the administration shall carefully explain to complainant and harasser the decision. If the complaint is supported, the staff shall take such action as is necessary to admonish the harasser, alleviate the complainant's concerns and prevent further harassment.
- d. In serious cases, or in cases where discrimination / harassment does not stop after warning, the advocate should coordinate with the administration in order to impose appropriate disciplinary sanctions, and for referral to police, district attorney, DSS or other appropriate authority.
- 9. The preceding is a guide for use in most anticipated situations. Discrimination and/or harassment claims and resulting related issues (e.g., concerns over confidentiality, retaliation, etc.) can come in many different forms. No one procedure can be detailed in advance to best deal with every such claim or issue. Above all, every student remains free to bring his/her claim or concern to any staff member or administrator of the student's choice if the student is more comfortable doing so.

RELEVANT POLICIES AND LAWS

CHAPTER 385 of the ACTS OF 2002

AN ACT FURTHER PROTECTING CHILDREN

Was amended and approved November 27, 2002

Section 38R pertains to all volunteers and was amended as follows:

The school committee and superintendent of any city, town or regional school district and the principal, by whatever title the position be known, of a public or accredited private school of any city, town or regional school district shall have access to and shall obtain all available criminal offender record information from the criminal history systems board of any current of prospective employee or volunteer of the school department, who may have direct and unmonitored contact with children, including any individual who regularly provides school related transportation to children. Such school committee, superintendent or principal shall periodically, but not less than every 3 years, obtain all available criminal offender record information from the criminal history systems board on all such employees and volunteers during their term of employment or volunteer service. Said school committee, superintendent or principal shall also have access to all criminal offender record information of any subcontractor or laborer commissioned by the school committee of any city, town or regional school district to perform work on school grounds, and who may have direct and unmonitored contact with children.

Pursuant to this new legislation we will be conducting Criminal Offender Records Information / CORI checks on all volunteers, every three years.

This information will be kept in a locked cabinet in the Human Resources Office and will be accessed only by the Superintendent of Schools, the Director of Human Resources and the Human Resources Administrative Assistant. The law prohibits the dissemination of such information for any purpose other than to further the protection of school children; however, CORI will be shared with the individual to whom it pertains, if so requested in writing.

Chapter 92 of the Acts of 2010

AN ACT RELATIVE TO BULLYING IN SCHOOLS.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to provide forthwith for the prevention of bullying in schools, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Chapter 6 of the General Laws is hereby amended by inserting after section 15MMMMM the following section:-

15NNNNN. The governor shall annually issue a proclamation setting apart the fourth Wednesday in January as No Name Calling Day to increase public awareness of the devastating effects of verbal bullying, to encourage students to use positive dialogue and pledge not to use hurtful names on this designated day, to promote tolerance and respect for differences and to reaffirm the commitment of the citizens of the commonwealth to basic human rights and dignity.

SECTION 2. The third paragraph of section 1D of chapter 69 of the General Laws, as appearing in the 2008 Official Edition, is hereby amended by striking out the fourth sentence and inserting in place thereof the following sentence:- The standards may provide for instruction in the issues of nutrition, physical education, AIDS education, violence prevention, including teen dating violence, bullying prevention, conflict resolution and drug, alcohol and tobacco abuse prevention.

SECTION 3. The first paragraph of section 37H of chapter 71 of the General Laws, as so appearing, is hereby amended by inserting after the third sentence the following sentence:- The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O.

SECTION 4. The third paragraph of said section 37H of said chapter 71, as so appearing, is hereby amended by inserting after the first sentence the following sentence:- The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O.

SECTION 5. Said chapter 71 is hereby further amended by inserting after section 37N the following section:-

Section 37O. (a) As used in this section the following words shall, unless the context clearly requires otherwise, have the following meaning:-

"Approved private day or residential school", a school that accepts, through agreement with a school committee, a child requiring special education pursuant to section 10 of chapter 71B.

"Bullying", 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 victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

"Charter school", commonwealth charter schools and Horace Mann charter schools established pursuant to section 89 of chapter 71.

"Cyber-bullying", bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

"Collaborative school", a school operated by an educational collaborative established pursuant to section 4E of chapter 40.

"Department", the department of elementary and secondary education.

"Hostile environment", 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 the student's education.

"Plan", a bullying prevention and intervention plan established pursuant to subsection (d).

"Perpetrator", a student who engages in bullying or retaliation.

"School district", the school department of a city or town, a regional school district or a county agricultural school.

"School grounds", property on which a school building or facility is located or property that is owned, leased or used by a school district, charter school, non-public school, approved private day or residential school, or collaborative school for a school-sponsored activity, function, program, instruction or training.

"Victim", a student against whom bullying or retaliation has been perpetrated.

(b) Bullying shall be prohibited: (i) on school grounds, 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 a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

- (c) Each school district, charter school, approved private day or residential school and collaborative school shall provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the curriculum of the school district or school. The curriculum shall be evidence-based.
- (d) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. The consultation shall include, but not be limited to, notice and a public comment period; provided, however, that a non-public school shall only be required to give notice to and provide a comment period for families that have a child attending the school. The plan shall be updated at least biennially.

Each plan shall include, but not be limited to: (i) descriptions of and statements prohibiting bullying, cyber-bullying and retaliation; (ii) clear procedures for students, staff, parents, guardians and others to report bullying or retaliation; (iii) a provision that reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; (iv) clear procedures for promptly responding to and investigating reports of bullying or retaliation; (v) the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior; (vi) clear procedures for restoring a sense of safety for a victim and assessing that victim's needs for protection; (vii) strategies for

protecting from bullying or retaliation a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying; (viii) procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation; and provided, further, that the procedures shall provide for immediate notification pursuant to regulations promulgated under this subsection by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator; (ix) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action; and (x) a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students. The plan shall afford all students the same protection regardless of their status under the law.

A school district, charter school, non-public school, approved private day or residential school or collaborative school may establish separate discrimination or harassment policies that include categories of students. Nothing in this section shall prevent a school district, charter school, non-public school, approved private day or residential school or collaborative school from remediating any discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law.

The plan for a school district, charter school, approved private day or residential school and collaborative school shall include a provision for ongoing professional development to build the skills of all staff members, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals, to prevent, identify and respond to bullying. The content of such professional development shall include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; (iv) 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; (v) information on the incidence and nature of cyber-bullying; and (vi) internet safety issues as they relate to cyber-bullying. The department shall identify and offer information on alternative methods for fulfilling the professional development requirements of this section, at least 1 of which shall be available at no cost to school districts, charter schools, approved private day or residential schools and collaborative schools.

The plan shall include provisions for informing parents and guardians about the bullying prevention curriculum of the school district or school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school district or school plan; (ii) the dynamics of bullying; and (iii) online safety and cyber-bullying.

The department shall promulgate rules and regulations on the requirements related to a principal's duties under clause (viii) of the second paragraph of this subsection; provided, that school districts, charter schools, approved private day or residential schools and collaborative schools shall be subject to the regulations. A non-public school shall develop procedures for immediate notification by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator.

- (e)(1) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall provide to students and parents or guardians, in age-appropriate terms and in the languages which are most prevalent among the students, parents or guardians, annual written notice of the relevant student-related sections of the plan.
- (2) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall provide to all school staff annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in a school district or school employee handbook.
- (3) The plan shall be posted on the website of each school district, charter school, non-public school, approved private day or residential school and collaborative school.
- (f) Each school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of the plan at his school.
- (g) 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, shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt of such a report, the school principal or a designee shall promptly conduct an investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall (i) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of a perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.
- (h) If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school informed of the bullying or retaliation shall contact law enforcement consistent with the provisions of clause (viii) of the second paragraph of subsection (d).
- (i) Nothing in this section shall supersede or replace existing rights or remedies under any other general or special law, nor shall this section create a private right of action.
- (j) The department, after consultation with the department of public health, the department of mental health, the attorney general, the Massachusetts District Attorneys Association and experts on bullying shall: (i) publish a model plan for school districts and schools to consider when creating their plans; and (ii) compile a list of bullying prevention and intervention resources, evidence-based curricula, best practices and academic-based research that shall be

made available to schools. The model plan shall be consistent with the behavioral health and public schools framework developed by the department in accordance with section 19 of chapter 321 of the acts of 2008. The resources may include, but shall not be limited to, print, audio, video or digital media; subscription based online services; and on-site or technology-enabled professional development and training sessions. The department shall biennially update the model plan and the list of the resources, curricula, best practices and research and shall post them on its website.

SECTION 6. Said chapter 71 is hereby further amended by adding after section 92, added by section 8 of chapter 12 of the acts of 2010, the following section: -

Section 93. Every public school providing computer access to students shall have a policy regarding internet safety measures to protect students from inappropriate subject matter and materials that can be accessed via the internet and shall notify the parents or guardians of all students attending the school of the policy. The policy and any standards and rules enforcing the policy shall be prescribed by the school committee in conjunction with the superintendent or the board of trustees of a commonwealth charter school.

SECTION 7. The sixth paragraph of section 3 of chapter 71B of the General Laws, as appearing in the 2008 Official Edition, is hereby amended by inserting after the third sentence the following sentence:-

Whenever the evaluation of the Individualized Education Program team indicates that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing.

SECTION 8. Said section 3 of said chapter 71B, as so appearing, is hereby amended by inserting after the word "proficiencies", in line 154, the following words:-; the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing.

SECTION 9. Section 43 of chapter 265 of the General Laws, as so appearing, is hereby amended by striking out subsection (a) and inserting in place thereof the following subsection:-

(a) Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking and shall be punished by imprisonment in the state prison for not more than 5 years or by a fine of not more than \$1,000, or imprisonment in the house of correction for not more than 2 ½ years or by both such fine and imprisonment. The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

SECTION 10. Section 43A of said chapter 265, as so appearing, is hereby amended by striking out paragraph (a) and inserting in place thereof the following paragraph:-

(a) Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than 2 ½ years or by a fine of not more than \$1,000, or by both such fine and imprisonment. The conduct or acts described in this paragraph shall include, but not be limited to, conduct or acts conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

SECTION 11. Subsection (3) of section 13B of chapter 268 of the General Laws, as so appearing, is hereby amended by striking out the second sentence and inserting in place thereof the following sentence:- Such act shall include, but not be limited to, an act conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including but not limited to any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

SECTION 12. Chapter 269 of the General Laws is hereby amended by striking out section 14A, as so appearing, and inserting in place thereof the following section:-

Section 14A. Whoever telephones another person or contacts another person by electronic communication, or causes a person to be telephoned or contacted by electronic communication, repeatedly, for the sole purpose of harassing, annoying or molesting the person or the person's family, whether or not conversation ensues, or whoever telephones or contacts a person repeatedly by electronic communication and uses indecent or obscene language to the person, shall be punished by a fine of not more than \$500 or by imprisonment for not more than 3 months, or by both such a fine and imprisonment.

For purposes of this section, "electronic communication" shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

SECTION 13. The department of elementary and secondary education shall periodically review school districts, charter schools, approved private day or residential schools and collaborative schools to determine whether the districts and schools are in compliance with this act.

SECTION 14. The department of elementary and secondary education shall issue a report detailing cost-effective ways to implement the professional development requirements in subsection (d) of section 37O of chapter 71 of the General Laws; provided, further, that the report shall: (i) include an

option available at no cost to school districts, charter schools, approved private day or residential schools and collaborative schools; (ii) explore the feasibility of an option for a "train-the-trainer" model, so-called, with demonstrated success and an option for online professional development; and (iii) include any other options which may be cost effective; provided, further, that the report shall include a cost estimate for the professional development; and provided, further, that the report shall be provided to the clerks of the senate and house of representatives not later than August 31, 2010; and provided, further, that the clerks of the senate and house of representatives shall forward the report to the chairs of the house and senate committees on ways and means and the house and senate chairs of the joint committee on education.

SECTION 15. School districts, charter schools, approved private day or residential schools and collaborative schools shall establish a bullying prevention and intervention plan in compliance with this act and shall file the plan with the department of elementary and secondary education on or before December 31, 2010; provided, however, that school districts, charter schools, approved private day or residential schools and collaborative schools shall establish and have in place the professional development provisions of the fourth paragraph of subsection (d) of section 37O of chapter 71 of the General Laws at the start of the 2010-2011 academic year. Non-public schools shall establish a bullying prevention and intervention plan in compliance with this act on or before December 31, 2010.

SECTION 16. The department of elementary and secondary education shall publish guidelines for the implementation of social and emotional learning curricula in kindergarten to grade 12, inclusive, on or before June 30, 2011. The guidelines shall be updated biennially. For purposes of this section, social and emotional learning shall mean the processes by which children acquire the knowledge, attitudes and skills necessary to recognize and manage their emotions, demonstrate caring and concern for others, establish positive relationships, make responsible decisions and constructively handle challenging social situations.

SECTION 17. The department of elementary and secondary education shall promulgate the rules and regulations required under the last paragraph of subsection (d) of Section 37O of chapter 71 of the General Laws on or before September 30, 2010.

SECTION 18. There shall be a special commission to consist of 7 members: 1 of whom shall be the attorney general or a designee who shall chair the commission; 1 of whom shall be a representative of the Massachusetts District Attorneys Association; 1 of whom shall be a representative of the Massachusetts Chiefs of Police Association; 1 of whom shall be a representative of the Massachusetts Sheriffs' Association; 1 of whom shall be a representative of the Massachusetts Association of School Superintendents; and 1 of whom shall be a representative of the Association of Independent Schools in New England who represents a Massachusetts school, for the purpose of making an investigation and study relative to bullying and cyber-bullying. The commission shall review the General Laws to determine if they need to be amended in order to address bullying and cyber-bullying; provided, further, that the commission shall also investigate parental responsibility and liability for bullying and cyber-bullying. The commission shall report to the general court the results of its investigation and study and its recommendations, if any, together with drafts of legislation necessary to carry out such recommendations, by filing the same with the clerks of the senate and the house of representatives who shall forward the same to the chairs of the joint committee on education, the chairs of the joint committee on the judiciary, and the chairs of the house and senate committees on ways and means on or before June 30, 2011.

Approved, May 3, 2010.

http://www.mass.gov/legis/laws/seslew10/sl100092.htm

Suspension/Expulsion Offenses

The following offenses are considered serious enough to warrant a suspension or expulsion.

- Parents / guardians will be notified by phone or letter.
- The Superintendent of Schools will be notified in writing of the reasons(s) for the suspension.
- The student is responsible for making up all missed work.
- Students on suspension at home must remain at home during school hours.
- After a suspension, a conference with a parent / guardian is necessary before the student may return to his/her program.

PLEASE NOTE: Items marked with ** are also covered by sections of the Massachusetts Education Reform Bill of 1993. Items marked with *** are covered by the Massachusetts Anti-Bullying Law (Chapter 92 of the Acts of 2010). Please refer to those sections later in this handbook.

- ** 1. Tobacco, alcohol, or other drugs.
 - a. Use of tobacco on school property, school buses, and field trips.
 - b. Possession, use or sale of alcohol or other drugs on school property, school buses, and drugs on school property, school buses, and field trips. The police will be notified.
 - 2. Any act of vandalism to school property such as furniture, books, equipment, lavatories, which cannot be satisfactorily corrected by the student.
- 3. Disrespectful or threatening behavior directed toward a staff member. A staff member is any adult in the building connected with the school department, i.e.: administrator, teacher, substitute teacher, volunteer, secretary, nurse, custodian, kitchen worker, maintenance worker, or bus driver.
 - 4. Stealing
 - 5. The throwing or misuse of food.
 - 6. Possession, use, or sale of any dangerous or illegal devices, i.e., fireworks, knives, and firearms, etc.
 - Leaving school property without permission. Once students arrive on school property before school, they
 cannot leave without permission.
 - Disobedience to a teacher or administrator.

- 9. Extorting money from others.
- 10. Causing a fire, false alarm, or bomb scare.
- 11. Causing a fight, fighting, and/or willfully causing injury to another person.
- 12. Failure to report to the office after being sent from a class.
- 13. Failure to report for office detention.
- 14. Two major offenses in the same day.
- Making a racial/ethnic/religious/homophobic slur directed towards any student or adult in the building or on school grounds.
- Making verbal threats directed towards any student or adult in the building or on school grounds.
- 17. Violation Mass. Chapter 665 An Act Increasing the Penalties of Hazing.
- * 18. Violation of Chapter 92 of the Acts of 2010; An Act Relative to Bullying in Schools.

LENGTH OF A SUSPENSION A suspension from school may be for up to ten days; most suspensions are for 1 to 3 days in length depending on the scope and severity of the infraction. Chronic offenses or situations that result in the violation of federal, state or local laws or property damage or bodily injury, can cause suspension of up to ten days.

SUSPENSION PROCEDURES

NOTE: In Goss v. Lopez (419 U.S. 566:1975), the United States Supreme Court held that before a student is temporarily suspended from public school for ten days or less, the student has the constitutional right to receive:

- 2. Oral or written notice of the charges against him/her.
- 3. An explanation of the evidence against him/her; and
- 4. The opportunity to present his/her side of the story to an impartial decision maker (who may be a school administrator).

RIGHT OF APPEAL A student has the right to appeal a suspension decision. The appeal must be made first to the building principal. If the student wished to pursue his/her appeal, it is taken to the Superintendent of Schools and then if it is still unresolved, to the School Committee for resolution.

EXPULSION UNDER THE MASSACHUSETTS EDUCATION REFORM ACT OF 1993 M.G.L. 71. Chapter 37H

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

M. G.L. 71, Chapter 37H 1/2

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster 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 the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral

and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster 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 such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M. G.L. 71, Chapter 3 7H 3/4

- (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section $37H\frac{1}{2}$.
- (b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.
- (c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.
- (d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.
- (e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision

on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

DISCIPLINE FOR STUDENTS WITH SPECIAL NEEDS

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71A of the Massachusetts General Laws, known as Chapter 766, requires additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Educational Plan (IEP). The following additional requirements apply to discipline of special needs students:

DEFINITION: Suspension shall be defined as any action which results in the removal of a student from the program which is prescribed in his / her Individualized Educational Plan. This includes in-school suspensions as well as any exclusion from transportation services which prohibits the student's participation in his / her prescribed program.

PROCEDURE

- 1. The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires modification. Any modification will be described in the IEP.
- 2. The principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.
- 3. When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the IEP as provided in Section 333 of the Chapter 766 Regulations will be held to determine the appropriateness of the student's placement or program. The team will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:
 - a. Design a modified program for the student or:
 - **b.** Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code expectations.

In addition, the Department of Education will be notified by a SPED administrator as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

STUDENT RECORDS

TRANSFER OF STUDENT RECORDS: Please note that a student's records may not be transferred to another school via the parent/guardian. Parents/guardians must sign a "Release of Records" form designating the receiving school and the records will then be sent directly to that school. Please allow a few days for this process to be completed, especially during busy times of the year.

Massachusetts Department of Education Summary of Regulations

PERTAINING TO STUDENT RECORDS: The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. (They also apply to private day and residential schools that have state approval to provide publicly funded special education services.) The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The regulations apply to all information kept by a school or school district on a student in a way that the student may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within five years after the students leave the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade; they may exercise these rights just as their parents may:

INSPECTION OF RECORD

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days

after the request, unless the parent or student consents to a delay. The parent and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the material. The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

RECORDS FOR NON-CUSTODIAL PARENTS

Under the Family Educational Rights and Privacy Act (FERPA), both custodial and non-custodial parents have the right to receive school records for his/her child, unless otherwise specified by the custodial parent. The school is required by law to provide the non-custodial parent with information about their students 21 days after receipt of the written request unless the custodial parent provides us with documentation indicating....

- the parent has been denied legal custody or has been ordered to supervised visitation
- the parent has been denied visitation
- the parents' access to the student has been restricted by a temporary or permanent protective order
- there is an order of a probate and family court judge which prohibits the distribution of student records to

the parent.

CONFIDENTIALITY OF RECORDS

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed written consent of the parent or eligible student.

Transferring of Records

The School System is now authorized to send student records directly to a public school to which a student seeks or intends to transfer, without the consent of the eligible student or parent, provided that the school the student is leaving gives notice, by letter to all parents, that it follows this practice.

AMENDMENT OF RECORD

The parent and eligible student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and eligible student have a right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection or information that is in the record, and to receive a written decision. A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

DESTRUCTION OF RECORDS

The regulations require school authorities to destroy a student's temporary record within seven years after the student transfers, graduates or withdraws from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

SPECIAL EDUCATION RECORDS

Special Education records, consisting of Individual Education Plans (IEP's), progress reports, and other data, are part of the temporary record. A copy is kept in the school currently attended and in the central Special Education Office. These records are destroyed within a certain time period after a student has graduated or left school. Therefore, it is recommended that parents retain a full set of all records pertaining to their child, as this data is not easily replaceable. Requests for Special Education records must be made through the central office of the Natick Public Schools.

VANDALISM

Section 85G of Chapter 231 of the General Laws of Massachusetts states that: "Parents of an unemancipated child under the age of eighteen and over the age of seven years shall be liable in a civil action for any willful act committed by said child which results in injury or death to another person or damage to the property of another, damage to cemetery property, or damage to any state, county or municipal property. This section shall not apply to a parent who, as a result of a decree of any court of competent jurisdiction, does not have custody of such a child at the time of the commission of the tort. Recovery under this section shall not exceed one thousand dollars for any such case of action."

TRUANCY

Attendance at school and participation in class are necessary to academic achievement.

- 1. Truancy is a direct violation of the need to be in school. For this reason, students who are truant will receive a failing mark until they make up the work they missed. Office detentions will be assigned.
- 2. Students who are absent from school, with or without a legitimate excuse, **may not** participate in any afternoon or evening school event. Students on field trips or other school-sponsored activities are considered present.

RELEVANT LAWS

Mass. G.L.C. 71 Sec. 2A - Use of Tobacco in Public Schools.

The Education Reform Act of 1993 requires all school committees in the Commonwealth to promulgate such a policy among its personnel, student body and to other individuals:

The use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual including school personnel is prohibited pursuant to the provisions of Massachusetts General Law Chapter 71, Section 37H enacted in 1993.

Mass. G.L.C. 71 Sec. 10 - Chapter 140 of the Acts of 1987 - Firearms.

Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under provisions of Chapter one hundred and forty, carries on this person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board of officers in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smooth bore arm from which a shot, bullet or pellet can be discharged by whatever means.

CH. 76, S.5. - Place of Attendance; Discrimination.

Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section:

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

HAZING

HAZING LAW RECEIPT

Each student is required to receive a copy of the Massachusetts Law 655: "An Act Increasing The Penalties of Hazing." When a student signs a receipt that states he / she has received a handbook, the student is indicating that he / she has received a copy of that law. The law is printed below.

HAZING

In law amendment (Chapter 269) which was signed by Governor Dukakis on hazing, the following applies to students, faculty, and coaches:

- Whoever is a principal organizer or participant in hazing can face a fine of \$1,000 and/or imprisonment up to 100 days.
- The term hazing is defined as any conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or person.
- 3. If someone knows of such a hazing, that person should report such a crime to the proper authorities as soon as reasonably practical. Failure to report such a crime can lead to a fine of not more than \$500.
- 4. Everyone in school will receive a copy of this amendment and sign acknowledgement of receipt.
- 5. Every school will submit a report to the board of education and the school committee certifying compliance with the law and that the school has adopted a disciplinary policy with regard to the organizers and participants of hazing.

THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand Nine Hundred and Eighty-five

AN ACT PROHIBITING THE PRACTICE OF HAZING (CHAPTER 665)

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows: Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, 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.

Section 18. 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.

Section 19. 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 sections' 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 in the duty of such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating 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 regents 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 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 regents 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.

Natick High School Student Handbook 2023-2024

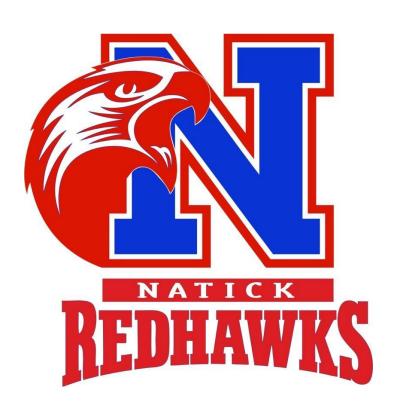


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Natick High School 2023-2024

Student Officers, Boards, Councils, Representatives

Class of 2024

President: Kenzo Batt Vice President: Ava Wong Secretary: Lily Berkowitz Treasurer: Ryan Ackerman

Class Advisors: Mr. Anthony Cuoco Mr. Daniel Joseph

Class of 2025

President: Nolan Cloutier Vice President: James Laviolette Secretary: Emmet Bradley Treasurer: Shaylie Rutledge

Class Advisors: Mr. Neil Donohue Ms. Brenna Keefe

Class of 2026

President: Owen Ford

Vice President: Alan Steinman Secretary: Christa Belev Treasurer: Anthony Lu **Class Advisors:**

Ms. Emily Cunningham

Class of 2027

President: Vice President: Secretary: Treasurer:

Class Advisors:

Ms. Deanna Kanavas-DeRoucher

Mr. Jim Brosnihan

National Honor Society

President: Ryan Fernandes Vice President: Lea Adelmann Secretary: Pranati Bala

Public Relations Officer: Jessica Uzzell

Advisors:

Ms. Kelly Marino Ms. Cherie St. Jean

Student Council

President: Vice President:

Corresponding Secretary: Recording Secretary:

Treasurer:

Publicist/Social Media Correspondent:

Advisors:

Ms. Maryanne Ouellet Ms. Emily Tobin

School Council Student Representatives

Jasmine Teng

Attention Parents & Students

Proposed changes to the Student Handbook for the next year are requested to the Principal on or before December 1, 2023.. Join our email list under "Quick Links" on the NHS homepage to receive NHS emails & weekly e-Blasts! Links to NHS Athletics

Information:

- **NHS Athletics Department homepage**
- **NHS Athletic Schedules**
- **MIAA Website**
- **Bay State Conference Website**

NPS Administration and NHS Departments

Natick School Committee

Dr. Shai Fuxman, Chair Elise Gorseth, Vice Chair Julie McDonough, Clerk Matt Brand Catherine Brunell Cathi Collins Kate Flathers

Student Representative:

NPS Central Administration

508-647-6500

Interim Superintendent: Dr. Bella Wong

Director of Teaching, Learning & Innovation: Susan Balboni Deputy Superintendent of Student Services: Tim Luff Assistant Superintendent of Finance: Matt Gillis Director of Human Resources: Suzanne Kenny

NHS Administration and Main Office

508-647-6600

Principal: Josepha Blocker

Administrative Assistant: Michele Daigle

Vice Principal: Zachary Galvin Vice Principal: Erica Cole Harms Dean of Students: Jason Hoye Dean of Students: Matthew Strother

Administrative Assistants: Lisa Spencer, Maureen Belt, Nicole Bullock, & LaWanda Woumnm

NHS Absentee Line 508-647-6601

NHS Health Services 508-647-6604

Lead Nurse: Nicole Marcinkiewicz School Nurse: Carrie Harding School Nurse: Julianne Geremia School Nurse: Kelly Keene

NHS Athletics Office

508-647-6607

Director: Tim Collins

Assistant Director: Isabella Tersoni Administrative Assistant: Robin McBlane

NHS Guidance Office

508-647-6600

Director: Karen Dalton-Thomas

Administrative Assistants: Donna Slattery & Sandy White

NPS Student Services 508-647-6600 x1706

Director: Erin Miller

Administrative Assistant: Lisa Trayers

NHS Academic Department Heads

Alternative Education (Northstar): Mark Mortarelli

English: Maryanne Ouellet

Fine, Performing & Media Arts: Stephen Miller

Library: Tara McDonald Mathematics: Andrew Hollins METCO: Rasheedah Clayton

PE/Health/Wellness: Robert Anniballi

Science: Daniel Hinnenkamp Social Studies: Matt Brennenman World Language: Denise Trubiano

PTSO Executive Board

Co-Presidents: Maureen Austin Treasurer: Rachel Plofsky Secretary: Terry Lopas

Natick Education Foundation

President: Megan Shelley Co-President: Jen Goree

NPS Transportation

508-647-6497

Coordinator: Robin Agostinelli-Solivan

Natick 180 508-647-6623

Director: Katie Sugarman

The Natick Public Schools prohibits discrimination on the basis of race, color, sex, national origin, religion, disability, gender identity, sexual orientation and homelessness.

Natick Public Schools Rights and Responsibilities

Natick High School students are considered citizens of this school community. Citizenship, as in any community, is something that confers fundamental rights and equally important responsibilities upon each of its members.

Student Rights

Natick High School students have the right:

- to be treated with respect by all members of the school community;
- to be personally safe and to expect that your personal property will be secure;
- to do your school work in clean and pleasant surroundings;
- to have freedom of expression and opinion so long as it does not cause disruption or disorder within the school:
- to a full and appropriate education;
- to "due process" in the fair application of individual classroom and school-wide discipline policies.

Student Responsibilities

Natick High School students have the responsibility:

- to treat all members of the school community, both pupils and staff, with respect;
- to help make the school a safe place for all;
- to ensure proper care and security of all personal and school property;
- to help keep the school a clean and pleasant place for everyone;
- to express oneself in a manner that will not cause disruption, disturbance, or embarrassment to others;
- to meet all academic obligations to the very best of one's abilities;
- to know and understand individual classroom and school-wide discipline policies and to avoid behaviors which would be deliberate violations of these behavioral expectations.

Natick Public Schools Vision

The Natick Public Schools is a community focused on and dedicated to all students achieving high standards in a safe, trusting, respectful environment where learning is exciting, dynamic, and engaging.

Natick High School Core Values

As part of a larger community, Natick High School seeks to develop students with creative minds, healthy lifestyles and strong character who will contribute ingenuity, service, acceptance, and leadership to an ever-changing society.

As globally literate citizens, Natick High students will achieve their highest academic potential by communicating clearly, thinking critically, problem-solving creatively, and working collaboratively while mastering subject information.

Through diverse programming, Natick High students will engage in active learning that promotes wellness while preparing students for college, career, and life choices. In a safe and supportive environment, Natick High students will demonstrate responsibility, integrity, and respect in their daily lives.

Natick High School Expectations for Student Learning

Academic Expectations

Natick High School students will:

- Write with focus, development and detail.
- Orally communicate ideas and information coherently and with clarity.
- Analyze and solve real-world problems.
- Use appropriate technology to research, organize and present information.
- Make informed choices and practice behaviors necessary to achieve and maintain their physical well-being.

Civic and Social Expectations

Natick High School students will:

- Conduct themselves with honesty and integrity.
- Demonstrate personal responsibility for their learning, and in their behavior.
- Practice social responsibility and active citizenship.

Natick High School Profile of a Graduate

Natick High School students think critically, problem-solve creatively, communicate clearly and work collaboratively to master core content and solve problems.

Lifelong Learner

- Acquires, analyzes and synthesizes content in a variety of academic disciplines and media.
- Possesses intellectual curiosity and resourcefulness and actively engages in the process of learning.
- Transfers knowledge to other situations.
- · Seeks the joy of learning.
- Entertains fresh perspectives and pursues innovative solutions to complex problems.
- Applies imagination and inventiveness in the creative process.
- Speaks in a purposeful manner to inform, influence, motivate, or entertain listeners.
- Writes effectively for various purposes and audiences to convey understanding of concepts.
- Uses technological skills and contemporary digital tools to explore and exchange ideas.
- Demonstrates the ability to work interdependently within a group to promote learning, increase productivity, and achieve common goals.

Natick High School students practice self-determination, demonstrate resilience, accept responsibility and demonstrate personal integrity to direct their own learning and reach their full potential.

Responsible Decision- Maker

- Directs own learning in various academic subjects as well as in extracurricular activities, career explorations and work experiences.
- Sets goals and takes the initiative to achieve those goals.
- Regularly reflects as a learner and acts responsibly with the interests of the larger community in mind.
- Demonstrates personal integrity, honesty, and ethical behavior.
- Seeks feedback, accepts praise and constructive criticism and then adjusts accordingly to accomplish goals.
- Is willing to be helpful and flexible in making necessary compromises to accomplish a common goal.
- Persists to accomplish difficult tasks and to overcome academic and personal barriers to meet goals.
- Self-advocates by understanding and effectively communicating with others.
- Makes informed choices in living a healthy and balanced life.
- Evaluates options, makes choices, and takes responsibility.

Natick High School students develop the social and cross-cultural skills that inspire leadership, encourage teamwork, and promote communication.

Citizen Leader

- · Acts responsibly and ethically.
- Engages in issues and ideas that have local and global significance across all academic disciplines.
- Demonstrates empathy, compassion, and respect for others.
- Develops and maintains the skills, competencies, qualities

to succeed personally, interpersonally, and professionally.

- Supports our community through effective service.
- Acknowledges, understands, and works effectively with people from diverse social and cultural backgrounds.
- Leverages social and cultural differences to create new ideas and increase both innovation and quality of work.
- Understands the functions and foundations of the U.S. system of government and the corresponding rights, privileges, and responsibilities.
- Negotiates meaning and interacts in another language to share information.



General Academic Information

All students, regardless of race, color, sex, national origin, religion, disability, gender identity, sexual orientation, or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

Grading

A grade will reflect the teacher's assessment of the degree to which a student has met the requirements of a course during a given marking period. Course requirements include such items as class participation and effort; homework; growth and achievement in content; skills and knowledge as reflected in daily class assignments, tests and projects. **The grading scale* is as follows:**

A+ (97-100)		A (93-96)	A- (90-92)			
B+ (87-89)		B (83-86)	B- (80-82)			
C+ (77-79)		C (73-76	C- (70-72)			
D+ (67-69)		D (63-66)	D- (60-62)			
F (59 and below) Failing - no credit						
I	Incomplete					
N	Credit not receiv	Credit not received; see additional information under Discipline Guide Credit Policy				
P	Passing	Passing				
W	Withdrawn; Sche	Withdrawn; Schedule Change				
X	Withdrawn; Disc	Withdrawn; Disciplinary Reasons; see additional information under Discipline				
Guide						
*For freshmen only, no grade lower than 50 will be recorded for the first term of a course.						

A. Semester grades are based upon the following formula:

First term grade 42.5% + Second term grade 42.5% + Final Exam grade 15% = Semester Grade

- 1. All students will take all final and semester exams during the exam periods. The only exception to this rule would be in the case of students who are absent from school due to illness or school- sponsored activities. In such a situation, students will be allowed to make up their exams at a specified time.
- 2. Students will take semester and final exams when scheduled to do so. Seniors may be exempt from the semester exams in January and May at the teachers' discretion if the following conditions are met:
 - The student must achieve a minimum grade of an A- for the two quarters in the semester.
 - The student must have no more than seven days of absence for the semester. If teachers wish to consider any exception to these guidelines, they should consult with a building administrator.
 - The student must have no class skips in the course.
- 3. If a student is unable to take the exam at the regularly scheduled time, the exam will be taken after the close of the semester. In the first semester, the student will have ten (10) school days in which to take the exam. In the case of the second semester, the exam will be taken during the summer at the

time arranged between the student and the administration. The student will receive a grade of Incomplete (I) until such time that the exam is graded. The exam grade and the semester grade will then be changed.

- 4. In the case where a student is involved in a school-sponsored activity that conflicts with the regular examination period, exams will be waived for each period that presents a conflict.
- B. A grade of Incomplete (I) will be given to a student who has unfinished course requirements because of extenuating factors such as protracted period(s) of illness. It is expected that the incomplete work be completed within ten (10) days after the close of a marking period; however, should a waiver be needed for extended time, the student should contact the vice principal who will discuss the matter with the department head involved. If the work is not completed within the specified time (includes waiver where granted), the incomplete grade will become an F; otherwise the teacher will report a regular grade.

C. Withdrawal from a Course

Full-year courses: If a student withdraws from a course anytime during Term 1, the course would disappear entirely from a student's transcript. If a student withdraws from a course starting the first day of Term 2, the Term 1 grade as earned would appear on a student's record, the Term 2 grade of "W" would appear on a student's record, the Exam grade would be left blank, and the Semester grade would be a "W" on the transcript.

If a student withdraws during Term 3, then a "W" would appear under Term 3. The Term 4 and Exam grades would be left blank, and the Semester grades would be a "W." No withdrawals would be permitted Term 4.

If a student switches levels but continues to be enrolled in the same subject course, the above does not apply and this falls under the Level Change portion of the Student Handbook. However, if a student switches from a course that is taught at NHS to an online course, then the above rules regarding the "W" do apply.

<u>Semester courses - fall:</u> If a student withdraws from a course anytime during Term 1, the course would disappear entirely from a student's transcript. If a student withdraws from a course starting the first day of Term 2, the Term 1 grade would appear on a student's record, the Term 2 grade of "W" would appear on a student's record, the Exam grade would be left blank, and the Semester grade would be a "W."

<u>Semester courses - spring:</u> If a student withdraws from a course anytime during Term 3, the course would disappear entirely from a student's transcript. If a student withdraws from a course starting the first day of Term 4, the Term 3 grade would appear on a student's record, the Term 4 grade of "W" would appear on a student's record, the Exam grade would be left blank, and the Semester grade would be a "W."

Progress Reports

Parents should access the school's student information system (PowerSchool) for student progress.

Report Cards

These are issued four times during the school year (approximately ten-week intervals), are viewed through the parent portal on our Student Information System (PowerSchool) and will include the following:

- 1. Record of achievement (grades) each term and semester
- 2. Number of times a class is missed.
- 3. Credits earned for one semester.
- 4 Credits earned to date (cumulative).
- 5. Attendance and tardy record.
- 6. Social expectations

Scheduling

Adding or Dropping a Course

Course changes will only be considered for students who are misplaced in terms of their ability relative to the level of the course in which they are currently enrolled. To move down an academic level, misplacement will be evidenced by a lack of academic progress, despite the student's best efforts. To move up an academic level, students must demonstrate mastery of course material. Both types of level changes require teacher, academic department head, guidance counselor, and parent approval. **NOTE: Student requests for specific teachers will not be honored.**

Add/Drop Period

Requests to add/drop a course will be honored within the constraints of the scheduling process, and subject to the student meeting any course prerequisite, as follows:

- Within the first 10 school days of the first Semester, full-year and elective courses can be addressed.
- Within the first 10 school days of the second Semester, only elective courses can be addressed.
- Online courses are subject to the TEC-CL policies. All online courses can only be dropped within the first 10 days of enrollment.

After 10 school days, a student must adhere to the following procedure:

Schedule Changes

Before requesting a change, please think it over carefully; discuss the change with your teacher, guidance counselor, and parents. If it seems wise to make the change, follow these steps:

- 1. Make an appointment to discuss with your guidance counselor during one of your study halls/privs.
- 2. Your counselor will complete a *Schedule Change Request Form* with you.
- 3. Take the form to the appropriate class teacher for approval signature.
- 4. Obtain parent/guardian approval signature. You must also sign to indicate understanding that the former and new course grades will be averaged, and that your attendance record follows you to new class.
- 5. Take form to the academic department head to obtain an approval signature.
- 6. Return the signed form to your guidance counselor.

7. Continue to follow your original schedule until your counselor provides you with an updated one.

Guidance Counselors will do their best to make any changes with minimum disruption to the student's schedule and other department's courses. However, it should be recognized that making a change to any class might impact other classes, including study halls.

Schedule Adjustments

A great deal of time and effort is spent helping students construct a program of courses best suited to his/her needs, abilities, and interests. Course request verifications are distributed in the spring, and adjustments are made within reasonable guidelines. Therefore, further program adjustments that must be completed prior to the opening of school will be made based only on the following criteria:

- 1. An error or conflict existed.
- 2. Schedule did not include all school or graduation requirements.
- 3. The student was not eligible for a course based on grade prerequisites.
- 4. Completion of summer school improved a grade.
- 5. Educational Plan (766) required a change.

Level Changes

- A. When a student makes a level change during the first 15 school days, the term grade will come solely from the new teacher. When a student makes a level change on day 16-45 (* see D.) inclusively, the grade will be averaged between the former and new class.
- B. Process for averaging grades within a level change:
 - The guidance counselor will send an email to the former (sending) and new (receiving) teacher, involved with the specific course level change, so the respective teachers can communicate with each other regarding grades.
 - The former teacher will email the new teacher the student's grade and attendance record. The student, guidance counselor, parent and/or guardian will be copied.
 - The new teacher will incorporate this information into the student's new class grade and attendance record.
 - The new teacher averages the former course grades with any new course grade(s).
 - No grade lower than 50 will be averaged for the first term of a course.
 - The usual final semester grade calculation (Terms 1 & 3: 40% + Terms 2 & 4: 40% + Final Exam/Project: 20%) will equal the Final Semester Grade.
 - The existing attendance record, including absences and skips, will follow the student to the new class.
- C. The student must remain in the original course level until the level change procedures have been completed and the student receives a new schedule from the student's guidance counselor.
- * D. No grade lower than 50 will be averaged for the first term of a course. Any grades transferred from the sending teacher must have a weighted average equal to or above 50%. For example, if the receiving teacher transfers grades into their gradebook, and the above grades as a whole create a Term 1 average less than a 50% the receiving teacher should add points until the Term 1 average is 50%. The above applies if grades are transferred at any point during Term 1, or if the switch occurs at the start of Term 2. If the Term 1 grade is above 50%, no changes should be made.
- *E. There will be no course level changes within the last 2 weeks of Term 1, and within the last 4.5 weeks of Terms 2 and 3. There will also be no course or level changes during Term 4.

Additional Guidelines

All students must maintain a full course load of 7 classes. Seniors, in good academic standing, have the option of maintaining 6 or 7 classes.

This policy is separate and distinct from the use of the Student Request for Override of Faculty Recommendation form.

Transfer Student Policy: Transfer students will be exempt from above timelines until all teachers agree the student is properly placed. The Academic Department Head, the Special Education Department Head or the Administration will approve any exceptions to this policy.

Graduation Requirements

Only students who have fully satisfied existing Natick High School graduation requirements will be allowed to participate in Graduation and Class Night exercises. There are no exceptions to this rule.

Promotion/Graduation Requirements

The Natick High School Diploma will be awarded upon:

- Successful completion of one hundred thirty (130) credits in disciplines specified below.
- A passing score on the English/Language Arts, Mathematics, and Science MCAS Tests.
- Thirty (30) hours of community service.

Total Required Credits/Subjects	Class of 2020+		
To Graduate:	130 credits		
English (8 semesters)	20 credits		
Mathematics (8 semesters)	20 credits		
Science (6 semesters)	15 credits		
Social Studies (6 semesters)	15 credits: Global Awareness – 5.0 Civics – 2.5 and 1 semester any other SS course – 2.5 Or AP Government – 5.0 US History – 5.0		
Foreign Language (4 semesters)	10 credits		
Physical Education (4 semesters)	10 credits		
Health (1 semester)	2.5 credits		
Fine Arts (2 semesters)	5.0 credits		
Elective Credits: May be taken from any of the curriculum areas	32.5 credits		
MCAS (ELA, Math and Science)	Passing Score		
Community Service	30 hours		
Credits need to be promoted: To be a sophomore	32 credits		
To be a junior	65 credits		
To be a senior	97 credits		

Courses receive 2.5 credits per semester with the exception of Jazz Ensembles and Men's Choir that receive 1.5 credits each.

Community Service

Thirty (30) hours of community service is a requirement to graduate from Natick High School. Service includes volunteering 30 hours of your time outside of school and giving back to the community. If students attend Natick High School and plan to graduate, but spend less than four years here, they are required to complete 7.5 hours of community service for each year of attendance. Community service starts in the summer before entering 9th grade, as it is a high school requirement. All volunteer work done before leaving grade 8 is not counted.

Academic Excellence Awards

Recognition is awarded at Graduation to the top 10 seniors who have earned the highest cumulative Natick High School GPA.

Miscellaneous Academic Information

Honor Roll

All courses taken by the student in a given term are considered to determine Honor Roll status. A student can have no grade below C- in any subject and must carry a minimum class load. Non-weighted grades are used to determine Honor Roll status. All courses are counted equally, and no grades are weighted. **High Honors** -3.7/4.0. **Honors** -3.0/4.0

National Honor Society (Natick High School Chapter)

Membership in this organization is an honor bestowed by the faculty on juniors and seniors who meet the criteria of scholarship, character, leadership and service.

Academic qualifications are determined using a student's Natick High School GPA. The GPA requirement is determined using weighted averages for grades earned for the first four semesters of high school. All courses that meet during the school day only are included in these calculations. The academic qualification is based on a student's GPA on a 4.0 scale; the requirement is a 3.4/4.0 scale.

GPA Chart on a 4.0 Scale

	Level 0 Level		
Grades	AP	Honors	1/2/4
A+	5.300	4.800	4.300
A	5.000	4.500	4.000
A-	4.700	4.200	3.700
B+	4.300	3.800	3.300
В	4.000	3.500	3.000
B-	3.700	3.200	2.700
C+	3.300	2.800	2.300
С	3.000	2.500	2.000
C-	2.700	2.200	1.700
D+	2.300	1.800	1.300
D	2.000	1.500	1.000
D-	1.700	1.200	0.700
F	0	0	0

If a student has met the scholarship criteria, then they will receive a letter in the fall, inviting them to apply for admission by submitting an information packet stating how they have demonstrated the other criteria.

The information packets are reviewed by a five-member faculty council appointed by the principal. To gain acceptance, a student must receive three "yes" votes. Appeals are heard by the principal who has the

final decision on acceptance into the National Honor Society. The advisors are non-voting members of the council and sit through all the deliberations.

Students must have completed and recorded their 30 hours of community service required for graduation. In addition, the faculty council expects an additional 20 hours documented when submitting the information packet.

Leadership has been described as a process of social influence in which a person is able to organize peers/activities and inspire positive behavior in others. The faculty council seeks two examples of leadership roles in school or community when reviewing the information packets.

Members are inducted at a special ceremony after Thanksgiving each school year. Once inducted, members must attend meetings, lead and assist in service projects, maintain good academic standing, and continue to demonstrate good character traits throughout their membership. If a student does not fulfill their obligation, they are placed on warning and their membership can be revoked.

Students may run for an officer position while a member of the Honor Society. This involves additional work and meetings with the advisors. A complete set of the bylaws is available from the advisor.

Summer School

Students cannot take classes in summer school for original credit. Courses vary due to availability of teachers. Students from other schools are welcome to attend NHS summer school. Additional information is available through our website.

Withdrawals

Students who are transferring to another school system should report to the Guidance Office for a Release of Records Form. Students who are leaving school for other reasons should see their guidance counselor to provide written and/or oral communication between the school and home, and for processing the withdrawal form.

Biology Classes Dissections

High School biology classes may conduct dissections or demonstrate dissection as part of the curriculum. Alternatives to dissection are available. Students and parents should contact their teacher for more information.

Make-up / Extra Help

Each student must assume responsibility for work and assignments missed because of absences from class regardless of the reason. Teachers are available for make-up work or individual help at the close of school Monday through Thursday, in the morning before school at the teacher's discretion or during the Common Directed Study time.

Parental Notification Relative to Sex Education

In accordance with General Laws Chapter 71, Section 32A, the Natick School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. The superintendent of schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curricula changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

- 1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
- 2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school and may also review them at other locations that may be determined by the superintendent of schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the superintendent for review of the issue. The superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

The Superintendent of Schools will distribute a copy of this policy to each Principal by September 1 of each school year.



Student Records

Summary of Regulations - Pertaining to Student Records

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law. The regulations apply to all information kept by a school or school district on a student in a way that the student may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address (for student and parent), course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system. The temporary record contains the majority of the information maintained by the school about the student. This may include IEPs, including assessments, evaluations, test results, class rank; school- sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; etc. The temporary record is given to the students upon graduation.

When a student officially withdraws from Natick High School a transcript and school records will be sent to the receiving school with parent permission. The transcript will be handed to the student if no receiving school name is given.

The permanent record card (Guidance Office) contains the student's name, address, telephone number and birth date; the name, address, and telephone number of his/her parents or guardian; course titles; grades (or the equivalent when grades are not applicable); grade level completed, and the year completed.

The transcript folder (Guidance Office) contains college/career information. This folder is given to the student upon graduation. Access to the previous mentioned records by the individual student and/or his/her parents should be arranged through the Guidance Office.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade; they may exercise these rights just as their parents may:

Amendment of Records

The parent and eligible student have the right to add relevant comments, information or other written materials to the student record. In addition, the parent and eligible student have a right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection to information that is in the record, and to receive a written decision. A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

Confidentiality of Records

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

Family Education Rights and Privacy Act (FERPA)

Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Natick Public Schools, with certain exceptions, obtain a parent's written consent prior to the disclosure of personally identifiable information from his/her child's education records. However, the Natick Public Schools may disclose appropriately designated "directory information" without written consent, unless the parent(s) has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Natick Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- a playbill, showing the student's role in a drama production
- the annual yearbook
- honor roll or other recognition lists
- graduation programs
- sport activity sheets, e.g., wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEDs) receiving assistance under Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. *

If the parent does not want the Natick Public Schools to disclose directory information from his/her child's education records without your prior written consent, the parent must notify the district in writing.

* These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-108), the legislation that provides funding for the Nation's armed forces.

Inspection of Records

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the parent or student consents to a delay. The parent and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials. The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or, may invite anyone else of their choice to inspect or interpret the record with them.

Discipline in Student Records

Student disciplinary information shall be maintained in the student's record in accordance with state and federal laws and regulations and will subsequently be removed upon graduation.

Although a student's discipline record is not part of the transcript, colleges may ask students to disclose discipline violations they have accumulated during their high school career.

Translation of Documents

At the request of a parent or student whose primary language is not English, important documents i.e. handbooks, medical documents, program recruitment, etc. will be translated for families upon request. The district has established a system of oral interpretation to assist parents/guardians with limited English skills.



ACT Team

A formalized ACT Team process as mandated by Chapter 766, the Special Education Law, is in place. Prior to referral of a student for an evaluation (under special education) all efforts shall be made to meet such student's needs within the context of the services that are part of a regular education program. In addition, all efforts shall be made to modify the regular education program to meet such needs. Such efforts and their results shall be documented and placed in the student's record.

Guidance Services

The guidance counselor's goal is to assist in every way possible throughout high school. Counseling and guidance services are provided for students in such areas as personal problems, testing, financial aid assistance, career planning, planning for study beyond high school, course selection and adjustment, securing employment, and the armed forces. Each student will have the same counselor for four years. However, students may also feel free to consult with any other counselors in the department. Counselors work with students in small groups during their guidance seminars, meeting once per cycle with freshmen and seniors first semester, and with sophomores and juniors second semester. Students are encouraged to see their counselor when they have questions or need assistance. Parents are also urged to contact and meet with the counselors. Support Services working closely with Guidance are Special Education, Summer School, and the Northstar Program.

Independent Study

Independent Study is provided for students to gain credit through independent and directed studies outside of the regular classroom. With the help of a faculty sponsor any student may apply for credit through the Guidance Office and the student's vice principal. Such studies may involve advanced programs not offered in the curriculum, outside learning programs at schools and colleges, and individual projects initiated by a student. Students must obtain and fill out a request form through the Guidance Office <u>prior</u> to the start of the course. No credit will be given without prior approval from the student's vice principal.

Library/Media Center

The library is available for students as a place to have access to all forms of information: databases, online resources, books, magazines, newspapers, and eSources. Students are encouraged to use the library for research and recreational reading. The library has several research subscription databases available for students' use. Most of these databases have home access available. Check with the librarians for directions.

Students assigned to a directed study, who wish to use the library during study, must sign up for a library pass before school in the library. Students will then report directly and promptly to the library for their assigned study. If students don't have time to sign up before school, report directly to the library for directed study and for a pass if any are still available. No late arrivals will be admitted without a tardy pass. No passes are needed for students on senior and junior privilege. Students are expected to do their work and adhere to the behavior policies posted in the library, being considerate of their fellow students to maintain a comfortable atmosphere for study. No food or drink is allowed at any time in the library.

All freshmen English classes will receive a brief orientation regarding the library resources. For students who like to read, there is a book club called "Students as Readers." Students select the titles to read and a lively discussion usually ensues at the monthly meeting.

Physical Education (PE)/Health

Each student at Natick High School is required to participate and earn credit in Physical Education/Health classes.

- PE must be taken 1 semester each year.
- Parental requests (written) for PE excuses during a school day will be handled by the Health Clinic. Students with an excused note will not be allowed to participate in athletic practices/games that same day.
- Any PE excuse notes in excess of a school day must be in the form of a note signed by a physician. Students will be expected to participate in the academic component of the course unless the department head approves a waiver.
- Transfer students will be required to participate in Physical Education classes in accordance with their date of enrollment.

Youth Drug and Alcohol Education Program

The Youth Drug and Alcohol Education Program is for students who have violated the school policy concerning possession and/or use of alcohol or drugs. Students who violate the policy will be encouraged to participate in this program, which consists of five meetings, each lasting 45-60 minutes. Parent participation is an important aspect of this program. Successful completion of the program can result in a reduction in the disciplinary penalty given for violating the school policy.



The goal of Health Services is to enable our students to reach their highest potential by promoting an optimum state of health through professional support and practice in health services, health counseling and health education. Health Services encompass a wide range of support for students and staff; such as first aid, illness screening and surveillance, medication administration, skilled nursing procedures, and state mandated screenings. The NHS clinic is located on the first floor in the main hallway.

Clinic Visits

Nurses staff the Health Clinic from 7:15 am until the end of the school day. Students who need to access the clinic must first obtain a pass from the classroom/study teacher. Students may access the clinic during lunch block without a pass. In the event of an emergency, any student may access the clinic. In the event of an injury, the student will remain at school until parent/guardian or an emergency person is contacted and arrives. In the event of a 911 emergency, the student, accompanied by a staff member, will be transported to the hospital. Every attempt will be made to reach a parent/guardian, therefore it is imperative that contact information is up to date in PowerSchool.

Medical Dismissals

- 1. The nurse will assess the student.
- 2. The nurse will reach a parent/guardian or emergency contact person on all students regardless of their age prior to dismissal.
- 3. A dismissal slip will be completed by the nurse and handed in to the Main Office time stamped when the student leaves school.

Excusal from PE

PE excusal requires a note from a physician. It is the expectation that the student attends PE class and be responsible for the academic component of the class unless the Department Head approves a waiver.

Mandatory Health Screening Programs

- Physical Examination Grade 11- Due at the beginning of the school year
- Vision Testing Grade 10
- Hearing Testing Grade 10
- Postural Screening Grade 9
- Height, Weight Grade 10
- SBIRT Grade 9

Parents / Guardians may opt their child out from the annual required screenings by sending a written request for each screening to highschoolnurses@natickps.org

Referral notices will be sent to parents of students who fail any of the screenings. A parent/guardian must provide the nurse with medical documentation that follow-up care has been initiated.

Immunization Policy

New students entering Natick Public Schools (NPS) for the first time, are required to present a physician's certificate or a certificate from the Board of Health attesting to immunizations against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, Meningitis, Varicella and other communicable diseases as specified by the Massachusetts Department of Public Health. Students who are not up-to-date with immunizations will be excluded from school per MA State Law. Exemptions to these regulations will be made for medical and religious reasons upon receipt of documentation from a physician for medical reasons or from the parent/guardian for religious reasons. Signed medical and religious exemptions are required to be submitted annually.

Medication Policy

Natick Public Schools medication administration policy complies with MA state law <u>105 CMR 210.00</u> to provide for the health and safety of our students who may require medical administration during the day.

Per MA state law, all medications, including prescription and over the counter, require a licensed prescriber's order and completed parent/guardian consent form or they cannot be given in school. All medication orders must be renewed annually at the beginning of each school year (dated after June 30th).

The medication and all of its required forms must be brought in together to the health clinic by the parent/guardian or responsible adult or the medication shall not be accepted. Medication must be in its correctly labeled pharmacy container. Medications are not accepted in plastic baggies or other containers from home.

- Two forms, "Licensed Prescriber Medication Order Form" and the "Parent/Guardian Consent & Medication Administration Plan" must be completed prior to a student receiving medications in school. Both forms can be downloaded from the NPS website health section and are available in the Health Clinic. Completion of these forms is required for any prescription AND over-the-counter medication to be administered in school per MA law 105 CMR 210.00 and per NPS policy.
- 2. All medications must be delivered to the school health clinic by an adult in the original pharmacy-labeled or manufacturer container. All medications will be securely stored in the health clinic unless otherwise determined by the school nurse and the parent/guardian.
- 3. The parent/guardian is responsible to deliver medication to the clinic and to retrieve it whenever necessary or at the end of the school year. Any medication not picked up by the last day of school will be destroyed per MA state law and NPS policy.
- 4. Students are not allowed to transport or carry any medication including over-the-counter medicines. The only exceptions are: students at NHS and the middle schools are allowed to carry their own EpiPens, diabetic supplies/insulin, pancreatic enzymes and/or inhalers provided that the two completed authorization forms are on file.

- 5. All medication orders must contain the following information:
 - Name of student
 - Name of medication
 - Dosage
 - Route: how administered
 - Time of administration in school/how often it is to be administered
 - Name of physician or licensed prescriber
 - Date of prescription
- 6. Any student diagnosed with a life-threatening food allergy requiring emergency administration of epinephrine must either carry an EpiPen or have one in the Health Clinic, preferably both, as well as the two forms on file.

Pregnancy

A pregnant student is encouraged to attend school during her pregnancy in accordance with her doctor's advice. Reasonable accommodations will be given to assist in taking advantage of educational programs. Tutoring services will be offered to the student while she is under extended doctor-directed absences.

Fragrance Policy

Natick Public Schools strives to be a fragrance-controlled school district and recognizes that exposure to strong scents and fragrances in the environment can cause discomfort and impact the health of sensitive individuals. Natick Public Schools has students, staff and visitors with health conditions that are affected by fragrances. In an effort to keep the environment healthy and comfortable for all individuals, we respectfully request that anyone who comes to Natick Public Schools be as fragrance-free as possible.



Student Activities Information

Numerous activities are organized as an integral part of the total NHS educational program. Students are encouraged to participate in an area(s) of interest to enrich their educational experience at Natick High School.

Student Eligibility

Natick High School requires that students receive at least a minimum passing grade of D- at the close of a term or a semester the marking period (end of each marking quarter) prior to the beginning of a season and during said season.

To determine eligibility: **Fall Sports** will use Semester 2 from the previous year and then Q1 grades at the end of Term 1.

Winter Sports will use Q1 and Semester 1 grades. Spring Sports will use Semester 1 and Q3 grades.

Athletic eligibility is governed by the rules of the Massachusetts Interscholastic Athletic Association (MIAA) and Natick High School as supplemented herein:

See below for academic eligibility requirements for participation by term end.

End of 1st Term

- All 10th-12th grade students must pass all classes.
- All 9th grade students must pass 4 classes to equal a minimum of 10 credits for 1st term. Only one Skills Development class (2.5 credits) may be counted in the minimum 10.0 credits. 9th grade 1st term exception below.
- * All 9th grade students (for the 1st term only) will be required to meet the MIAA Minimum Academic Standard for Athletic Eligibility;
- ** Students must pass 4 classes to equal a minimum of 10 credits. Only one Skills Development class (2.5 credits) may be counted in the minimum 10.0 credits. This is done to allow incoming freshmen the duration of the 1st term to acclimate to the academic expectations of Natick High School.

End of 2nd Term

- All students must earn credit for all classes taken in semester 1 AND each student must also pass the equivalent of four traditional yearlong major English courses in Q2 as stated in MIAA rule 58.1.
- End of 3rd Term
- All students must pass all classes.
- End of 4th Term
- All students must earn credit for all classes taken in semester 2. Students may take summer school classes to earn semester 2 credits.

^{**} Natick HS has a higher academic eligibility requirement than the MIAA. During Term 2 and Term 4, Natick High School's academic eligibility rule states that all credits have to be earned for the semester. In addition, **MIRH Rule 5B — Student Eligibility: Reademic Requirements** applies and is the minimum academic standard that

must be adhered to as explained below from the MIAA Handbook:

58.1 A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade, and full credit, in the equivalent of four traditional yearlong major English courses. A transfer student may not gain academic eligibility if he/she was not, or would not be, eligible at the sending school, unless transfer was necessitated by a move of parents and then eligibility would be determined by receiving school's eligibility standards. (see Rule 57.7.1)

Students will have twelve (12) sport seasons of participation and will not be eligible for an interscholastic sport should his/her 19th birthday fall before the first of September of a given school year. Students involved in sports activities (in season and outside high school jurisdiction) should check with the Athletic Director concerning eligibility status.



Student Extracurricular (Non-Athletic) Activities Information

Rules governing participation in these activities will be the same as Athletic Eligibility and have the same Attendance Requirements.

Class Dues

There is a one-time responsibility for each Natick High School student to pay class dues of \$100.00. Students who fail to pay their class dues will not be eligible to participate in class activities.

Class Treasury

Classes may collect dues and conduct approved fundraisers.

Clubs, Activities, and Organizations

Please note that some clubs may not run every year. Some clubs (non-service) incur a \$50 one-time fee.

Class Officers and Executive Boards: any officer who has been removed because of failure to meet the eligibility and/or attendance requirements will be removed from office until the next general election. Said position will be filled in the following manner - the Vice President will fill the Office of President; all other positions will be filled upon the recommendation and vote of the Class Executive Board and/or organization. All class elections and at-large elections for Student Council will be run by the Social Studies Department. Eligibility to be a candidate in either organization will be the same as for any other extracurricular activity. Freshmen elections will be held in the first quarter of the school year, usually in September.

Please note that there is an admission procedure for National Honor Society, Students Against Destructive Decisions (SADD), and some Choral groups.

Extracurricular activities or clubs sponsored by the school do not exclude students on the basis of race, sex, color, religion, national origin, sexual orientation, gender identity, disability, or homelessness.

Student attendance at any school-sponsored activity is a privilege and may be denied by the administration for serious violation of school rules.



General School Policies and Procedures

Academic Integrity Policy

Academic integrity requires that no student will attempt to gain an academic advantage by inappropriate sharing of information (cheating), by taking credit for work that is not his/her own (plagiarism) or by resubmitting his/her own essay, project or assessment multiple times for credit (i.e. handing in essay to 11th grade teacher a student first wrote in 9th grade).

Violations of academic integrity involve the sharing of information, use of information, or presentation of work or information that is not truly reflective of the student's own work that would result in an academic advantage such as on a test, quiz, or written assignment. This includes, but is not limited to, the use of unauthorized notes or tests and the sharing of information, through any means, of the content of a test, quiz, or written assignment such as a laboratory report or term paper.

Plagiarism involves presenting as one's own, the words, thoughts, ideas, or work of another. This may include, but is not limited to, copying or paraphrasing the words, expressions, or ideas from another source without giving proper credit. The source could be a text, the Internet, or the work of another student. In order to avoid plagiarism, students must give proper credit to all sources.

It can also be considered a violation of academic integrity to hand in one's own work on (i.e. essay, project, etc.) multiple times, for multiple classes, through the course of one's high school career. Students are expected to maintain their academic integrity at all times and in all of their work. Prior to turning in an assignment, whether it a test, report, or other work, students should be able to acknowledge that they have neither given nor received help on the assignment and that the work is of their own creation.

The use of computer applications that detect plagiarism such as "Turnitin" may be used by staff to monitor student work at any time during the school year.

If a student has violated his/her academic integrity the following consequences will follow for each type of violation:

Academic Integrity Violation: Homework/Classwork

homework, individual classwork

Teacher-Assigned Consequences

- Speak with student, call parents, notify guidance (department head or vice principal may assist)
- Document in PowerSchool
- Zero on assignment

Administrative Consequences

Minimum of a 4:10 PM detention and potential escalating consequences, depending on frequency and severity of infraction, including multiple detentions, 5:00 detentions, suspensions.

Academic Integrity Violation: Assessments

test, paper, project, lab report, quiz/quest, midterm, final exam, etc.

Teacher-Assigned Consequences

- Speak with student, call parents, notify guidance (department head or vice principal may assist)
- Document in PowerSchool
- Retake for 60% credit (e.g. if student scores 85 on retake of a 100-point assessment, 60% credit results in a 51)

Administrative Consequences

Minimum of a 4:10PM detention and potential escalating consequences, depending on frequency and severity of infraction, including multiple detentions, 5:00 detentions, suspensions.

Additional penalties may include, but are not limited to, removal from or prevention from installation to the National Honor Society based on National Honor Society procedures. PowerSchool records concerning academic integrity violations will be made available to National Honor Society advisors.

Bus Conduct Policy

Students in grades K-12 living in excess of two miles of their districted school will receive a town-paid bus pass (state mandated). See the eligible street listing on our website. All other K-12 students (those within two miles) have the option to purchase a bus pass to their districted school for a fee of \$200 each with a family unit cap of \$400.00. All students (town-paid or fee-based) must register to receive their passes.

Please note: there are deadlines that must be met for registration and payment. Behavior on buses must be exemplary for reasons of safety and the personal comfort of others.

Authorized bus stops will be located at designated areas, accessible to students from surrounding neighborhoods. Students will be required to board at common bus stops. The maximum distance to a bus stop by state law is one mile. Door-to-door bus services is not provided, and buses will not be allowed to enter cul-de-sac areas. Bus stops may only change as deemed necessary and authorized by the School Department. Students are to ride only the buses to which they are assigned.

Once a child boards the bus, and only at that time does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. The parent/guardian is responsible for the behavior and safety of the student between the residence and the designated bus stop, while waiting at the bus stop, and at the afternoon drop-off.

The procedure for handling behavior problems, including bad language, on school buses shall be as follows:

First Offense – A letter and the Bus Conduct Form, or phone call, shall be sent from the principal of the school or transportation coordinator to the student's parents/guardians.

Second Offense – Bus privileges may be revoked for a two-week period and parents shall be notified by the principal.

Third Offense – Transportation privileges may be taken away from the student for the reminder of the school year, and parents shall be notified of the offense.

Bus Conduct Rules

The school bus is an extension of the school itself, and rules regarding behavior are the same as in the school. School bus safety is a primary concern of the Natick Public Schools and we reserve the right to take whatever action is necessary to maintain a high level of safety. The right of a pupil to school bus transportation is a qualified right, dependent on good behavior. In cases where a pupil seriously or continuously misbehaves, parents will be notified by the principal or designee of the school to which the pupil is assigned. The bus pass will be revoked if, in the opinion of the principal, such action is necessary for the general safety and well-being of other students.

In cases where a pupil's conduct jeopardizes the safety and well-being of other students, based upon the assessment of the driver, that pupil may be immediately excluded from the bus. **Pupils who ride a school bus are expected to be familiar with the following:**

- 1. Pupils shall stand on the sidewalk or another designated place while waiting for the school bus. They shall respect other people's property, respect the right of other people to pass on the sidewalk and display manners that indicate consideration and safety for others.
- 2. Pupils shall never approach a school bus until it has completely stopped, and the door is opened. In boarding the bus, they should proceed in an orderly manner, single file. Younger students should board and alight first from the bus.
- 3. **Students shall remain seated at all times.** Pupils shall not open windows without permission; not throw anything out of the window; not put hands, arms, or any parts of the body out of the window at any time. The rear exit emergency door shall not be opened unless there is an emergency or directed by the driver.
- 4. In crossing the roadway after alighting from the bus, cross only in front of the bus when the blinking lights are on and the stop sign is extended. Pass at least 10 feet in front of the bus and look for traffic in both directions before crossing the roadway. Never run beside a bus, chase after a bus, or pick up anything that has fallen near the wheels of a bus.
- 5. The bus driver has full authority as well as responsibility for control of the pupil while on the bus. Pupils should not annoy the driver or distract his/her attention from driving. Drivers should be treated with courtesy and respect at all times.
- 6. There shall be no pushing, striking or general fooling. Pupils are not allowed to use profane or abusive language. Pupils who witness the destruction of property have a responsibility to report such misbehavior to the driver or school authorities.
- 7. All eligible and fee-based students will be issued a bus pass that they must show to the driver each day upon entering the bus. The pass entitles students a school bus ride to and from school. *Students are to ride only the bus to which they are assigned.*
- 8. A student who allows another student to use his/her bus pass or sells his/her bus pass is subject to having the bus pass privileges revoked. Unauthorized duplication of a bus pass may result in loss of bus riding privileges.
- 9. Under no circumstances should drugs, alcohol or related items, firearms, explosives, knives or weapons be brought onto a school bus. **Do not bring large art projects or instruments (ex. cello), animals, pets, or large objects on the school bus**. Lunch boxes, smaller musical instruments and small athletic

equipment (those which can easily be transported on a student's lap or under the seat) must be kept out of the aisle.

- 10. Vandalism, destruction or defacing of property will not be tolerated.
- 11. **There is no smoking, eating, or drinking on the school bus.** The bus must be kept neat and litterfree.
- 12. A pupil who pays a fee for transportation and whose riding privileges are suspended because of violation of these rules **will not receive a fee refund**.

Travel by Bus for School Activities

Students traveling on a school bus for a school-sponsored activity must return by school bus. Exceptions may be made <u>in writing</u> to the advisor who will determine the outcome.

Late Buses

There will be two late buses leaving at 3:25 p.m. every day except Friday. The METCO late bus will be provided, and a schedule will be provided to METCO students annually.

Cafeteria Use Policy

Students will attend lunch only during their assigned lunch block. Thoughtfulness and consideration of others is essential. To ensure that students will have a clean place at which to eat, all students are responsible for the cleanliness of their area after their lunch. Students must clean tables after finishing their lunch.

No food or drink except bottled water is permitted outside the cafeteria unless approved by the administration.

The cleanliness of the table and floor area underneath is the responsibility of all students. A faculty member may ask any student(s) at a particular table to help with clean up. This is a group responsibility. Failure to cooperate will result in disciplinary action.

Cell Phone (and Other Electronic Devices) Policy

Natick Public Schools promotes the use of technology as an effective environment for learning. However, given the degree to which unregulated use of cell phones and other personal electronic devices may interfere with teaching and learning the following regulations will apply.

- Cell phones and personal electronic devices, other than a student's assigned laptop, must be turned off and must not be visible in the classroom during the class periods. The same materials must be turned off and not visible in all bathrooms during the school day. Cell phones may be used in the dining hall, courtyard, library, and hallways.
- Electronic devices necessary for a specific educational purpose and/or individual student need may be used in class with the approval of the supervising teacher/staff member. Laptops may be used at the

student's discretion during directed studies. However, students listening to audio must wear headphones and not disturb others.

It is the expectation of the school administration that all students will comply with these guidelines and only use school-issued laptops on school property. Students not adhering to guidelines of this policy will be subject to consequences outlined in the Student Handbook.

Natick Public Schools is not responsible for lost or stolen electronic devices under any circumstances.

Detention Policy

Natick High School expects that when a student is scheduled for detention as a disciplinary action, the student will serve the detention on the assigned day. Work, personal schedules, and team participation in practices and/or games are not an excuse to miss detention.

Field Trip Policy

Each year students have the opportunity to participate in a number of school-sponsored field trips, including visits to business firms, industrial complexes, museums, social agencies and institutions, and conservation areas. Signed parental permission will be needed for student participation. Students having poor academic and/or disciplinary standing may be denied the privilege of participation. Students are advised that the discipline code will be enforced for all field trips sponsored by the school -- whether in- state, out-of-state, or out-of-country.

Students involved in **non-school sponsored** field trips such as tours or ski trips are advised that the school is not responsible for accidents or conduct of the group.

Fire Drill Protocols

Fire drills are required by law at regular intervals and are an important safety precaution. The signal will be the ringing of the regular fire alarm and it is essential that everyone clear the building by the prescribed route as quickly, quietly, and as orderly as possible. Fire exits and procedures will be posted in rooms and designated areas. Please note the following:

- 1. If the fire alarm rings during a passing period, go down the nearest EXIT stairway and/or out the nearest outside door. It is the same procedure regarding hearing a fire alarm when in the restrooms.
- 2. The first students who reach the outside door should hold these doors open until all students have exited.
- 3. All students should remain at least 50 feet away from the building and off the roads and driveways.
- 4. All students must stand 50 feet from any hydrant or fire truck.
- 5. All students will return inside the building when the Fire Department allows re-entry.

Gifts to Staff Members Policy

There is a state law requiring all Massachusetts public employees to receive a copy of conflict of interest regulations and to receive mandatory training on this topic and most importantly follow the law. It is important that our employees comply with their legal responsibilities. The purpose of the law and accompanying regulations is to avoid any perception that a public employee might display some type of favoritism due to the influence of a gift. While parents often give gifts to teachers and assistants at holiday time and/or the end of the year as an expression of gratitude for their hard work, parents who choose to do so should adhere to the following guidelines in order to avoid putting educators in an awkward position:

Massachusetts General Law Chapter 268A and State Ethics Commission rules prohibit all public employees from receiving personal gifts of "substantial value," which according to the regulations is \$50 or more. This includes meals, tickets, services rendered, holiday gifts, etc.

The Ethics Commission recently created an exemption to permit class gifts to teachers. A teacher may accept a gift, or several gifts during the school year, from public school students and/or their parents and guardians, with an aggregated value of up to \$150, if the gift is identified only as being from the class, and the identity of the givers and the individual amounts given are not identified to the recipient. Gifts received pursuant to this exemption are not required to be disclosed.

- The law and regulations apply to any *single*, *personal* gift to a public employee from an individual or group. An employee may accept multiple gifts from different parties as long as each individual gift complies with the regulations.
- Contributions for educational supplies, the purchasing of books or curriculum materials for the classroom, or a donation to a PTO or organization such as the Natick Education Foundation in the educator's name are not subject to the limit.

Natick families traditionally have been generous to our educators, and the School Department appreciates all of the time, effort, and financial support that families provide. Please follow the guidelines so that educators do not need to politely decline a gesture of appreciation. Questions about the law and regulations should be directed to the principal.

Homework Policy

The Natick Public School System believes that homework contributes to the understanding of the curriculum and reinforces learning. Homework is a meaningful extension of daily classroom activities. Homework provides for practice of skills and application of principles based upon work begun in the classroom. It enriches school experiences and promotes a permanent interest in learning. It stimulates individual initiative, personal responsibility, and self-direction. Due to the differences in age levels, learning styles, and modes of instruction in the elementary and the secondary schools, homework expectations will necessarily differ.

Teacher Responsibilities:

- 1. Assign homework that is meaningful and useful;
- 2. Allow time for students' questions to clarify directions;
- 3. Respond to each assignment by a grade and/or a comment within a reasonable length of time;
- 4. Provide opportunities for both short-term and long-term assignments;
- 5. Monitor long-term assignments in order to avoid last-minute student efforts;
- 6. Limit assigning homework over school vacations;

- 7. Inform parents of their role in supervising homework;
- 8. Communicate with pupil and parent when problems arise.

Student Responsibilities:

- 1. Record the directions for homework in an assignment notebook;
- 2. Make sure the directions are clearly understood;
- 3. Maintain an appropriate study environment;
- 4. Accept responsibility for completing assignments and keeping materials in order;
- 5. Hand in any meaningful products on time;
- 6. Budget time properly for long-term assignments.

Parent Responsibilities:

- 1. Provide a suitable place for study;
- 2. Establish a consistent study time;
- 3. Check student assignment notebook;
- 4. Oversee long-term assignments and assist student in learning to budget time accordingly;
- 5. Encourage student to accept responsibility for completing homework assignments;
- 6. Assist with but do not do the work;
- 7. Recognize that homework is not limited to written assignments, but includes studying, reading, and/or researching.

Time Allotments: Expectations are clearly defined within each department and time requirements vary from course to course. Teachers will inform students of required homework policy. Homework, an integral part of the high school curriculum, is averaged into the term grade. The stated high school policy for each individual course is available for parents through the department heads.

Identification (ID) Cards

All students must have a school picture ID taken. All students will be issued an ID card at no charge the first time. However, students whose cards are lost, stolen, defaced (not legible) or mutilated (not legible), will be required to have another card made. There will be a charge (each time) to the student of five dollars (\$5.00).

All students will be required to carry the ID card on his/her person while in school. Failure to do so and/or failure to produce the card on request of a staff member can result in disciplinary action.

Lockers

- 1. All locker doors should be shut and locked securely after locker has been used.
- 2. The Main Office should be notified promptly concerning locker combination problems or mechanical/structural problems.
- 3. Keep locker combination secret.
- 4. The school is not responsible for lost or stolen items.

Interrogation by Police in School-Related Matters

The school building administration shall inform a student's parent or guardian before a police officer or other law enforcement personnel questions that student in school.

Passes

No student should be in the corridors or rest rooms during class time without a pass.

Personal Messages

Please refrain from texting/calling students during the school day for non-emergency issues. Contact the Main Office for help.

Restrooms

Students may not congregate in the restrooms for any reason. Only one student is permitted in any restroom stall at any time. In the gender-neutral restrooms only one student may be in the single-person restroom at any time. Phones may not be visible in any restroom and may not be used for any reason, including texting, talking or taking photos. Failure to comply with these expectations can lead to consequences up to and including suspension.

School Books and Equipment

A student is responsible for all books and equipment, including music and musical instruments issued to him/her. If the item(s) issued to the student is stolen, misplaced, or damaged, the student will be required to pay for said item(s). Charges will be based on the age and condition of the lost or damaged book or piece of equipment. If a student refuses to pay for lost or damaged books or equipment, a note is attached to the student's permanent record. Any request for a student's transcript for college or employment would be held until receipt of such payment.

School Cancellation Policy

It is the policy of the School Committee to keep school open every school day. However, when necessary, because of extreme weather conditions or emergency, school may not be in session on a given day. During inclement weather, the superintendent must decide before 5:30 am whether conditions will permit the opening of schools. This situation requires an understanding of and appreciation for the current and prospective weather conditions at that moment and the ability of the Department of Public Works to respond to these conditions within a relatively short period of time. Therefore, the following plan will be utilized:

A. If the conditions are such that the DPW cannot handle the storm, school will be canceled. A recorded phone message will be sent to each family's primary phone contact. In addition, announcements will be

carried starting at 6:00 am by radio stations WBUR (FM 90.9), WBZ (AM 103.0), WRKO (AM 68.0), by television stations Channel 4, 5, 7, Fox 25, CW56.

A message will be displayed on the Natick Public Schools Website as well as a recorded message on the "School Closing Line" (508) 647-6515. The following websites may also list school closings:

- www.myfoxboston.com www.thebostonchannel.com
- <u>www.schoolclosings.com</u>
- www.wbzclosing.com
- B. If conditions are such that the DPW needs extra time to plow the roads or sand the streets, the school day will be shortened. Under this alternative plan, the opening of school and **all bus pickups will be delayed two hours.** The High School will open at 9:30 am. **The same radio and television stations will specifically announce:** "Two-Hour Delayed Opening for All Public Schools in Natick."

On a Two-Hour Delay day, schools will dismiss at their regular times. Lunch will be served at the regular times in the cafeterias of each building.

Parents should **not attempt** to send their children to school early on Two-Hour Delay days since the school lots may not be plowed nor, will staff be available.

Statement of Dress

When you come to school, you are dressing for your job as a student. A student dress code should accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to have hairstyles associated with race, including but not limited to, texture, type, length and other protective hairstyles such as braids, locs, twists, knots, hair coverings and other formations.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.
- Ensure dress does not interfere with identification of/or communication with students.
- The primary responsibility for a student's attire resides with the student and parents or guardians. School is responsible to ensure that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student.
- Students are expected to wear a top, bottom and footwear in keeping with health and safety standards.
- Clothing must be worn in a manner such that a student's undergarments are not showing, and private areas are covered with non-transparent, or opaque, material.
- The use of head coverings such as hats, hoods, helmets or other materials (except those intended for religious purposes), when they interfere with the identification of/or communication with students, will not be allowed.

Student Motor Vehicle Regulations and Parking

Every student driving to NHS must register his/her car with the Main Office and place a registered parking sticker on the rear car window for identification purposes.

Please note the following basics concerning automobile use at Natick High School:

- "Seniors Only" parking is designated at the lot next to the DPW gas tanks by Memorial Field. Senior parking is open to seniors on a daily first-come, first-to-park system. Once the senior lot is filled to capacity, all other seniors must park at the Mahan Field lot.
- ALL junior and sophomore parking is located at Mahan Field on a first-come, first-served basis.
- Speed limit in parking areas is 5 m.p.h.
- •No student parking will be permitted in the following areas: West Street, Oakland Street, Maple Avenue, Campus Drive. Natick Police will take notice and action.
- •Without written consent of administration, students may not park anywhere near the school building between 6:00 am and 2:17 pm on any school day.

Students violating any of these parking regulations will be <u>subject to disciplinary action</u>, which may include immediate loss of privileges and suspension from school.

Test Policy

A student will not be required to take more than 2 tests in one day. A student who has 3 or more tests, may postpone taking the additional test(s) for 48 hours of the scheduled time. Students may not postpone a test in the same class twice in a row

In addition, when a student is assigned a paper and has been given fewer than 5 days to complete, the student will be given 1 additional day to submit the paper if it is due the same day as 2 tests and carries the same weight as a test. In this case, the exemption is the paper and must follow the same procedure as having 3 or more tests. Teachers must announce the date of a test at least 3 days in advance of the test.

Procedure will be as follows:

When a student discovers that he/she has more than 2 tests, the student will notify the teachers involved in the **same** email, explaining which test he/she will take and which day he/she would like to make up the test(s) they have opted not to take. The teacher must agree on the date and time of the make-up. Students must make-up the test within 2 school days. Students must notify all teachers 2 days in advance of the scheduled date.

Note: If there is more than one student that needs to make-up the test, all efforts should be made to take the make-up at a mutually agreed upon time by students and teacher.

Video Recording Policy

Surveillance cameras (without audio recordings) are in use at Natick High School and on school buses to promote safety and to encourage reasonable orderliness in school, on school property, at school functions, and on school buses. Any person entering Natick High School, on school property, at a school function, or riding a school bus is subject to being recorded. Law enforcement personnel may view and/or request these recordings.

Visitors

Students may request permission from the school administration to have a student visitor to NHS. Visitors should be high school age students and have an educational reason for the visit. The visitor must not be truant from their own schools and must abide by our rules and regulations. Forty-eight (48) hour notice must be given to the Main Office and approval received from an administrator. Students then must gain permission from each teacher using the Student Visitor Form. All visitors are to report to the Main Office. Students should not plan to bring younger brothers or sisters or pets to school for babysitting. Friends or relatives on break from other area schools should not request a visit.

Work Permits

State and Federal Law requires that any person under the age of eighteen (18) years who is gainfully employed must obtain a work permit. Applications are available in the Main Office and will be processed within 24 hours.

Student Data Privacy Policy

I. OBJECTIVE:

The objective of the Natick Public Schools in the development and implementation of this Data Privacy Policy ("DPP"), is to be transparent with the community about the information we collect, how we use information, how we share information, how we protect information, how to contact us with questions, concerns or to report potential violations, and to comply with our obligations under all federal, state and local laws.

II. PURPOSE:

The purpose of the DPP is to better: (a) understand what is "personally identifiable information" ("PII"), and the laws and requirements that govern its protection; (b) be aware of the types of data we collect, how we use it, and when not to use it; (c) understanding third parties are required to be fully vetted by the school district before given access to any student data; (d) and establish a process for asking questions or reporting any violations of this policy.

For purposes of this DPP, "personally identifiable information" ("PII") for students is defined as any information that is not directly listed as directory information and whereby a "reasonable person in the school community" who does not have personal knowledge of the relevant circumstances could identify the student. It includes direct identifiers (such as a student's or other family member's name, or student id number) and indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name). It includes all information, including 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,

Protecting students' PII is to comply with our obligations under the Federal Educational Rights and Privacy Act ("FERPA") at 20 U.S.C. 1232g and 34 CFR Part 99, Children's Online Privacy Protection Act ("COPPA"), 15 U.S.C. 6501-6502; Protection of Pupil Rights Amendment ("PPRA") 20 U.S.C. 1232h; the Individuals with Disabilities Education Act ("IDEA"), 20 U.S.C. §§ 1400 et. seq. and several Massachusetts student privacy laws, including Massachusetts student record regulations, 603 C.M.R. 23.00, Massachusetts General Law, Chapter 71, Sections 34D to 34H and 603 CMR 28.00.

III.INFORMATION WE COLLECT:

We collect various types of information provided by families of students, including, but not limited to:

Information Required for Student Enrollment

- Biographical Information
- Parent/Legal Guardian Information
- Custodial Agreements
- Previous School Information (if any)
- Demographic Information
- Health & Medical Information
- Family Financial Information if applying for financial assistance

Information Created once a Student is Enrolled in School

- Student ID Number
- Student Email Address

- Assessments, Grades / Transcripts
- Attendance Records
- Discipline Records
- Student Schedules
- Exams, Papers, Assignments, etc.
- Advising Records
- Individual Education Plans ("IEP") & 504s
- Transportation Information
- Bank or Credit Card Information POS or to pay any fees

Other Information that is Collected

Student Web Searches: A content filter is in place on the school network that tracks and blocks a student's attempts to access inappropriate content and websites visited. The content filter overwrites this information every 7 days.

Student Email: All student email, using their school-issued email address, is archived. This information is collected in the event it is needed to investigate a student conduct issue or Student related concern. All investigations follow a protocol of approval or if required by local or federal laws. Archived information is purged annually, over the summer, for students no longer enrolled in the district.

Video Surveillance: This is used in or around a school to ensure a safe environment for our students, faculty & staff and to aid in any investigation or incident reported at a school. Video footage is retained for up to 30 days then overwritten unless preserved for any current investigation or incident.

Tracking of School-Owned Devices: All school-owned devices have location tracking enabled so the device can be found if reported lost or stolen, needs to be audited, or requires a Software update to perform at the level needed. Location is limited to the last known location.

IV. HOW WE USE INFORMATION

We use the information provided by families and the data students create to provide the best possible educational opportunities for all of our students. This may include:

- Providing personalized educational services to help students achieve greater learning outcomes.
- Communicating with you, which may be to respond to inquiries or events happening at school.
- Providing you with information, including communications of interest based on email lists, text lists, or other electronic communications you joined.
- Improving, delivering, maintaining and protecting the learning environment we have created for our students, faculty & staff.
- Ensuring the safety, security, and integrity of all of our schools and the educational services we provide.
- Family financial information may be collected and used to determine the eligibility of local, state or federal financial assistance programs.
- Bank or credit card information may be collected by third-party vendors we partner with to provide school lunches or processing payment of fees.

V. HOW WE SHARE INFORMATION

We share PII with school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement with the school district, and who are working directly with the student in an administrative, teaching, counseling, and/or

diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

We share PII with administrative office staff and clerical personnel, including operators of data processing, who are either employed by the district or are employed under a service contract, and whose duties require them to have access to student records for purposes of processing information for the student record.

We work with third-party vendors to deliver many of our educational programs and services that support our schools. We require all vendors that store, manage or have access to our student information to sign a Data Privacy Agreement ("DPA"). If a vendor will not sign the DPA, the District will seek parent/guardian consent for the information to be shared with a vendor and provide the vendor's privacy policy to the parents/guardians. The goal of this DPA is to ensure all third parties:

- Follow all local and federal laws protecting students' rights for data privacy FERPA, CIPA, COPPA, and PPRA and state law.
- Ensure the school district retains ownership of all student data regardless of where the data resides.
- Provide the school district notification of a data breach, if one should occur, within a specific time frame.
- Not resell or use student information for any other purpose than the service it was intended.
- Provide the school district the right to audit the vendor for compliance.
- Ensure industry best practices are being followed with respect to data privacy and data security.

VI.HOW WE PROTECT INFORMATION

The Natick Public Schools takes data privacy very seriously. Ensuring student data is protected is not a one-time event but part of our ongoing efforts of implementing best practices throughout the district. Data privacy, however, isn't possible without having the proper controls in place to ensure data security, along with raising awareness among all faculty, staff, students, parents, vendors, and members of the community we serve. Below are steps the district has taken to ensure both data privacy and data security so students' private information remains protected:

- The Natick Public Schools transitioned from Acceptance Use Policies to <u>Responsible Use Policies</u> for our students, faculty, and staff. In these policies are specifics guidelines for digital citizenship, data privacy, and data security.
- Natick Public Schools has been working with the <u>Massachusetts Student Privacy Alliance</u> ("MSPA"), <u>The Education Cooperative</u> ("TEC"), and our legal counsel to develop a standardized <u>DPA</u> for all vendors that store any student information with PII. TEC represents a number of school districts across Massachusetts concerned with student data privacy. Utilizing TEC's partnership with other school districts puts us in a stronger position when negotiating contract terms than going it alone and sends vendors a strong message that data privacy is an important issue we need to work on together to solve.

o View a current list of executed vendor DPAs.

• The Natick Public Schools has implemented an internal vetting process, so all new vendors get on-boarded only after a data privacy agreement is agreed to and fully executed. If a vendor will not sign the DPA, the District will seek parent/guardian consent for the information to be shared with a vendor and provide the vendor's privacy policy to the parents/guardians.

- The Natick Public Schools has a "Written Information Security Policy" ("WISP") and has adopted and conducted a self-assessment of the <u>Critical Security Control framework developed by the Center for Internet Security</u>. These are ongoing efforts to ensure the implementation of best practices within all of our schools regarding data security.
- The school district is also implementing <u>COSN's Trusted Learning Environment</u> framework. This framework gets students, teachers, administrators and the entire community involved in our data privacy and data security initiative. The goal is not to earn COSN's seal of approval, but to raise awareness of the ongoing need for data privacy and data security, and to change our behavior so data privacy and data security are a consideration in everything we do.

VII.DATA PRIVACY TEAM

Our Data Privacy Team acts as stewards in all data privacy and protection decisions and consists of the following positions:

- Superintendent
- Assistant Superintendent of Teaching, Learning & Innovation
- Assistant Superintendent of Student Services
- Director of Technology
- Director of Digital Learning
- Director of Finance
- Director of Human Resources
- Director of Communications

Emailing <u>dataprivacy@natickps.org</u> will send a message to the entire Data Privacy Team. Please do so with any questions, concerns, complaints, or to report a data privacy or security issue. Any disputes concerning the processing of the PII will be responded to within three (3) weeks.

All updates regarding data privacy and security are located on our website at http://www.natickps.org/about/data-privacy

Student Responsible Use Policy

Student Responsible Use Guidelines

I understand that the use of technology is a privilege for which I am responsible. When using any NPS Online and Digital Technologies (ODT); I will always be a good digital citizen. I acknowledge that I understand the following:

I am responsible for being prepared for learning.

☐ If issued a school computer, I will arrive at school each day with my computer, a fully charged computer battery, and my charger.
☐ I will report any breakage or technical issues to the Technology Services Department (Technology) when they occur, and I will be provided a loaner if appropriate and available.
☐ While in class, I will free myself of personal distractions and only use technology when instructed by my teacher.
I am responsible for practicing positive Digital Citizenship.
☐ I will practice positive Digital Citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
☐ I will be honest and respectful in all digital communication.
☐ I understand that what I do, and post online must not disrupt school activities or compromise school safety and security.
☐ I will not spam NPS email lists, which includes creating or forwarding chain letters or pyramid schemes of any type.
☐ I will not gamble using the NPS network.
☐ While on school premises, I will not knowingly and willfully use any devices or tools (cell phones, hotspots, VPNs) to bypass the NPS network in order to gain access to the internet.
☐ I will use NPS technology to access only approved educational content whether on school premises or off.☐ If I find internet content with educational value that is blocked, I will follow the process to request access to those sites:
1. Ask a faculty member to submit the unblock request to a Principal/Dean via email.
2. Next, the Principal/Dean must review the site and either approve or deny the request.
3. If the site is approved for unblocking, the Principal/Dean informs Technology <u>via email</u> .
4. Technology will unblock the site and inform the requester via email once it's available.
☐ At the high school, I will only install software from Managed Software Center (MSC) unless otherwise approved. I will follow the process to request an application be added to MSC:

- 1. Submit a request to Technology <u>via email</u>.
- 2. Next, Technology reviews the application request.
- 3. If the application is approved to be added to MSC, Technology will add it and inform the requester via email once it's available.

☐ I will not share personal information about myself or others including, but not limited to, student ID number, names, home addresses, telephone numbers, birthdates, or visuals such as pictures, videos, and drawings.
☐ I will use caution when corresponding with people known only over the internet.
☐ I will be aware of privacy settings on websites that I visit.
☐ I will be aware that it is my responsibility to check the data privacy agreement of any software tool or website that asks me to set up my own personal account before providing any personally identifiable information.
 □ I am aware the school district will take responsibility for verifying the data privacy agreement of any third-party system in which the school district creates my student account. □ I will abide by all laws, this Responsible Use Policy, and all district data privacy and security policies.
I am responsible for my passwords and my actions when using school-issued accounts.
☐ I will not share any school or district usernames and passwords with anyone.
☐ I will not access the account information of others.
☐ I will log out of unattended equipment and accounts in order to maintain privacy and security.
I am responsible for my verbal, written, and artistic expression.
 □ I will use school appropriate language in all electronic communications including but not limited to email, social media posts, audio recordings, video conferencing, and artistic works. □ I am responsible for treating others with respect and dignity, including, but not limited to their work. □ I will not send and/or distribute hateful, discriminatory, illicit, or harassing digital communications or any communication that constitutes a criminal offense. □ I understand that bullying in any form, including cyberbullying, is unacceptable. □ I will ensure that I am properly using and citing copyrighted software and materials. □ I will not download illegally obtained music, software, apps, and other works. □ I understand all NPS trademarks, logos and symbols are for school district use only. Please refer to http://www.natickps.org/contact/communications/district_logos for approval directions.
I am responsible for taking all reasonable care with the NPS network and NPS equipment.
☐ I understand that all school-issued technology is the property of NPS.
☐ I understand that the school district may inspect, audit, and confiscate any NPS device at any point in time. ☐ I understand that vandalism in any form including stickers is prohibited. (If I want to personalize my device I will purchase a cover.)
☐ I will report to a Principal/Dean any known or suspected acts of vandalism.
☐ I will respect my and others' use and access to the NPS network and NPS equipment.
☐ I understand bringing in a personally owned home computer for school use is not allowed.
☐ I will ensure that my actions protect NPS technology.
☐ I understand that I should not tamper with or attempt to bypass any of the controls in place (i.e., reinstall the operating system, modify the software image or disassemble the computer).

I am responsible for keeping personal information private.

I am responsible for the data I create and for protecting it.

☐ I understand the school district provides me with a Google account to save and store all my data and files.
☐ I understand that I will not have access to my school email and data after graduation or after leaving the
district.
Note: Students should think about this before applying to colleges and providing contact info.
Note: To download your data prior to leaving school, students may use Google Takeout .
☐ I understand it is my responsibility to save any data or files that I create. I understand I should not save or store
personal data or files on any device.
☐ I understand that the school district may reimage any computer at any time to maintain the equipment in good
working order.

There will be consequences for irresponsible use.

Misuse of NPS Online Digital Technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students including suspension, expulsion, or criminal prosecution by government authorities. The district will tailor any disciplinary action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech that is understood by school officials to threaten, harass and intimidate a staff member or fellow student, even when such online action originated, and was disseminated, off-campus without the use of school resources.

Students are welcome to take and post pictures online in their uniforms and/or with the school logo, recognizing that those images should display appropriate decorum and not conduct unbecoming of the team/school. Disciplinary action may also be taken if students post pictures online in their uniforms and/or with the school logo, that display conduct unbecoming of the team/school and/or that disrupts the operation of the school.

Disclaimer

NPS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or district accounts.

NPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. Students under the age of 18 should only access NPS network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school. A great resource to help parents manage technology use is Common Sense Media (https://www.commonsensemedia.org).



Attendance Policies and Procedures

The Natick School Committee believes strongly in the importance of regular attendance by all students. The Committee adheres to and is in full compliance with Chapter 76 of the laws of the Commonwealth of Massachusetts, which defines attendance regulations. Except in cases of illness and other unique circumstances, students are expected to be present when school is in session.

Should a parent choose to keep a student out of school for reasons other than illness or unique circumstances, the school and individual teacher(s) will not assume responsibility for either preparing lessons in advance for the student or for providing individual tutoring or extensive individual help for the student when he or she returns. It will be the responsibility of the student and the parent to identify work that may be missed. While teachers will provide the normal range of assistance, it is the student's responsibility to make up that work.

While there are many important reasons that a student misses school, such as illness, death of a loved one or a religious holiday, this policy is designed to otherwise encourage full attendance. It provides both incentives and consequences for students. It is designed to hold students, parents, teachers and administrators accountable for student attendance.

Tardiness

Much happens during the school day at Natick High School that directly contributes to student learning and cannot be made up. Missing class or routinely showing up late adversely impacts student achievement.

Tardiness to class also negatively impacts the learning of others as teachers help late students get caught up. Natick

High School expects that all students will arrive on time for school each day.

- Students who arrive late to school are expected to sign in tardy as they pass the Main Office.
- Students who report to class late without a pass are subject to disciplinary action.
- Students who arrive after 8:15am must have documentation or a parent phone call explaining why they are late to school. If documentation or a phone call from a parent/guardian is missing, it will be assumed that the student skipped the class and detention will be assigned. It is the responsibility of the student to remember to sign in tardy to school if the student arrives at the front door after 7:30 am.

Students with excessive tardiness will be required to participate in a conference with a building administrator and their parent(s)/guardian. Juniors and Seniors will lose privileges for ten weeks if they exceed 8 tardy days in one quarter.

Junior and Senior Privileges

Students should have greater flexibility in their schedule as they progress through Natick High School. Learning how to manage one's time is particularly important as students head off to college where expectations are high but scheduled time is minimal.

Unscheduled time during the school day is a "privilege" that students should earn. Since attendance is an important life skill and central to learning, student privileges are tied, in part, to attendance. The structure of Study Halls provides an opportunity to complete missed work and an incentive to improve attendance.

Juniors and Seniors earn the privilege of having unscheduled "priv" blocks in lieu of all study halls for the full year. Juniors and Seniors (with and without privileges) arrive to school after CDS.

Juniors and Seniors lose privileges for the next term when they receive any one of the following:

- more than 8 tardies to school in a term
- more than 3 absences in a particular class in a term
- one grade below C- for a term

Juniors and Seniors lose privileges immediately for skipping 2 or more classes in a particular class subject, study hall or CDS in one semester and for being suspended for any reason. This includes students who choose the diversion program in lieu of suspension. Students who lose privileges for suspension may petition the vice principal or dean for privileges after ten weeks of school.

The following absences will continue to be considered excused and therefore will not count towards the absence limit:

• illness with a doctor's note religious holiday

bereavement college or career-related visit
 court appearance school-sponsored field trip

Notes from parents, an extended vacation or a field trip that is not sponsored by the school are considered unexcused absences. Students who lose privileges may appeal to administration. Changes to student privileges take effect the second week of each term, except for changes due to suspension which take effect immediately. That gives administration the opportunity to run term grades, inform students and make schedule changes.

This policy applies to students who are tardy to school or absent from class. Students will continue to receive detentions for being tardy to school. Students who are tardy to class do not fall under this policy and therefore will be addressed by the teacher. Parents must give permission for their son or daughter to have privileges.

When a teacher is absent from a class or study hall, students will either have a substitute teacher in the classroom or will be instructed to report to the Dining Hall. Teachers who are out will send students and the substitute an email with an assignment for that block. Students are not permitted to visit another teacher, makeup a test or work on other assignments during that block unless they are in an assigned study hall.

Students should be in the Dining Hall for their study hall unless they have previously signed up for the Fitness Center or Library.

Dismissals

Students are not allowed to leave campus during the school day, with the exception of students with valid dismissal slips or students who have class privilege. Students leaving school without permission are subject to suspension.

Any student wishing to be dismissed prior to the end of the school day must present a request from a parent or guardian to the Main Office the morning of the dismissal. Dismissals may be requested in writing, in person or by telephone. This also applies to students 18 years old or older.

Such things as medical, dental, motor vehicle license or job application appointments should be scheduled during non-school hours. If the dismissal is not approved by the administration, the following consequences will result:

- 1. The student will receive skips in the classes missed.
- 2. The student may be subject to further disciplinary action to be determined by the vice principal.
- 3. The truancy will be recorded, and information will be given to the School Resource Officer.

Truancy and Attendance

Information for Parents and Guardians

One of the keys to academic achievement is good attendance. Consistent participation in school and school-based activities is important for making a successful transition from youth to adulthood. Tardiness and truancy are the first indicators that a student may be experiencing stress or other difficulties in his or her life. Massachusetts laws pertaining to attendance are designed to protect children and ensure that they are safe and productive.

The following is a summary of some of the Massachusetts General Laws pertaining to attendance:

School Attendance

Chapter 76, section 1 of the Massachusetts General Law states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar.

Notification and Contact Information

Chapter 76, section 1A of the Massachusetts General Laws states that parents/guardians must be provided each year with the instructions for calling a designated phone number at a designated time to inform the school of the absence of a student and the reason for the absence. In addition, parents/guardians must provide the school with a home, or work, or other emergency telephone number so that they may be contacted during the school day so the school may call and inquire about said absence.

Supervisor of Attendance

Chapter 76, section 19 of the Massachusetts General Laws states that each school committee must employ a supervisor of attendance. A supervisor of attendance has the power to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district fails to attend school.

CRA (Child Requiring Assistance) Application

Under Chapter 119 of the Acts of 2012, Governor Patrick signed an amendment into law that changes Children in Need of Services ("CHINS") to Families and Children Engaged in Services ("FACES"). This modification impacts schools with regard to the filing of FACES applications. A "CRA" (Child Requiring Assistance) application may be filed in court by a school district if a school-aged child who is "habitually truant," that is, who willfully fails to attend school for more than eight school days in a quarter, or who repeatedly fails to obey the lawful and reasonable regulations of his or her school. The Court's authority pursuant to a CRA petition includes the power to place the child in the custody of the state agency known as the Department of Children and Families.

51A

A 51A is a report of suspected child abuse or neglect that is filed with the Department of Social Services. Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis.

Parental Responsibility

Parents or guardians are legally responsible for ensuring that a child under their control attends school daily. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven day sessions or fourteen half day sessions within any six month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent/guardian.

Inducing Absences

It is a crime to induce or attempt to induce a minor to miss school, or unlawfully to employ or to harbor a minor who should be in school.



Discipline Rules and Policies

Each member of the school community should accept the responsibility of conducting his/her personal affairs so that the rights and physical being of all are respected, and so that school facilities are safeguarded.

The interpretations of these rules and the resultant consequences may vary from incident to incident; however, what follows in the handbook code is a general set of responses to various situations.

NOTE: EMERGENCIES AND/OR UNFORESEEN CIRCUMSTANCES MAY WARRANT DISCIPLINARY ACTION NOT SPECIFICALLY COVERED IN WRITTEN RULES AND POLICY.

Appeal Process: Students and parents may appeal discipline and other decisions of the high school principal to the superintendent of schools within ten days of the principal's decision.

School Grounds

The school grounds are defined as the area bounded by the chain link fence at the top of Campus Drive to Maple Ave.; down Maple Ave. to the maintenance garage to Campus Drive; along the chain link fence to West St. to the Student Parking lot at Memorial Field, (Memorial Field, Mahan Field, the soccer field, and adjacent practice fields are considered school grounds); Westerly along the fence adjacent to the pond and along the edge of Dug Pond at the rear of the school to Campus Drive.

Behavior s	School Responses	
1.Being in an unauthorized area Note: Any student who is not in an assigned study or class may be determined to be in an unauthorized area.	1.Office detention; 2. Detention to 5:00pm or suspension for the second or subsequent offenses.	
Bullying, when it has been determined that a high school student has been found to be exhibiting bullying behavior or bullying another student, the following consequences will apply: *See Bullying Policy	1.Cease and desist order; Detention or suspension; Parental notification 2.Three-day suspension; Police involvement; Parent meeting 3. Five-day suspension; Police involvement; No re-entry until parent/student	
	meeting 1. Written notification via PowerSchool and/or phone	
3. Bus misbehavior	call to parent/guardian, possible office detention, loss of bus	
*See Bus Conduct Policy	privileges, or suspension. 2. Suspension and loss of bus privileges for two weeks. 3. Loss of bus privileges for the school year.	
Cafeteria misbehavior	Office detention, possible suspension, parent notification.	

	1. Detention to 4:10 pm; parent notification
	2. Detention to 5:00 pm; parent
	notification; home consequence suggested.
5. Cell phone, electronic device violations	One-day out-of-school suspension;
•	possible loss of student activities; parent
	conference with vice principal with further home
	consequence discussed; possible court
	involvement.

6a. Academic integrity violation – Assessment	 Parent notification; retake for 60% credit; detention until 4:10 pm. Parent notification; retake for 60% credit; detention until 5:00 pm; multiple detentions or suspension depending on the frequency and/or severity of the infraction. 	
6b. Academic integrity violation – Homework/classwork	 3. Parent notification; zero on the assignment; detention until 4:10 pm. 4. Parent notification; zero on the assignment; detention until 5:00 pm; multiple detentions or suspension depending on the frequency and/or severity of the infraction. 	
7. Dishonesty or lying	1. Detention or suspension	
Disruptive behavior in school or at any school event	Detention, suspension depending on the circumstances and/or denied access to further ever for the school year	
9. Failure to pay school debt when due	1. Exclusion from school activities until debt is paid	
10. Failure to report to Main Office when directed	Detention One-day suspension	
11. Fighting/assault/threats (which may include intimidation)	One to three days of suspension from scho and possible expulsion depending on the case Up to five- to ten-day suspension and possible expulsion	
12. Gambling	Detention, depending on case Detention to 5:00 pm or suspension, possible police involvement	
13. Insubordination or insolence (i.e. failure to follow a reasonable faculty directive, or boldly disrespectful in speech or behavior)		
14. Leaving school without permission	Loss of credits on class work missed; detention to 5:00 pm or suspension; Loss or credits on class work missed and suspension; Suspension and possible court involvement	
15. Parking violation in an assigned student, faculty, visitor space or any other unauthorized space/area	Up to and including suspension and immediate loss of privileges.	
16. Possessing or using fireworks or explosives of any type or starting or preparing to start a fire	Ten (10) days out-of-school suspension and possible expulsion. In addition, whoever shall sell or keep for sale or offer for sale fireworks shall be punished by a fine of not less than \$100 or more than \$1,000. Report will be filed with the Natick Police Dept.	

17. Possession at school or at any school event, be it home or away, of any tobacco-related material including, but not limited to cigarettes, lighters, matches, pipes, cigarette holders, and as well as e-cigarettes, juuls, juul pods, juul chargers and any other vapor-producing device or product.	Up to and including suspension. MIAA will be notified.
18. Smoking while at school or during any school event, be it home or away, of any tobacco product or vaping any type of vapor-producing product.	Up to and including suspension. MIAA will be notified.
19. Setting off a false alarm or participating in a bomb hoax.	Ten (10) days out-of-school suspension and possible expulsion. Students who cause a false alarm shall also be subject to a fine of not more than \$100 or by imprisonment for not more than six months. Report will be filed with the Natick Police Dept.
20. Skipping class or study hall	 Zeros assigned to each missed class and a 2-hour or 3-hour detention or possible suspension. Zeros assigned to each missed class, assignment of detention to 5:00 pm, loss of student privileges and/or possible suspension.

21. Skipping office or teacher detention	1.Detention to 5:00 pm 2.Suspension
Swearing, foul language, or threats a. directed at another student b. directed around or toward faculty	1.Detention to 5:00 pm or suspension, depending on the case 2.Suspension or possible expulsion, depending on the case
23. Tardiness to class	1.Teacher detention 2.Teacher detention, call home to parent 3.Office detentions, suspension
24. Unexcused tardiness to school	1.4th tardy, detention until 4:10 pm 2.6th tardy, detention until 5:00 pm 3. 8th tardy, detention until 5:00 pm, parent meeting, and loss of student privileges Students with excessive tardiness may be excluded from class activities. Students with excessive tardiness will be required to participate in a conference with a building administrator and their parent(s). After ten (10) tardies to school, students may be subject to court involvement.
25. Theft/vandalism	Restitution to school or individual; possible detention to 5:00 pm, suspension, or expulsion depending on the case; possible police involvement
26. Truancy	Zeros assigned for each missed class and two (2) detentions to 5:00 pm. Up to possible suspension for additional truancies.
27. Unauthorized leaving school in automobile	Detention to 5:00 pm Driver and/or student owner loss of parking privilege for 60 days; detention to 5:00 pm and/or suspension Suspension

28. Laptop Violations: I. Carrying laptop without protective case	1. Detention to 4:10 pm 2. Detention to 5:00 pm 3. One-day suspension/restriction/removal of computer privilege	
II. Defacing/Decorating/Vandalizing laptop	1. Detention to 4:10 pm 2. Detention to 5:00 pm 3. One-day suspension/restriction/removal of computer privilege	
III. Eating/drinking next to laptop	1. Warning issued 2. Detention to 4:10 pm 3. Detention to 5:00 pm 4. One-day suspension/restriction/removal of computer privilege	
IV. Failure to return school-issued laptop to Technology Department	1.Detention to 5:00 pm 2.One-day suspension 3.Loss of social privilege	
V. Violation of Acceptable Use Policy including but not limited to: recording sound, picture, video on school grounds without permission/facilitation by faculty; violation of copyright laws; use of and/or viewing obscene, profane, inflammatory, threatening language or images, causing damage or disruption; engaging in personal attacks, use of false defamatory information; use of unauthorized software; sharing/accessing passwords, access codes, etc.; use of someone else's name, account, etc.	Possible detention to 5:00 pm, one three-day suspension, parental notification, possible police involvement Two five-day suspension, parental notification, possible police involvement, loss of computer privilege for two weeks. Five-day suspension, parental notification, possible police involvement, loss of computer privilege for one month.	

Notes:

- 1. The administration reserves the right to make some discretionary decisions on student discipline based on the unique circumstances in certain situations.
- 2. In other unique cases, the administration reserves the right to set aside the listed consequences for specific student behaviors and establish a special contract(s) for individuals where the usual rules are not working.
- 3. The administration will not hesitate to contact local law enforcement authorities or implement court involvement when necessary.
- 4. Continued or serious misconduct may result in the loss of social privilege. This will result in the denial of entrance into school-sponsored events, including, but not limited to athletic events, on-stage performances, senior week activities and the graduation ceremony.

Discipline for Special Needs Students

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws, known as Chapter 766, requires additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Educational Plan (IEP). The following additional requirements apply to discipline of special needs students:

- 1. The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's physical disability requires modification. Any modification will be described in the IEP.
- 2. The principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.
- 3. When it is known that the suspension(s) of a special education student will accumulate to ten days in a school year, a review of the IEP as provided in Section 333 of the Chapter 766 Regulations would be held to determine the appropriateness of the student's placement or program. The team will then:
 - a. Design a modified program for the student, or
 - b. Write an amendment to provide for the delivery of Special Education services during the suspension and any needed modification of the IEP relative to discipline code expectations.

In addition, the Department of Education will be notified as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

Search and Seizure Policy

The School Committee Search and Seizure Policy addresses locker and desk searches and the search of a student's personal belongings or vehicle on school property. Administration reserves the right to inspect all students' belongings for reasonable suspicion of contraband while on school property. To deter the bringing of illegal drugs onto campus, the administration reserves the right to conduct random canine searches in the building, including, but not limited to lockers and student backpacks.

Student property may be screened in conjunction with law enforcement by animals trained to locate and/or detect weapons and prohibited drugs. The district may request a search of a school as needed and even if the district has no individualized reasonable suspicion.

An authorized trainer will be responsible for training and documenting the dog's actions and must accompany the canine used in any random search. While a random search is being performed, all students and personnel must remain in their classrooms, work locations, or other areas designated by the school administration in coordination with the Natick Police Department. Students and personnel may be asked to leave backpacks, handbags, athletic bags/gear, and similar items behind while the search is occurring.

The district permits canines to sniff student lockers, automobiles, desks, backpacks, and similar items when they are not in the possession of students. Once a contraband detection canine has completed sniffing an area, the dog handler and contraband detection canine will retire from the area.

The district will only search a student's property if a contraband detection canine has twice alerted on the same property. The district, not the Police Department, will conduct any searches of property that the contraband detection canine has identified. A contraband detection canine will not be used to initiate the physical search of any person.

Upon the completion of a search that leads to the detection of contraband, if a student and/or parent refuses to cooperate, then the district may notify law enforcement and/or discipline the student.

Search of Students' Lockers and Desks

- 1. It is prohibited to store any illegal items/substances or items/substances in violation of any school rule in a locker or desk.
- 2. Items/substances prohibited from being in lockers or desks include: guns/knives/weapons (real or fake), illegal drugs, fireworks/explosives, fire/smoke/odor producing products, and any other evidence in violation of a school rule or law.
- 3. School lockers and desks are the sole property of the Natick Public Schools and access is granted to the students to store school and personal belongings. At no time should this access be considered the granting of an expectation of privacy in these spaces. In the case of lockers, the school maintains a list of combinations and/or possesses a master key to gain access.
- 4. Students should be aware that, at the discretion of a school administrator, a student's locker or desk may be searched at any time for any reason and prohibited items/substances will be seized.

Search of Students and their Belongings

1. Search of a student or of a student's belongings or of a student's automobile parked on school property will only be performed, and seizure of a student's belongings will only take place, if there

exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school.

2. Searches may be conducted by school administrators (or, in their absence, their designees) or activity supervisors (in the case of school events).

Security Procedures for Evening Events at Natick High School

- 1. A police officer may be hired to supervise at Natick High School evening events.
- 2. School officials have the authority to search large handbags, book bags, and backpacks prior to entering any event.
- 3. Once in attendance, students and others will not be allowed to leave and return.

Student Conduct

Students are expected to exhibit their best behavior. Respect for others and for public property is an important part of student responsibility. The teacher will handle disruptive behavior, which involves a particular class or study. Failure to bring class materials, to make up assigned work missed during absences, to follow classroom rules or policies are examples of violations which may be treated through parental notification, detention or other means. If the student does not satisfy his/her obligation, he/she will be referred to the department head.

Memorandum of Understanding

It is essential that the positive learning environment in our schools should not be undermined by drug and alcohol abuse. We must make it clear that the use, possession, and sale of drugs/alcohol will not be tolerated in our schools. The success of this initiative depends, in part, on creating a link between the educational community and the local law enforcement agencies.

To this end the Natick Public Schools and the Natick Police Department have coordinated their efforts to prevent drug/alcohol abuse and to respond effectively, therein, to incidents in school, on school premises or at school sponsored events. The parties below have adopted a written memorandum of understanding, available on the Natick High School website, clarifying the notification process and procedures necessary when a student is discovered using, possessing and/or distributing drugs or alcohol on school premises.

Dr. Anna Nolin
Superintendent of School
(Signature on file)

James G. Hicks
Chief of Natick Police Department
(Signature on file)

Recommended School Procedures and Responses to Chemical Use by Students

The following delineates student behavior incidents, the in-school response(s), the student intervention and discipline process, and the police department action(s):

Behavior	In-School Response	Intervention & Discipline	Interaction with Police
Student voluntarily confides a drug or alcohol problem to a member of the staff.	Referral to a mental health professional in the school. Evaluation completed to determine appropriate next step(s).	Conference with student, parents, and school counselor. Follow-up resources identified for student / family to receive counseling – to be determined by inschool mental health professional.	Limited interaction / notification. Statistical information where applicable.
Student found to be in possession of drugs, alcohol, and/or drug paraphernalia.	The building administrator notified. Will escort the student(s) to the nurse. Nurse conducts a physical assessment. Parents notified by	Conference with student, parents, building administrator, Diversion Program through Natick Service Council, and school counselor.	Building administrator formally notifies police. Contraband confiscated. Diversion Program through Natick Service Council
	the building administrator. Student is sent home under parental supervision. Police action may dictate otherwise.	educational program referral or resources identified for student/family to receive counseling – to be determined by in-school mental health professional.	Possible arrest and court action.

Diversion Program through Natick Service Council. CRA or care and custodial actions if parents/student fail to cooperate. Contraband turned over to police.		
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Student found or admits to being under the influence of drugs or alcohol. No contraband found.	The building administrator is notified and will escort student(s) to the nurse. Referral to the nurse for physical assessment. Parents notified by the	2nd Offense: 5-10 days suspension – expulsion hearing with principal. 10-week loss of Privs. Conferen ce student, parents and building administrator. Diversion Program through Natick Service Council. Student will be disciplined	Building administrator notifies police in cases where it is believed that further investigation is warranted. Building administrator
	administrator. Based upon medical evaluation, student will be sent home under parental supervision. Diversio n Program through Natick Service Council. CRA or care/custodial	policy: 1st Offense: 3-5 days suspension, expulsion hearing with principal, OR Diversion Program through Natick Service Council, NPS and NPD. Suspension issued if Diversion Program is not completed. 10-week loss of	second offense.

	actions if parents/student fail to cooperate.	Privs. 2nd Offense: 5-10 days suspension. Expulsion hearing with principal 10-week loss of Privs.	
a)Student found or admits to selling or distributing alcohol or drugs, or in possession of a quantity indicating possible intent to sell or distribute. b) Student intending to purchase alcohol/drugs via a 3rd party.	Referral to the nurse for physical assessment, if warranted. Parents notified by building administrator. Student is sent home under parental supervision; police action may dictate otherwise. CRA or care and custodial actions if parents/student fails to cooperate; police and court action may dictate otherwise. Contraband turned over to police.	Resources identified for student/family to receive counseling where applicable. Student will be disciplined according to school policy: 1st Offense: 10-day suspension and expulsion hearing with the principal. 10-week loss of Privs. 2nd Offense: Suspension from school of up to 30 days. Expulsion hearing with the principal. 10-week loss of Privs.	Building administrator formally notifies police. Contraband confiscated. Possible arrest and court action.

Student suspected of being under the influence of drugs or
alcohol. No contraband
found.

- Administrator notified and will escort student to nurse for physical assessment.
- Based on physical assessment, student will be sent home under the supervision of a parent.
- · Diversio

- Conference involving student, parents, building administrator and school counselor.
- be subject to discipline in accordance with school policy with a reduced suspension for participation in

Building administrator notifies police in cases where further police investigation may be warranted.

	n Program	Diversion Program	
	through	Diversion Program through Natick	
	Natick Service	Service Council.	
	Council	OCIVIOC Odditoli.	
	Courien		
		1st Offense: Must	
		leave school	
		accompanied by	
		parent/ guardian.	
		Referral to Diversion	
		Program through	
		Natick Service	
		Council, NPS and	
		NPD. Suspension	
		issued if Diversion	
		Program is not	
		completed.	
		10-week loss of	
		Privs.	
		2nd Offense: 3-day	
		suspension – may	
		be reduced if drug	
		testing by	
		pediatrician is	
		negative. AOD	
		referral made to	
		outside agency for	
		additional support.	
		10-week loss of	
		Privs.	
Student suspected	Administrator	· Conference	Building
of being	notified and will	involving student,	administrator notifies
under the	escort student to	parents, building	police in cases
influence of	nurse for physical	administrator and	where further police
drugs or	assessment.	school counselor.	investigation may be
alcohol. No	· Based on	Student will	warranted.
contraband	physical	be subject to	
found.	assessment, student will be sent home	discipline in accordance with	
	under the	school policy with a	
	supervision of a	reduced	
	parent.	suspension for	
	· Diversion	participation in	
		Diversion Program	
	Program	through Natick	
	through Natick Service Council	Service Council.	
1	OCIVICE COUITOII	Solvido Coditoli.	

1	1
	1st Offense: Must leave school accompanied by parent/ guardian. Referral to Diversion Program through Natick Service
	Council, NPS and NPD. Suspension issued if Diversion Program is not completed. 10-week loss of Privs.
	2nd Offense: 3-day suspension – may be reduced if drug testing by pediatrician is negative. AOD referral made to outside agency for additional support. 10-week loss of Privs.

Students can opt to reduce the length of suspension by participating in a Drug and Alcohol Education Program. Participation is after school with exception of seniors who can participate during a priv. If the program is not completed per instructions in the informational brochure, suspension will be reinstated.

Due Process

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion within which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

NOTE: EMERGENCIES AND/OR UNFORESEEN CIRCUMSTANCES MAY WARRANT DISCIPLINARY ACTION NOT SPECIFICALLY COVERED IN WRITTEN RULES AND POLICY.

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 17 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 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 17 and 18; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and Sections 17 and 18 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 17 and 18 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 17 and 18, 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 17 and 18.

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 17 and 18. 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 17 and 18 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 that fails to make such report.

PLEASE NOTE:

"The laws, School Committee policies and school rules stated in the handbook are intended to ensure the safe, orderly, and educationally sound operation of Natick High School. In addition to these written provisions, there may be times where, to further ensure the safe, orderly, and educationally-sound operation of the school, the school administration may enforce a standard of conduct upon students that furthers this end. Furthermore, the school administration has the right to enforce any law, ordinance or School Committee policy not written in this handbook. If a new law is passed, it supersedes current rules."

Natick Public Schools Bullying Policy

I. Leadership

The Natick Public Schools has and will continue to employ multiple layers of involvement in the development of our plan as required by M.G.L. c. 71, § 37O. Under the direction of the superintendent, Natick's plan was developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. In addition, at all of our schools, Bullying Prevention and Intervention is an objective in the Schools and thus, is discussed and reviewed by all School Councils.

Goals

The Natick Public School Department is committed to providing our students equal educational opportunities, and a safe learning environment free from bullying. This will be possible when all members of the Natick school community treat each other with respect, appreciating the rich diversity in our schools. This plan is an integral part of the Natick Public Schools' comprehensive effort to promote optimal learning and eliminate all forms of violent, harmful and disruptive behavior. All students require this support to achieve their personal and academic potential.

The Natick Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities including on school buses. All reports of bullying will be promptly investigated by Natick Public Schools' administrators.

A **perpetrator**, **or aggressor**, is defined as a student or a member of a school staff including but not limited to an educator, administrator, school nurses, cafeteria workers, custodians, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation.

A target is a person who is the subject of the bullying or retaliation by the perpetrator, or aggressor.

Bullying is defined as the repeated use by one or more students or by a member of a school staff including by not limited to an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to themselves or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

It is equally important for all members of the school community to understand that conflict is not automatically synonymous with bullying. Arguing, bantering back-and-forth, ignoring, roughhousing and fighting, while potentially serious forms of conflict, are not necessarily instances of bullying. Bullying is characterized by intention, repetition and power imbalance. Not every conflict meets these criteria.

"Cyber-bullying" is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, cell phone text messaging, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

The Natick Public Schools response to bullying actions will include, when appropriate, referral to a law enforcement agency. The Natick Public Schools will support this plan in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement. Lastly, retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

II. Rationale

The Natick Public Schools prohibits all forms of harassment, discrimination and hate crimes based on: race, color, creed, religion, ancestry, national origin, ethnicity, sex, sexual orientation, gender identity, pregnancy related conditions, socio-economic status, homelessness, age, academic status, mental, physical development or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. The Natick Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, creed, religion, ancestry, national origin, ethnicity, sex, sexual orientation, gender identity, pregnancy or pregnancy related conditions, socio-economic status homelessness, age, academic status, mental, physical development or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. Further, the Natick Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

III. Application

This plan applies to all sites and activities under the supervision and control of the Natick Public Schools, or where it has jurisdiction under the law. The plan applies to all students, school committee members, school employees, independent contractors, town employees, school volunteers, visitors, parents and legal guardians of students, whose conduct occurs on school premises or in school-related activities, including school-related transportation. Nothing in this plan is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct. 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.

IV. Disciplinary and Corrective Action

Violation of this policy is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its recurrence. The District is committed to protecting a complainant, and other similarly-situated individuals, from bullying in the future. Procedural manuals containing responsibilities of

staff and students, reporting procedures, complaint process, resolution, and protection against retaliation shall be in place at each level. This policy shall be printed/listed in each school handbook/web page.

- It is a violation of this plan for any administrator, teacher or other employee, or 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.
- This plan 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 link to school, or is disruptive to an employee's or student's work or participation in school-related activities.
- Reports of cyber-bullying by electronic or other means, occurring in or out of school will be reviewed, and when a link to work or school exists, 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.
- 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, bullying, or cyberbullying. As a means of support counseling services will be available upon request or referral for targets, aggressors and appropriate family members of the involved students.
- Strategies for protecting the target: Each school will employ clear procedures for restoring a sense of safety for a target and assessing that target's need for protection including but not limited to strong disciplinary procedures, parental contact and availability of administration/counselors for support.
- Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Student Disciplinary Actions	Remediation Actions	Target Safety
. Admonishment, warning Parental Contact/Letter Student Apology/Think About it Form Temporary removal from the classroom Loss of privileges Classroom or administrative detention In-school suspension during the school week or the weekend for students Out-of-school suspension Emergency Removal Student Re-entry Plan Legal action Expulsion or termination	· Meetings between parents · Counseling · Education including strategies to repeating behavior · Revision of IEP, if applicable; · Individual Behavior Plan (for repeat offenders) · Restorative Practices · Response to Intervention/Goal Attainment Plans	Guidelines for avoiding further unnecessary contact with the target Clarification about who will be notified Notify staff about incident and danger of further contact Strategies to avoid further bullying Identifying trusted adults and "safe areas" Education about rights to be free of retaliation and reasonable expectations about social consequences for being part of a bullying investigatio

· Consequences for repeat offenses	· Periodic check-ins · Whole community meeting · Identification and empowerment of	gs
	bystanders . Education about technolog	gу
	. Identification and empowerment of bystander	rs

V. Reporting

Students, who believe that they are the target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying. To assist in this matter the Natick Public Schools has created an online bullying reporting form. The form is available for students, parents and community members. Internally, the Natick Public Schools has created reporting and documentation forms for staff members and administrators. Annual training on the use of these forms will be provided.

Upon investigation and determination that bullying or retaliation has occurred, the principal shall promptly notify the parents of the target and the aggressor of the determination, and the school district or school's procedures for responding to the bullying or retaliation.

The principal shall inform the target's parent of actions that school officials will take to prevent further acts of bullying or retaliation.

Each school shall document any incident of bullying that is reported per this policy and the Principal or designee shall maintain a file. A report shall be provided to the superintendent upon request.

Confidentiality:

The regulations also speak to confidentially at 603 CMR 49.07, which states:

- 1. A principal may not disclose information from a student record of a target or aggressor to a parent or guardian unless the information is about the parent's or guardian's child.
- 2. A principal may disclose a determination of bullying or retaliation to a local law enforcement agency under 603CMR 49.06 without the consent of a student or his or her parent. The principal shall communicate with law enforcement officials in a manner that protects the privacy of targets, student witnesses, and aggressors to the extent practicable under the circumstances.
- 3. A principal may disclose student record information about a target or aggressor to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals as provided in 603 CMR 23.07(4)(e) and 34 CFR 99.31(a) (10) and 99.36. 603 CMR 49.07(3) is limited to instances in which the principal has determined there is an immediate and significant threat to the health or safety of the student or other individuals. It is limited to the period of emergency and does not allow for blanket disclosure of student record information. The principal must document the disclosures and the reasons that the principal determined that a health or safety emergency exists.

VI. Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. This includes retaliation done anonymously.

Parents or guardians of bullying victims will be informed of the Department of Education's problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system.

VII. Training and Professional Development

Annual training will be provided for school employees and volunteers and any other staff who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Important information will be provided on the complex interaction and power differential that can take place among an aggressor, a target and witnesses to bullying. Staff members will be trained on students who are at risk for bullying. Specific information will be centered on research documenting those students who could be targeted as potential victims. Staff members will be provided the latest information on cyberbullying and Internet safety issues as they relate to cyberbullying. Training will include staff duties, 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. Our goal is to build the skills of staff members to prevent, identify, and respond to bullying.

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

Grades 9-12	Seminars on Bullying Prevention and Intervention	Each grade will participate in a seminar either first or second semester.
		Students will understand the significance of empathy in bullying prevention, as they learn how to appreciate and value diversity within the student population.
		Students will participate in a variety of grade appropriate discussions and activities, designed to increase their understanding and raise awareness.
		Anti-Bullying legislation may be discussed, as students are encouraged to contribute their unique voice to prevention initiatives.

In addition at the high school, students who elect or are selected to be part of a student leadership team will receive intensive training around bystander intervention into bullying situations. It has been our experience that the most powerful solution to help prevent bullying is to empower peer leaders to use their influential voice to interrupt the cycle of bullying.

VIII. Publication and Notice

Annual written notice of the relevant sections of the Bullying Prevention and Intervention Plan will be provided to students and their parents or guardians, in age-appropriate terms. All school handbooks will include relevant sections of the Bullying Prevention and Intervention Plan.

Annual written notice of the Bullying Prevention and Intervention Plan will be provided to all school staff. The faculty and staff at each school will be trained annually on the Bullying Prevention and Intervention Plan applicable to the school. Relevant sections of the Bullying Prevention and Intervention Plan relating to the duties of faculty shall be included in the school employee handbook. The Bullying Prevention and Intervention Plan as well as reporting forms will be available for all community members as a link from our district web page.

IX. Requirements for Students with Disabilities

For students identified with a disability the IEP Team must consider and specifically address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing.

Whenever the IEP Team evaluation indicates that a student's disability affects social skills development, or when the student's disability makes him or her vulnerable to bullying, harassment, or teasing, the IEP must address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing. These provisions apply to IEP's. Small group social and pragmatic language groups are currently provided for students with disabilities alongside non-disabled peers. Co-Taught social skills groups are also offered with speech and language pathologists, social workers, and school psychologists.

X. Collaboration with Families

PARENT EDUCATION AND RESOURCES

The Natick Public Schools will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district. The programs will be offered in collaboration with PTOs, School Councils, SEPAC, Natick's Anti-Bullying Coalition, or similar organizations.

NOTIFICATION REQUIREMENTS

Each year the Natick Public Schools will inform parents of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyber-bullying and online safety. The Natick Public Schools will send parents written notice each year about the student-related sections of the Bullying Prevention and Intervention Plan and the district's Internet Safety Policy. All notices and information made available to parents or guardians will be in electronic formats and will be available in hard copy when requested. The Bullying Intervention and Prevention Plan will be posted to the NPS website.

XI Reminders to All Staff

Do not ignore bullying: Bullies count on adults to ignore bullying behaviors, and this allows them to continue bullying activities. (Steiner, A. 2002)

Intervene immediately; bullying is common, but not benign. Bullies are much more likely to grow up to have criminal or violent behaviors. Targets of bullies suffer disproportionately from mental health problems.

Separate alleged bully & target: Do not use mediation or attempt to force them confront one another.

Bullying is different from conflict. Conflict is an equal-power quarrel or problem between two students. Bullying is abuse; it occurs when there is a power differential between the Aggressor and the Target for purposes of making the Target afraid and hurt.

Stay neutral and calm. The tone you take with students during the investigations will affect your ability to defuse the bullying.

Don't make promises or deals until your investigation is complete.

Reassure reporters and targets that they have done the right thing by reporting. Make sure they know they will be protected from retaliation.

Empower aggressors to change. Remind aggressors that they have power to stop the bullying. Teach them strategies to stop (e.g. "for now, stay off of Facebook").

Maintain confidentiality but ACT: It is important to protect reporters from retaliation, but information on bullying MUST be acted upon. There is no "off-the-record" conversations.

Be objective in your note-taking; your emails and the notes you take in meetings about students become part of their official record.

Be timely! The faster you talk to all students involved, the less likely the students will feel social pressure to change their stories.

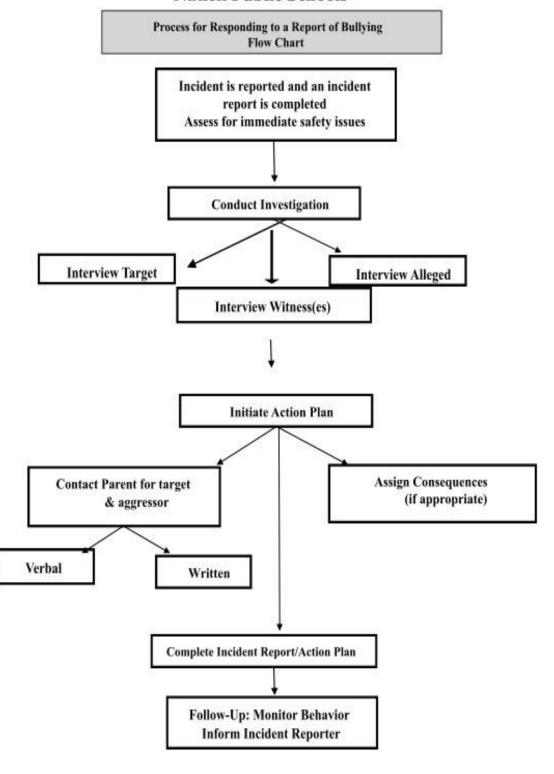
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NATICK PUBLIC SCHOOLS BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

1.	Name of Reporter/Person Fi (Note: Reports may be made and basis of an anonymous report.)	ling the Repor onymously, but n	rt: This line may o disciplinary action	<i>be left blank</i> n will be take	t if an anonymous in against an alleged	report is being aggressor solel	made y on the
2.	Check whether you are the:	Target	of the behavior		Reporter (not	t the target)	
3.	Check whether you are a:	Student	Staff mer	mber (spec	ify role)		
		Parent	☐ Adminis	trator	Other (specif	y)	-31
	Your contact information/te	lephone numb	er:				
4.	If student, state your school	:				Grade:	
5.	If staff member, state your s	chool or work	site:				
6.	Information about the Incide	ent:					
	Name of Target (of beha	vior):			-		
	Name of Aggressor (Per			HOWALS			
	Date(s) of Incident(s): _						
	Time When Incident(s)						
	Location of Incident(s)	E	95-75				
	Name: Name: Describe the details of the industry specific world said, including specific world said.	cident (includ	ing names of pe	• Stude	ent • Staff • Other_	d, and what	2000 V A VARANT PRINT
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9.	Signature of Person Filing th (Note: Reports may be file					Date:	
10	: Form Given to:	83	- Ha	Position:		Date	:
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		Position(s):
2. Interviews:		erwone model front in the control of
□ Interviewed aggressor	Name:	Date:
□ Interviewed target	Name:	
□ Interviewed witnesses	Name:	
	Name:	120000
3. Any prior documented incident	ts by the aggressor?	
If yes, have incident	ts involved target or target group previously?	□ Yes □ No
Any previous incide	ents with findings of BULLYING, RETALIATION	□ Yes □ No
(Diago	and the second stack to this design	
	se use additional paper and attach to this documen	nt as needed)
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Natick Public Schools



Drug Free School Zones (Chapter 227 of the Acts of 1989)

Any person who violates the provisions of section 32, 32A, 32B, 32C, 32D, 32E, 32F, or 32I while in or on, or within one thousand 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 provisions 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. In accordance with the provisions of section 8A of Chapter two hundred and seventy-nine such sentence shall begin from and after the expiration of the sentence for violation of section 32, 32A, 32B, 32C, 32D, 32E, 32F or 32I. Lack of knowledge of school boundaries shall not be a defense to any person who violates the provisions of the section.

THE FOLLOWING OFFENSES ARE DEEMED EXTREMELY DANGEROUS TO THE SAFETY AND WELL BEING OF STUDENTS AND STAFF AT NATICK HIGHSCHOOL. THESE OFFENSES CARRY A POSSIBLE PENALTY OF EXPULSION FROM NATICK HIGH SCHOOL:

Section taken from Massachusetts General Laws, Chapter 71, Section 37H:

- 1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- 2. Any student who assaults a principal, assistant principal, teacher, teacher assistant, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- 3. Any student who is charged with a violation of either paragraph 1 or 2 shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, the principal may, at his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph 1 or 2. The principal shall be notified 48 hours in advance if a student is being represented.
- 4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- 5. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

- 6. Weapons/Dangerous Objects/Knives: It is the responsibility of the school administration to protect every student and staff member from any possible injury. The bringing of any type of knife, razor, or other dangerous weapon to school greatly increases the risk of accidental injury to both the student carrying the object and to others. Please note: A toy gun or a toy weapon will be considered a weapon. Therefore, weapons and/or dangerous objects of any kind are not allowed (other than for pre-approved school projects), in the building or anywhere else on school property for any reason. Students found in possession of any weapons or dangerous objects shall be subject to the following:
 - a. Confiscation of the object
 - b. Immediate parent notification
- c. The principal reserves the right to impose a more severe disciplinary action, depending on the particular situation, up to the maximum of an expulsion from school. Legal authorities will be notified when appropriate.

First Offense: Confiscation of weapon, meeting with parents and/or guardians, automatic five-day suspension with the possibility of expulsion and police referral.

Second Offense: Referral to the Superintendent of Schools for expulsion and police referral.

Chapter 71, Section 37H1/2: Felony Complaint or Conviction of a Student: Suspension; Expulsion; Right to Appeal Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six.

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by such principal or headmaster if said principal or headmaster 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 the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension.

The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the suspension.

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster 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 such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing the student shall have the right to present oral and written testimony on his behalf and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the town school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education services plan, under **section 21 of Chapter 76.**

Section taken from Massachusetts General Laws, Chapter 71, Section 37H 3/4:

- 1. This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.
- 2. Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.
- 3. Any principal, headmaster, superintendent or person acting as a decision- maker at a student meeting or hearing, when deciding the consequences for the student, shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. Alternative remedies may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. The principal, headmaster, superintendent or person acting as a decision- maker shall also implement school-or district-wide models to re-engage students in the learning process, which shall include but not limited to: (i) positive behavioral interventions and supports models and (ii) trauma sensitive learning models; provided, however, that school-or district-wide models shall not be considered a direct response to a specific incident.
- 4. If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

- 5. A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.
- 6. No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education services plan, under section 21 of chapter 76.

Nondiscrimination Policy

A. PURPOSE: To set forth the policy of the school system, consistent with state and federal law, of nondiscrimination on the basis of race, national origin, color, religious creed, sex, age, gender identity, disability, sexual orientation, and ancestry.

B. POLICY:

- 1. Basic Nondiscrimination Policy: Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to race, national origin, color, religious creed, sex, age, disability, pregnancy or pregnancy related conditions, sexual orientation, gender identity and ancestry, to all of its students and employees. This commitment will extend to students, staff, the general public and individuals with whom it does business, and to all of the educational programs and activities of the public schools, and is affirmed in the following statements of School Committee intent to:
- a. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
- b. Encourage positive experiences in human values for children and youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
- c. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
- d. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
- e. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
- f. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

LEGAL REFS.:

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 Executive Order 11246, as amended by E.O. 11375 Equal Pay Act, as amended by the Education Amendments of 1972

Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

Education for All Handicapped Children Act of 1975

M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)

M.G.L. 76:5; Amended 1993

M.G.L.76:16 (Chapter 622 of the Acts of 1971)

M.G.L 151B

Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, as amended 10/24/78 1 of 2 Natick Public Schools File: AC

Board of Education 603 CMR 26:00

Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

2. Nondiscrimination on the Basis of Gender/Title IX:

The Committee designates the Human Resources Manager to act as the school system's Title IX compliance officer. The compliance officers are the Human Resources Manager and the Assistant Superintendent of Curriculum, Instruction and Assessment. They are both located on the third floor of Town Hall at 13 East Central Street, Natick.

LEGAL REFS.:

Title IX of the Education Amendments of 1972 45

CFR, Part 86, (Federal Register, 6/4/75)

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78

Board of Education 603 CMR 26:00

3. Nondiscrimination on the Basis of Disability: No qualified individual with a disability shall, because the district's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the district or be subject to discrimination.

The Committee designates the Assistant Superintendent or Director of Pupil Services to coordinate the school system's efforts to comply with and carry out its responsibilities under Title II of ADA. The Assistant Superintendent or Director of Pupil Services is located at 13 East Central Street, Natick. The Human Resources Manager is the designated coordinator for Title I of ADA for employee-related issues.

LEGAL REFS.:

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 Executive Order 11246, as amended by E.O. 11375

Equal Pay Act, as amended by the Education Amendments of 1972

Title IX, Education Amendments of 1972 Act of 1973 Rehabilitation

Act of 1973, Section 504

Education For All Handicapped Children Act of 1975 Title

II, Americans with Disabilities Act of 1992

71B MGL sec. et seq. (Chapter 766 of the Acts of 1972) 76

MGL sec. 5,16 (Chapter 622 of the Acts of 1971

Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, as amended 10/24/78

Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78 45 CFR, Part 86, (Federal Register, 6/4/75)

Revised by the Natick School Committee: April 9, 2018

Nondiscrimination on the Basis of Handicap

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the District's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the District or be subject to discrimination. Nor shall the District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition: A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District.

Reasonable Modification: The District shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications: The District shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the District. In determining what type of auxiliary aid or service is necessary, the District shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services: "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification: The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

Notice: The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA. 1 of 2 Natick Public Schools File: ACE

Compliance Coordinator: The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The District shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The school system receives federal financial assistance and must comply with the above requirements.

Additionally, the School Committee is of the general view that:

- 1. Discrimination against a qualified handicapped person solely on the basis of handicap is unfair; and
- 2. To the extent possible, qualified handicapped persons should be in the mainstream of life in the school community. Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of this Committee to ensure nondiscrimination on the basis of handicap.

REFERENCES:

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 Executive Order 11246, as amended by E.O. 11375

Equal Pay Act, as amended by the Education Amendments of 1972

Title IX, Education Amendments of 1972 Act of 1973 Rehabilitation

Act of 1973, Section 504

Education for All Handicapped Children Act of 1975 Title

II, Americans with Disabilities Act of 1992

71B MGL sec. et seq. (Chapter 766 of the Acts of 1972) 76

MGL sec. 5,16 (Chapter 622 of the Acts of 1971

Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, as amended 10/24/78

Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78 45 CFR, Part 86, (Federal Register, 6/4/75)

CROSS REFS.:

GBA, Equal Opportunity Employment JB-JAA, Equal Educational Opportunities MASC

Sexual Harassment Policy for Students

Preamble

The Natick Public Schools, in accordance with the provisions of state and/or federal law, prohibits discrimination and harassment on the basis of gender, race, national origin, sexual orientation, language preference, religion, handicap, and all other protected characteristics in education programs and activities of the public schools. The Natick Public Schools also prohibits other harassment (any pattern of intimidation or ridicule for any mean spirited, irrelevant or invidious reason). This policy applies to both education and employment opportunities.

The Natick School Committee is committed to maintaining an education atmosphere in which each and every student can pursue scholastic achievement and personal fulfillment. All harassment is a destructive behavior, which interferes with the educational process; it will not be tolerated.

The purpose of the following policy is to define sexual harassment, establish appropriate standards of behavior and set guidelines for recognizing and dealing with sexual harassment for the student body. The provisions of this policy may also be utilized to deal with issues of other kinds of harassment.

I. Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when such conduct unreasonably interferes with school performance or creates an intimidating, hostile or offensive educational environment. Sexual harassment may include, but is not limited to:

- Assault, inappropriate touching, intentionally impeding movement, continuing comments, gestures, or written communications of a suggestive or derogatory nature involving or because of sex.
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Leering, voyeurism, or stalking.
- Displaying lewd or sexually explicit photographs or other materials.

Sexual harassment is a violation of an individual's right to privacy and personal dignity. It may exist whenever inappropriate conduct relating to or involved with sex offends, shocks, or is otherwise distasteful to someone.

II. General Guidelines

- l. Problems and complaints regarding sexual discrimination and harassment should be resolved in a prompt and equitable manner. When possible, such problems and complaints should be resolved in an informal manner. Students who need help or wish to talk about harassment should see an advocate immediately.
- 2. The administration may determine that this complaint procedure is not applicable to situations in which other appeal and adjudication procedures have been provided by state law or other specific Natick Public School policies.
- 3. Retaliation in any form for the filing of a complaint or the reporting of sexual harassment is prohibited and will result in serious disciplinary action, as will gossip about or otherwise revealing confidential information learned in connection with a harassment investigation.

III. Procedure for Dealing with Sexual Harassment

- 1. Any individual subjected to sexual harassment may, if he or she chooses, confront the harasser informally in order to resolve the complaint on a personal level.
- 2. If the complainant does not want to deal directly with the harasser, or if the matter is not resolved informally, the complainant should immediately report the conduct to an advocate. The advocate must always take every report of sexual harassment seriously. It must be responded to immediately. In appropriate circumstances, the advocate may choose to sit down with the harasser and the complainant together to work out any informal resolution.
- 3. If the complainant does not agree to meet with the harasser, the complainant should write a letter with an attached response sheet listing:
 - a. The exact description of the behavior, including when and where it happened;
 - b. A description of how the behavior made the complainant feel at that time;
 - c. A request that the behavior stop;
 - d. Where appropriate, a promise that if the behavior stops, the complaint will be dropped;
- 4. The advocate will assist the complainant in drafting the letter to the extent necessary or requested.
- 5. The letter should be signed and dated by the complainant. The complainant or the advocate should deliver one copy of the letter to the harasser and retain a copy in the advocate's office.
- 6. The alleged harasser should have an opportunity to respond in writing. The advocates will be available to assist the alleged harasser as well.
- 7. If the problem continues, the school administration will conduct a formal investigation.
- 8. In the case of serious or repeated allegations of sexual harassment or other cases requiring a formal investigation, the school administration shall:
 - a. Provide the complainant and the alleged harasser a supportive faculty member at all discussions regarding the case.
 - b. Keep the investigation group as small as possible to protect the rights of both parties and to prevent the investigation from becoming over publicized.
 - c. Complete the investigation promptly. If the complaint is not supported, the administration shall carefully explain to the complainant and harasser the decision. If the complaint is supported, the staff shall take such action as is necessary to admonish the harasser, alleviate the complainant's concerns and prevent further harassment.
 - d. In serious cases, or in cases where harassment does not stop after warning, the advocate should coordinate with the administration in order to impose appropriate disciplinary sanctions, and for referral to police, district attorney, DSS or other appropriate authority.
- 9. The preceding is a guide for use in most anticipated situations. Harassment claims and resulting related issues (e.g., concerns over confidentiality, retaliation, etc.) can come in many different forms. No one procedure can be detailed in advance to best deal with every such claim or issue. Above all, every student remains free to bring his/her claim or concern to any staff member or administrator of the student's choice if the student is more comfortable doing so.

If the complaint is not supported, the administration should explain to the complainant and the harasser the decision.

Massachusetts's General Law C4.S.7 Ch. 50 and 5l states: Once a person reaches the age of eighteen, Massachusetts Law holds that he/she is an adult and has reached the age of majority. This means that an eighteen-year-old is capable of signing legal documents and entering into contracts. A school still may continue to inform parents of grades, absences, etc., but it cannot require the signature of the parent as a condition for accepting the documents. These Students aged eighteen or older are subject to the same rules as all other children, thus they are subject to discipline on the same basis as students who have not attained the age of eighteen. Parents do retain the right of access to school records of their children, regardless of age, M.G.L. c7134E. In addition, no student over sixteen can be considered to have permanently left school unless the student's parents have been notified and afforded the opportunity to meet with school officials, M.G.L. c76 16.



Athletic Department Reference Guide

Natick High School has developed an Athletic Department Reference Guide that explains a number of additional, important details regarding our athletic program. Please read the Athletic Reference Guide located under "Athletic Department" on our website as all rules apply and are a part of our Student Handbook.

Memorial Field Events Guidelines and Regulations

No drinks, balls of any kind, or large bags are allowed to enter Memorial Field. All backpacks and handbags are subject to search at the discretion of the NPS Staff and Natick Police Department.

There is no tailgating allowed on NPS property, which includes the parking areas surrounding Memorial Field. Fans should not park any earlier than one hour before game time and upon arrival should be entering the stadium.

Body painting is not allowed.

Parents of middle school and elementary school students are expected to attend the games with their children and are encouraged to sit with them during the games.

Finally, students should not be waiting for rides at the end of the game. Lights will be turned off and Natick Police and Natick Staff will leave Memorial Field approximately 20 minutes after the conclusion of the game.

Natick Memorial Field and Track Rules

AUTHORIZED USE ONLY - This field is for use by groups with permission only

- 1. Natural water is the only food product permitted on the field no glass containers.
- 2. No food, peanuts, seeds, or gum allowed on the field.
- 3. No tobacco products of any kind permitted on field or on school grounds.
- 4. Athletic footwear required no metal cleats.
- 5. Pets, bikes, strollers etc., are not permitted within the athletic facility.
- 6. Place trash and recyclables in proper containers.

Failure to comply with these rules can result in loss of permit and the privilege of attending events at Memorial Field.

We understand the unifying effect that athletics have on our community in Natick. For the safety of the players and fans and to ensure a fantastic experience for all, you are encouraged to root for the Redhawks with class and poise and feel that the guidelines above are necessary to achieve that goal.



Head Injuries and Concussions in Extracurricular Athletic Activities Policy and Procedures

Natick Public Schools is committed to the safety of all our student athletes. As per MGL 111, Section 222 and 105 CMR 201.00 the Natick Public Schools follow a plan for the prevention, evaluation and appropriate management of sports related head injuries.

Definition:

Concussion is a brain injury and ALL concussions are serious. A concussion may be defined as the immediate and transient impairment of neurological function. It may be a consequence of an individual's head striking an object (floor, another head, etc.), an object striking the head (ball, another head, bat, ball, stick etc.) or as a result of a sudden change of the direction of the head and neck (whiplash type of injury). Concussions generally cause specific SIGNS (things that can be observed by others) and SYMPTOMS (things that are reported by the athlete). Recognition and proper management of concussions can prevent further injury and even death. Recognition and appropriate management of concussions requires coordinated effort of a number of people as outlined in M.G.L.c.111, section 222 and 105 CMR 201.00

Purpose:

The purpose of this policy and these procedures are to provide standardized guidelines, expectations, instructions for persons involved in the prevention, training, management of concussions and the return to activity decisions regarding students who incur head injuries while involved in extracurricular activities in order to protect their health and safety. Natick Public Schools has designated its Athletic Director to oversee the implementation of policies and protocols governing the prevention and management of sports-related head injuries.

The designation "parent" will apply to parents and all legal guardians of student athletes.

Communications and Training

I. Informing Parents, Students and Staff of Policy on Head Injuries and Concussions in Athletics and Extracurricular Activities

- A. This policy, and all forms relative to this policy utilized by the school district, shall be included in all handbooks that students, and the parents of students, receive that participate in extracurricular activities covered by 105 CMR 201.000.
- B. This policy and all appropriate forms shall be posted on appropriate school websites;
- C. This policy and all appropriate forms shall be translated and explained to parents with limited English proficiency in their primary language on an as needed basis.

II. Notification of Parents of Suspected Head Injury or Concussion

- A. A player's coach shall notify the student's parent in person, or by telephone, immediately following the practice or competition in which a player has been removed from play due to a suspected head injury, concussion, signs and symptoms of a concussion or loss of consciousness.
- B. By the end of the next business day the coach must provide the parents/guardian in writing (on paper), or in electronic format, information regarding the injury.

III. Notification of Athletic Director, Certified Athletic Trainer and School Nurse of Suspected Head Injury or Concussion

A coach, or his or her designee, shall notify the Athletic Director, Certified Athletic Trainer, and School Nurse that a player has been removed from play due to a suspected head injury, concussion, signs and symptoms of a concussion or loss of consciousness by completing the *Report of Head Injury Form* by the end of the next business day.

IV. Training Required Per 105 CMR 201.007

- A. Annual training is required regarding the prevention and recognition of sports-related head injury, and associated health risks including second impact syndrome, utilizing either the online course developed by the National Federation of High School Coaches, or the online course developed by the CDC, located at these websites: http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000 or http://www.cdc.gov/concussion/HeadsUp/online training.html
- B. Annual training must be completed by the following:
 - 1. Coaches
 - 2. Certified Athletic Trainers
 - 3. Trainers
 - 4. Volunteers
 - 5. School and Team Physicians
 - 6. School Nurses
 - 7. Athletic Directors
 - 8. Marching Band Directors
 - 9. Teachers and Guidance Counselors
 - 10. Parents of students who participate in extracurricular athletics, or extracurricular activities, that would be considered at risk for a head injury
 - 11. Students who participate in extracurricular athletics, or extracurricular activities, that would be considered at risk for a head injury.
- C. The written verification of completion of the annual training (either the certificate of completion from the on-line courses or a signed verification that written materials have been read and understood) will be kept on file by the following Department Heads:
 - 1. Nurse Leader-all school nurses and the School Physician Consultant
 - 2. Athletic Director- all members of the athletic staff, volunteers at any extracurricular athletic activity, student athletes, Team Physician and parents or legal guardians of children who participate in any extracurricular athletic activity
 - 3. Director of Health Education all members of the physical education staff
 - 4. Director of Music Director of Marching Band

- 5. Athletic Director and Nurse Leader teachers and guidance counselors
- D. Handbooks distributed to staff, students and their parents will contain information prevention and recognition of sports-related head injury, and associated health risks including second impact syndrome. Information will be provided about the online course developed by the National Federation of High School Coaches, or the online course developed by the CDC, located at these websites: http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000 or http://www.cdc.gov/concussion/HeadsUp/online_training.html
- E. For those parents unable to take the on-line training the school shall offer annually a school sponsored training program at which attendance is recorded.
- F. Documentation of successful completion of training annually will be maintained by the Athletic Director's office.
- G. Students shall **not** be allowed to participate in extracurricular activities unless both the student **AND** the parent have completed on-line training or other equivalent training.
- H. Parents who have not demonstrated proof of completion of training will be contacted by mail and telephone by athletic department personnel. Athletic Department personnel will be available to meet with parents individually as appropriate to facilitate their understanding of the need for this training.
- I. Mandatory annual training will be held for all coaches, certified athletic trainers, trainers and volunteers to:
 - 1. Teach form, techniques, and skills and to promote protective equipment use to minimize sports-related head injury
 - 2. Prohibit athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete such as using a helmet or any other sports equipment as a weapon.
- J. Failure to comply with the school district's policy may result in penalties including but not limited to personnel sanctions and forfeiture of games, for failure to comply with provisions of the school district's or school's policy.

Documentation, Physical Examination, Reporting and Clearance/Return to Play

Pre-Participation Requirements

A. Physical Examination. Documentation of a physical examination prior to a student's participation in extracurricular athletic activities on an annual basis consistent with 105CMR 200.100(B)(3): Physical Examination of School Children. This pre-participation physical examination shall be placed in the students' health file per 105 CMR 201.015. Each student athlete must have a physical examination on an annual basis, i.e. within 12 or 13 months of the student's last physical examination (13 months is to allow for insurance coverage of the examination). Any student athlete who does **not** have a current physical on file with the nurse, prior to the first day of try-outs/practice, is **not** eligible to participate in any form until a new/updated physical is turned in to the nurse. If the student's physical examination expires during the sports season, they must have an updated physical examination to continue to participate in the sports season. All physicals are to be turned in to the nurse, not the coach.

B. Prior to each sports season completion of:

- 1. Parental/Student Athletic Consent Form
- 2. Sports Emergency Form

3.Pre-participation Head Injury Reporting Form including information about previous head injuries or concussions. If the student has sustained a previous head injury or concussion at any time, the student's physician will fill out the Post Head Injury /Concussion Medical Clearance form. The decision to allow a player who reported a history of multiple concussions on her/his pre- participation form shall be made only after consultation with the student's physician or primary care provider; the sports medicine or concussion specialist, if involved; the neuropsychologist, if involved, and the appropriate school athletic staff and the parent. The focus of Natick Public Schools will always be on protecting the health and safety of the student and avoiding long-term consequences that can occur from repeated concussions.

The pre-participation head injury form must be completed and signed by the parent/guardian and student and returned to the Athletic Director's office prior to the start of every sports season. The student cannot participate in tryouts, practices or games, until the form is completed, reviewed by the nurse/athletic trainer, and filed in the Athletic Office.

- C. Information on pre-participation forms and documentation will be maintained by the school and reviewed by the athletes' coach, school nurse, athletic trainer and team physician as appropriate. Based upon the review a school may use a student's history of head injury or concussion as a factor to determine whether to allow the student to participate in an extracurricular athletic activity or whether to allow such participation under specific conditions or modifications.
- D. Forms which indicate a history of head injury and Report of Head Injury forms will be reviewed by the school nurse. The school nurse may consult with the certified athletic trainer or the school physician as needed.
- E. Students in high-risk sports for head and concussion injuries shall complete neuro-psychological testing at appropriate intervals during their interscholastic athletics career after receiving the consent of the students' parents. This testing will serve as a baseline to assist in any return to play decisions. Natick Public Schools use the IMPACT test.
- F. Collection/Distribution of Pre-participation Forms: Natick Public Schools has the pre-participation forms available electronically at the School's website under the Athletic Department Section @ natickps.org. Hard copies of these forms are also available at the Athletic Department and/or the School Nursing office. The parent/student can bring the forms to the designated Sports Clearinghouse evening, mail, or hand deliver the completed and signed pre-participation form into the Natick High School's athletic department which will forward a copy to the school nurse. Sports Clearing House dates are published on the Athletic website, the clearinghouse occurs prior to each sports season.

Examination and Reporting

A. Any student who, in the judgment of the coach, Certified Athletic Trainer or other appropriately trained individual, during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day. **This is mandated by Massachusetts Law.**

- B. For Head Injuries sustained in Interscholastic Athletics, the *Report of Head Injury Form* shall be completed by the Coach or their designee, or Certified Athletic Trainer and form returned to the Athletic Director, School Nurse and Certified Athletic Trainer. For Head Injuries sustained **outside** of interscholastic athletics, the Report of Head Injury Form shall be completed by the school nurse, parent, or primary care physician. The individual completing the form shall notify the Coach, Certified Athletic Trainer, Athletic Director, School Nurse, and/or Parent as specified in 105CMR 201.010(c) and 105 CMR 201.010(d). This form shall be reviewed and placed in the students' health record as per 105 CMR 201.015
- C. Students, who sustain head injuries outside MIAA sanctioned activities, will be provided the same classroom accommodations as defined in this document.
- D. Based upon discussions with the student, parent and Certified Athletic Trainer, the student's physician or the school's team physician shall be notified as appropriate by the nurse, athletic trainer or parent for appropriate medical evaluation and follow-up.
- E. Blank Copies of the *Report of Head Injury During Sports Season Forms* (or school-based equivalent) are kept in the School nurse's office and athletic director's office at NHS. These forms are also available in the school's athletic handbook and online at the school athletic department website. Parents are made aware of their responsibility for completing the form in the event of a head injury occurring outside of extracurricular athletic activity through written materials at the start of the sports season. Forms will be submitted to the athletic director, coach or school nurse.

Medical Clearance and Return to Play

- A. In the event that a student athlete receives a head injury, or is suspected of having a head injury, the student will be removed from play and will not be returned to play or practice that day. The coach should report the head injury to the certified athletic trainer or school nurse/physician as soon as possible, for medical assessment and management and for coordination of home instructions and follow- up care. The coach needs to complete a *Head Injury Form* on the student and send a copy of the completed form to the athletic trainer, the Athletic director, the school nurse and the student's parent/guardian by the end of the next business day. The certified athletic trainer or school nurse/physician will be responsible for contacting the athlete's parents and providing follow-up instructions. If the Athlete is injured off site or if the certified athletic trainer is unavailable, the coaching staff is responsible for notifying the athlete's parents of the injury and, if warranted, calls for emergency care. Coaches should seek assistance from the host site athletic trainer, coach or school nurse if at an away contest.
- B. If the athlete is able to be sent home (rather than directly to MD):
 - 1. The coach or athletic trainer will ensure that the athlete will be with a responsible adult, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home;
 - 2. The coach or athletic trainer will continue efforts to reach the parents;
 - 3. If there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete will be referred to the emergency department for evaluation. A coach or designee will accompany the athlete and remain with the athlete until the parents arrive, and
 - 4. Athletes with suspected head injuries will not be permitted to drive home.
- C. Parent/or legal guardian(s) will receive important information regarding signs and symptoms of deteriorating brain injury/function prompting immediate referral to a local emergency room as well as return to play requirements at the school. All symptomatic students will be referred to their primary care provider for evaluation.

- 1. When an athlete loses consciousness for any reason, the athletic trainer will start by activating EMS, recognize ABCs, stabilize the C-spine and transport the injured athlete to the local hospital via ambulance. If the athletic trainer is not present, the coach should call EMS immediately, check ABCs and not move the athlete until help arrives.
- 2. Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately by ambulance.

WORSENING SIGNS AND SYMPTOMS REQUIRING IMMEDIATE PHYSICIAN REFERRAL:

- 1. Amnesia lasting longer than 15 minutes
- 2. Deterioration in neurological function
- 3. Decreasing level on consciousness
- 4. Decrease or irregularity in respirations
- 5. Decrease or irregularity in pulse
- 6. Increase in blood pressure
- 7. Unequal, dilated, or unreactive pupils
- 8. Cranial nerve deficits
- 9. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
- 10. Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation
- 11. Seizure activity
- 12. Vomiting/worsening headache
- 13. Motor deficits subsequent to initial on-field assessment
- 14. Sensory deficits subsequent to initial on-field assessment
- 15. Balance deficits subsequent to initial on-field assessment
- 16. Cranial nerve deficits subsequent to initial on-field assessment
- 17. Post-Concussion symptoms worsen
- 18. Athlete is still symptomatic at the end of the game
- 19. In the event the student athlete is transported by EMS the athletic trainer or coach should notify the student's parent/guardian and the Athletic Director.
- D. The student shall not return to practice or competition unless and until the student provides medical clearance and authorization as specified in 105 CMR 201.011. Parent(s) or legal guardian(s) as well as student athletes must read and sign the *Concussion Information and Gradual Return to Play* form and bring it back to the certified athletic trainer before starting with the return to play protocol. All symptomatic students will be referred to their primary care provider for evaluation. Athletes who experience signs or symptoms of a concussion should not be allowed to return to play.
- E. Each student who is removed from practice or competition and subsequently diagnosed with a concussion shall have a written graduated reentry plan for return to full academic and extracurricular athletic activities.
 - 5. The plan shall be developed by the school nurse, student's teachers, the student's guidance counselor, certified athletic trainer if on staff, neuropsychologist if available or involved, parent, members of the building-based student support and assistance team or individualized education program team as appropriate and in consultation with the physician who is managing the students recovery and will be responsible for clearing the student to return to academic and extracurricular athletic activities (student's primary care provider, team physician, the physician who made the diagnosis or the physician managing the student's recovery).
 - 6. Following a diagnosed concussion made by a healthcare provider, the student athlete will take a post-injury test within 24 to 48 hours following the head injury. STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ONTO FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT TEST IS BACK TO THE BASELINE SCORE AND THEY ARE ASYMPTOMATIC.

After a student athlete takes their first post-injury test, they will not be re-tested again for (five) 5 days.

- 7. If after the first post-injury ImPACT test the athlete is not back to his/her baseline, parent (s) or legal guardian(s) will be notified, and the student athlete will be referred back to their healthcare provider and must have the *Concussion Information and Gradual Return to Play Form* signed by a physician, licensed neuropsychologist, nurse practitioner or certified athletic trainer stating when the athlete is allowed to return play.
- 8. Following a post-injury test, the certified athletic trainer will take the *Concussion Information* and *Gradual Return to Play Form* signed by the parent(s) or legal guardian(s) and fill in the date of all post-injury tests taken by each student athlete.
- 9. The certified athletic trainer will also document the date in which the athlete is asymptomatic and sign the document agreeing that all the above statements are true and accurate.
- 10. Once the athlete completes the exertional post concussions tests, the parents will be notified, and the athlete will be sent home with all signed documents relating to head injury. At this time, the parent(s) or legal guardians must bring their student athlete to a licensed physician, licensed neuropsychologist, nurse practitioner, or certified athletic trainer to be medically cleared for participation in extracurricular athletic activities.
- 11. Once a student athlete's post-injury test is back at the student athlete's baseline score, they will go through 5 days of Exertional Post Concussion Tests. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by a certified athletic trainer
- 12. The written plan shall include instructions for students, parents and school personnel, addressing but not be limited to: Graduated return to athletic plans will begin only after a student has returned to full participation in academics and is completely symptom free at rest.

Gradual Return to Play Protocol

RETURN TO PLAY WILL OCCUR ONLY AFTER THE FOLLOWING STEPS HAVE BEEN COMPLETED, IN THE ORDER LISTED BELOW:

- A. Parent/Guardian reads and signs the Concussion Information and Gradual Return to Play Protocol.
- B. Post injury ImPACT® test completed when athlete returns to school. Post-injury ImPACT® test must be back to baseline before continuing with the Physical Post Concussion Tests. Parent/Guardian will be notified, and athlete referred to their health care provider, if the first post injury ImPACT® test is not back to baseline. Post-injury ImPACT® test will continue every five (5) days until baseline is attained.
- C. Athletic trainer verifies that the Physical Post Injury Tests were administered, and the athlete was asymptomatic. Athletes must finish Physical Post Injury Tests, even if the athlete has been cleared by their health care provider.
- D. Athletes may not participate in practice or play until written clearance by an appropriate health care professional: physician (MD, DO) or nurse practitioner (NP) AND with completion of the Physical Post Injury Tests.
- E. Completed signature form returned to athletic trainer.

- F. Athlete reads and signs the Concussion Information.
- G. Athletic trainer notifies coach and gives copies of completed form to director of athletics and school nurse.
- H. Written reentry plans will be signed by the student, their parent/guardian, the school nurse, the lead teacher/guidance counselor, athletic trainer so that all parties are in agreement as to the plan for reentry. Frequent or periodic assessments by the school personnel including the nurse, athletic trainer, school physician or team physician as appropriate may be necessary until full return to classroom activities and extracurricular athletic activities are authorized by medical staff. A copy of the plan will be kept in the student's medical record.

Return to School

- A. Physical and cognitive rest as appropriate;
- B. Graduated return to extracurricular athletic activities and classroom studies as appropriate, including accommodations or modifications as needed;
- C. Estimated time intervals for resumption of activities;
- D. Frequency of assessments, as appropriate, by the school nurse, school physician, team physician, certified athletic trainer, or neuropsychologist if available until full return to classroom activities and extracurricular athletic activities are authorized
- E. A plan for communication and coordination between and among school personnel and between the school, the parent, and the student's primary care provider, the school's team physician, the physician who made the diagnosis and who is managing the student's recovery will be implemented.
- F. The student must be completely symptom free (a normal or baseline score on the post-concussion symptom scale, as well as an ImPACT neuro-cognitive exam that is returned to baseline for students who have a valid baseline on file) and medically cleared as defined in 105 CMR 201.011 in order to begin graduated reentry to extracurricular athletic activities.

Each student who is removed from practice or competition for a head injury or suspected concussion, or loses consciousness, even briefly, or exhibits signs and symptoms of a concussion, shall obtain and present to the Athletic Director, Certified Athletic Trainer, and school nurse, a Medical Clearance and Authorization Form, prior to resuming the extracurricular athletic activity. This form must be completed by a physician or one of the individuals as authorized by 105 CMR 201.011(A). The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach, including consultation with parents, the school nurse and teachers as appropriate.

- G. Only the following individuals may authorize a student to return to play:
 - A duly licensed physician
 - A duly licensed certified athletic trainer in consultation with a licensed physician
 - A duly licensed nurse practitioner in consultation with a licensed physician; or
 - A duly licensed neuropsychologist in coordination with the physician managing the students return.

H. The School's Physician in consultation with the School Nurse/Athletic Trainer will serve as final authority regarding the ability of a student to return to extracurricular athletics after suffering from a head or concussive injury if necessary.

Natick Athletics Return to Play Protocol for Concussions

Any athlete suspected of a head injury shall not return to practice or a game on the same day of the suspected head injury. The athlete must have medical clearance from an appropriate health care professional (certified athletic trainer, primary care physician, or neurologist) before he or she can resume practice or competition.

When the athlete has been symptom free for a period of 24 hours the graduated return to play protocol as shown below will be followed.

With this stepwise progression, the athlete should continue to proceed to the next level if asymptomatic at the current level for a period of 24 hours. If any post-concussion symptoms occur while in the stepwise program, then the athlete should drop back to the previous asymptomatic level and try to progress again after a further 24-hour period of rest has passed.

The athlete must report to the certified athletic trainer every school day following a concussion to monitor signs and symptoms and progress through the Return to Play Protocol until the certified athletic trainer clears the athlete for full participation.

Rehabilitation Stage	Functional Exercise at Each Stage of Rehabilitation	Objective of Stage
Level X: No Activity Date:	Complete physical and cognitive rest	Recovery
Level 1: Light Aerobic Exercise Date: S&S reported after exercise and within 24-hour period.	Walking or stationary cycling Keeping intensity <70% MPHR; NO resistance training	Increase HR
Level 2: Sport-Specific Exercise Date: S&S reported after exercise and within 24-hour period.	Running/skating drills; no head impact activities	Add Movement
LEVEL 3: Non-Contact Training Drills Progression to more complex training drills Date: S&S reported after exercise and	Progression to more complex training drills, e.g. Passing/shooting drills; may start progressive resistance training	Exercise, coordination and cognitive load
within 24-hour period.	339	

LEVEL 4: Full Contact Practice	Following medical	Restore confidence and
Date:	clearance,	assess
S&S reported after exercise and within 24-hour period.	participate in normal training activities	functional skills coaching staff

LEVEL 5: Return to Play Date:	Normal game play	
Parent/Guardian Signature: Date:		

Resources: "Consensus Statement on Concussion in Sport, 3rd Annual International Conference on Concussion in Sport held in Zurich, November 2008" found in the Clinical Journal of Sports Medicine – Volume 19, Number 3, May 2009. pp 185-194 "Suggested Guidelines for Management of Concussion in Sports" National Federation of High Schools (NFHS) Sports Medicine Advisory Committee. 2009.

Record Maintenance and Reporting

- A. The school district, consistent with any applicable state and federal law, shall maintain the following materials for 3 years or at a minimum until the student graduates:
 - 1. Verifications of completion of annual training and receipt of materials.
 - 2. Pre-participation Forms
 - 3. Report of Head Injury Forms
 - 4. Medical Clearance and Authorization Forms
 - 5. Graduated re-entry plans for return to full academic and extracurricular activities.
- B. The school district shall make these records available to the Department of Public Health and the Department of Elementary and Secondary Education, upon request or in connection with any inspection or program review.
 - 1. The school district will report on an annual basis, the total number of Report of Head Injury Forms received by the school; and
 - 2. The total number of students who incur head injuries and suspected concussions when engaged in any extracurricular activities.

Roles and Responsibilities of the Athletic Director

The athletic director shall be responsible for overseeing the development, implementation and revision of all policies, procedures and protocols regarding the school's systems management of Head Injuries and Concussions in Extracurricular Athletic Activities.

A. The Athletic Director shall participate in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school district or school.

- B. The Athletic Director shall complete the annual training as required by 105 CMR 201.007.
- C. The Athletic Director, unless school policies and procedures provide otherwise, shall be responsible for:
- 1. Ensuring that the training requirements for staff, parents, volunteers, coaches and students are met, recorded, and records are maintained in accord with 105 CMR 201.016;
- 2. Ensuring that all students meet the physical examination requirements consistent with 105 CMR 200.000: Physical Examination of School Children prior to participation in any extracurricular athletic activity;
- 3. Ensuring that all students participating in extracurricular athletic activities have completed and submitted Pre-participation Forms prior to participation each season; Coaches are responsible for communicating immediately following the practice/competition with the parent/guardian of any student removed from practice or competition as directed in 105 CMR 201.010 (C) and with the Athletic Director and School Nurse as directed in CMR 201.010 (D).
 - 4. Ensuring that student Pre-participation Forms are reviewed according to 105 CMR 201.009(A);
 - 5. Ensuring that Report of Head Injury Forms are completed by the parent or coach and reviewed by the coach, school nurse, certified athletic trainer and school physician as specified in 105 CMR 201.009.
 - 6. Ensuring that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon
 - 7. Reviewing, updating and implementing policy every two years and including updates in annual training and student and parent handbooks.
 - 8. Reporting annual statistics to the Department in accord with 105 CMR 201.017

Responsibilities of Coaches

- A. Coaches shall be responsible for:
 - 1. Completing the annual training as required by 105 CMR 201.007;
 - 2. A certificate of completion must be submitted to the Athletic Director annually.
 - 3. Reviewing Pre-participation Forms, or school-based equivalents, so as to identify those athletes who are at greater risk for repeated head injuries;
 - 4. Completing a Report of Head Injury Form upon identification of a student with a head injury or suspected concussion that occurs during practice or competition;
 - 5. Receiving and reviewing forms that are completed by a parent which report a head injury during the sports season, but outside of an extracurricular athletic activity, so as to identify those athletes who are at greater risk for repeated head injuries; and forward by the next business day to Athletic Director, Athletic Trainer and School Nurse.
 - 6. Transmitting promptly forms in 105 CMR 201.013(A)(2) and (3) to the school nurse for review and maintenance in the student's health record;
 - 7. Teaching techniques aimed at minimizing sports-related head injury;
 - 8. Discouraging and prohibiting athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon; and
 - 9. Identifying athletes with head injuries or suspected concussions that occur in practice or competition and removing them from play.
- B. Coaches are responsible for communicating immediately following the practice/competition with the parent/guardian of any student removed from practice or competition as directed in 105 CMR 201.010(C) and with the Athletic Director and school nurse as directed in 105 CMR 201.010(D).

esponsibilities of the Certified Athletic Trainers

Certified athletic trainers, if on staff, shall be responsible for:

- 1. Participating in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school district or school;
- 2. Completing the annual training as required by 105 CMR 201.007;
- 3. A certificate of completion must be submitted to the Athletic Director annually.
- 4. Reviewing information from Pre-participation Forms which indicate a history of head injury and from Report of Head Injury Forms to identify students who are at greater risk for repeated head injuries;
- 5. Identifying athletes with head injuries or suspected concussions that occur in practice or competition and removing them from play; and
- 6. Participating, when available, in the graduated reentry planning and implementation for students who have been diagnosed with a concussion.
- 7. Conducting the gradual return to play exertional protocol on the student athlete to verify return to play.

Responsibilities of the School Nurse

- A. Participating in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school district or school;
- B. Completing the annual training as required by 105 CMR 201.007;
- C. A certificate of completion must be submitted to the Nurse Leader annually;
- D. Reviewing, or arranging for the school physician to review, completed Pre-participation Forms that indicate a history of head injury and following up with parents as needed prior to the student's participation in extracurricular athletic activities:
- E. Reviewing, or arranging for the school physician to review, Report of Head Injury; Forms and following up with the coach, Athletic Director, Athletic Trainer and parent as needed
- F. Maintaining:
 - 13. Pre-participation Forms, or school-based equivalents, and
 - 14. Report of Head Injury Forms, or school-based equivalents, in the student's health record;
- G. Collaborating with the student's guidance counselor in the graduated reentry planning for students who have been diagnosed with a concussion to discuss any necessary accommodations or modifications with respect to academics, course requirements homework, testing, scheduling and other aspects of school activities consistent with a graduated reentry plan for return to full academic and extracurricular athletic activities after a head injury and revising the health care plan as needed;
- H. Monitoring recuperating students with head injuries and collaborating with the student's guidance counselor and teachers to ensure that the graduated reentry plan for return to full academic and extracurricular athletic activities required by 105 CMR 201.010(E) is being followed; and
- I. Providing ongoing educational materials on head injury and concussion to teachers, staff and students.

Responsibilities of Teachers/Academic Support Personnel

- A. Participate in annual concussion/brain injury education.
- B. Participate in the planning, evaluation and implementation of a graduated academic re-entry plan. Observation and evaluation of student's behavior and cognition during recovery and report any changes to the School Nurse.
- C. Designating one teacher to participate in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school district.

Responsibilities of Guidance Counselor

- A. Participate in annual concussion/brain injury training.
- B. Monitor the academic accommodation process
- C. Coordinate the academic plan with the teacher, student, parent and nurse.

The Athletic Director, Coaches, Certified Athletic Trainers and School Nurses, whether employed directly by the school or through contracted means shall be responsible for duties and responsibilities outlined in 105 CMR 201.012 – 201.015.

Responsibilities of the Parent/Student

Every year, student athletes and their parents will participate in an educational training on concussions and submit a certificate of completion to the Athletic Director prior to participating.

State Concussion Law Requirements: The Commonwealth of Massachusetts Executive Office of Health and Human Services requires that all high schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law:

- 1. Parents and student-athletes who plan to participate in any sports program in Natick Public Schools must also take one free online course about concussions per school year. Two free online courses have been made available and contain all the information required by the law.
- 2. The first online course option is offered through the National Federation of High School Coaches. You will need to click the "order here" button and complete a brief information form to register. At the end of the course, you will receive a completion receipt. The entire course, including registration, can be completed in less than 30 minutes: http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000
- 3. The second online course option is offered through the Centers for Disease Control and Prevention at: http://www.cdc.gov/concussion/HeadsUp/online training.html
- B. Parents/Students must complete the annual training and bring the certificate to the athletic office or the student will be unable to participate.
- C. Parents/Guardians must complete the Pre-participation head injury form and submit the completed form to the Athletic Office

D. Because of limited English skills, some parents may be unable to communicate with school personnel and may feel isolated from the school community. Natick Public Schools makes every attempt to communicate effectively with parents with limited English proficiency. Natick Public Schools will translate materials as requested. In the event a student receives a concussion or is suspected of having a concussion Natick Public School Athletic Director's office should notify the parent in the appropriate language. Interpreters are available by contacting the principal's office.

Compliance

- A. Natick Public Schools takes the safety of student athletes seriously. All members of the school staff are expected to follow these policies and protocols to support the health and safety of student athletes. The underlying philosophy of these policies is "when in doubt, sit them out". Failure to comply with the letter or spirit of these policies could result in progressive discipline for staff and/or forfeiture of games. If students or parents have concerns that the policies are being violated, they should contact the superintendent or principal and also place their complaint in writing with a request for resolution.
- B. Failure to comply with Natick Public Schools Concussion Policy may result in penalties, including but not limited to personnel sanctions and/or forfeiture of games.

Policy and Procedures Review and Revision

- A. The Athletic Director is responsible to ensure policies and procedures regarding sports related head injuries shall be developed, reviewed and revised every two (2) years as per 105 CMR 201.006. These policies and procedures shall be developed, reviewed and revised by a team consisting of:
 - 15. School Administrator
 - 16. School Nurse
 - 17. School or Team Physician
 - 18. Athletic Director
 - 19. Certified Athletic Trainer
 - 20. Guidance Counselor
 - 21. Teacher

Approved by the Natick School Committee: February 27, 2012



Eligibility for student participation in the athletic program will be governed by the MIAA Blue Book entitled "Rules and Regulations Governing Athletics" and particularly its' Part IV as supplemented by this code. All athletes are subject to the rules and regulations of the NHS Student Discipline Code and are therefore subject to disciplinary action for violation(s) therein. In addition, the following violations are also subject to the Athletic Program Discipline Code:

Inappropriate behavior will result in action taken at the discretion of the individual coach after conferring with the Athletic Director and the School Administration. This action may range from a warning, loss of eligibility for the contest immediately following the violation, or immediate suspension from the team depending on the severity of the violation. Note: Participation on a Natick High School athletic team is a privilege that carries with it a number of responsibilities. Responsible behavior from all student athletes and captains (co-captains) is the clear expectation during and beyond the season(s) of play to include the summertime and school vacations. A record of poor behavior on the part of any student athlete both during the season and beyond may provide the coach, athletic director, or principal with sufficient reason to remove a student from any athletic team or team captaincy. A student athlete may be suspended or removed from a team and a captain may be relieved of his/her position for violation of team, department or school rules. Any decision of this nature will be a joint decision of the coach and Athletic Director and must be approved by the principal.

Chemical Health – MIAA rule 62.1: During the season of practice or play, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer." 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 his/her doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements. This MIAA statewide minimum standard is not intended to render guilt by association, e.g. many student athletes might be present at a party where only a few violate this standard. If a student is in violation of this rule and is unable to participate in interscholastic sports due to injury, academics or otherwise, the penalty will not take effect until the student is able to participate again.

Minimum Penalties

First Violation: When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

NHS Captain's Rule: If a captain of a team is involved in violation of the above rule, the captaincy will be revoked as well.

Second and Subsequent Violations: When the principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations have occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

If the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program; the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season. The Director or Counselor of a Chemical Dependency Treatment Center must issue such certification.

Penalties shall be cumulative each academic year, if the penalty period is not completed during the season of violation, the penalty will carry over to the student's next season of actual participation, which may affect the eligibility status of the student in the next academic year.

Violation During the Off-Season: If a chemical health violation occurs in the off-season during the school year, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests of the subsequent athletic season of play in which that student is a participant. This penalty shall carry over to the next academic year if the penalty period is not completed during the school year in which the violation occurred. **The Captain's Rule** also applies to the off-season during the school year.

Pursuant to the provisions of MIAA Rule 19, a student may appeal any disciplinary action taken against him/her for infractions of Sections 1 and 2 above to the principal. The Athletic Director will be present at this Appeal Hearing to advise the principal.

Athletic Program

Natick High School is a member of the Bay State Athletic Conference comprising twelve (12) high schools: Braintree, Brookline, Dedham, Framingham, Milton, Needham, Newton North, Norwood, Walpole, Weymouth and Wellesley. The athletic program at Natick High School offers a very diversified choice of sports to each student for his or her participation.

Season	Boys	Girls
Fall	Football Soccer Cross Country Golf (co-ed)	Cheerleading (co-ed) Cross Country Field Hockey Soccer Swimming Volleyball
Winter	Basketball Swimming Ice Hockey Wrestling Track (Indoor) Alpine Skiing	Basketball Cheerleading (co-ed) Track (Indoor) Gymnastics Ice Hockey Alpine Skiing
Spring	Baseball Track (Outdoor) Tennis Volleyball Lacrosse	Softball Track (Outdoor) Tennis Lacrosse Sailing (co-ed)

Attendance Requirements (Participation Athletic Contests/Practice)

The Board of Control (M.I.A.A.) recommends that each school establish an attendance requirement for participation of athletes for games and practices. Following is the attendance requirement for Natick High School: Rules and Regulations Governing Athletic M.I.A.A. (Selected Recommendations and Policies).

A. Absence/Illness

- 1. Students absent from school on any given day because of illness may not participate in a game or practice scheduled for that day (12:01 am 12:00 midnight). Should the next day fall on a weekend day, permission to practice or play in a game must be sought through procedures outlined in Sect. C.
- 2. Students absent from school for three or more days must present a note to the nurse, signed by the parent, indicating that the student is well enough to continue his/her participation in an athletic program.

B. Absence/Extenuating Factors

1. Students absent from school for personal reasons (other than illness) must seek the permission to practice or play in a game through procedures outlined in Section C.

- 2. Students truant from school on a given day will not be eligible to play in a game or practice for that day.
- 3. Students, who have been suspended from school for disciplinary infractions, will not be eligible to play or attend a game or practice for the duration of the number of day's suspension. (Day = 12:01 am 12:00 midnight.) Ineligibility begins when suspension takes effect.

C. Procedure for consideration to play/practice

- 1. Parent of student must contact either the principal or the vice principal concerning the matter no later than 12:00 noon of the day in which a game or practice is scheduled. If the game/practice falls on a weekend day, parent contact must be made by 3:00 pm, Friday.
- 2. Under no circumstances can a student who is absent from school as described in Section A, #1 (second sentence), #2 and Section B participate in a practice or a game without the approval of either the principal or vice principal and athletic director.

Sportsmanship - Bay State Conference

If any student in any sport willfully, flagrantly or maliciously attempts to injure an opponent, he/she shall not participate in any sport season for one year from the date of the incident. ("Fighting" does not apply to this section unless warranted in the judgment of the game official).

Hearings and Appeals

- 1. Any student who violates the above Bay State Conference (Sportsmanship) rule will have a due process hearing with his/her principal as soon as possible after the incident. The athletic director will be the investigative officer for this hearing.
- 2. If after fully investigating the incident, the principal feels there is merit in appealing the decision, he/she will formally ask the Conference for an appeal hearing.
- 3. Letters explaining the incident must be signed by the principal and sent to: President of the Conference, Opposing Principal, Opposing Athletic Director, and Commissioner of Officials/Game Officials.
- 4. Contact will be made with the principal of the school identifying the incident or allegation to be reviewed. The principal or designee will be required to attend the forum with all relevant parties (e.g. student, coach, athletic director) at a specific time and place. Game officials, if appropriate, will be invited to participate. Game officials must submit an incident report whenever appropriate or requested.
- 5. The hearing will be conducted by a committee of principals and athletic directors, to be assigned by the President of the Bay State Conference.
- 6. Prior to the beginning of the hearing, the Chairperson will announce the format and time frame for each element of the session. For example, the principal will present his/her position. Committee/panel members may ask clarifying questions. Those representing opposition to the position will be given specific time to present their position. The committee/panel will follow-up with clarifying questions. The appellant will be given specific time to "rebut". The Chairperson will allow each side to summarize after the committee/panel has asked its questions of all parties.

ITEM TITLE: Approve 2023-2024 School Committee Goals

DATE:

ITEM TYPE:

ITEM SUMMARY: Proposed School Committee Goals for FY2023/2024

BACKGROUND INFORMATION:

RECOMMENDATION:

ATTACHMENTS:

Description File Name Type

Proposed School Committee Goals for FY2023-2024

Natick_School_Committee_Goals_for_FY2023- Cover Memo 2024.pdf

Natick School Committee Proposed School Committee Goals for SY2023-2024

Goal 1: Identify and hire a permanent superintendent

Goal 2: Develop a long-term plan pertaining to: a) elementary school buildings/enrollment projections, b) fields and playgrounds, and c) improving the district's

Goal 3: Developing and implementing an NPS Sustainability Plan

Goal 4: Increasing Community Engagement with the Natick School Committee

ITEM TITLE: 2023 MCAS Report

DATE:

ITEM TYPE:

ITEM SUMMARY: Assessment Data

BACKGROUND INFORMATION:

RECOMMENDATION:

ATTACHMENTS:

Description File Name Type

School_Committee_Assesssment_Data_Presentation_- Cover Memo 2023 MCAS Report

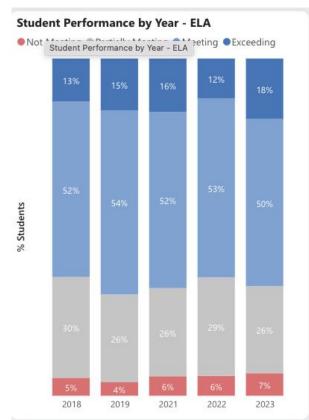
 $_MCA\overline{S}_Report.pd\overline{f}$



Natick Public Schools Assessment Data 2023

October 23, 2023

Overall District Results 2023- ELA



```
Average Scaled Score

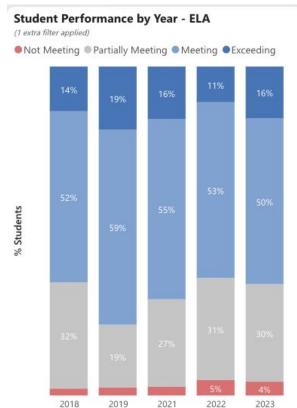
1 +3 vs. previous year
1 +13 vs. state average
```

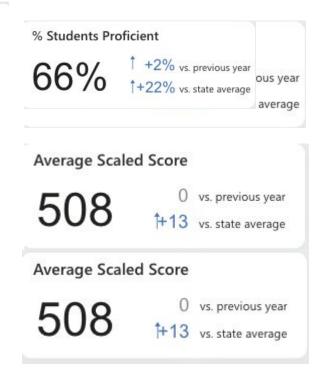
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Average SGP

55.0 
-0.5 vs. previous year +5.3 vs. state average
```



Grade 3 Results 2023- ELA





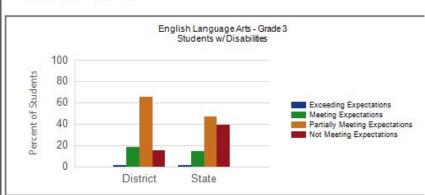
It is important to note that across the state Grade 3 did not perform as high as in the past. These students were in kindergarten in 2019-20 when we were in closure due to Covid and Grade 1 when we were hybrid.

This is good news for us!

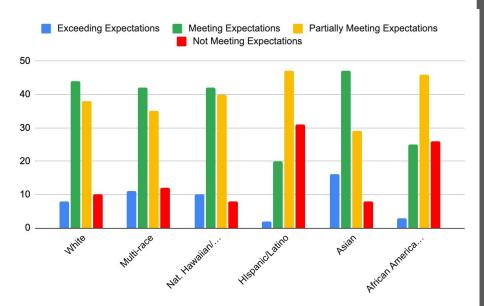


Grade 3 ELA - subgroups

Students w/ Disabilities

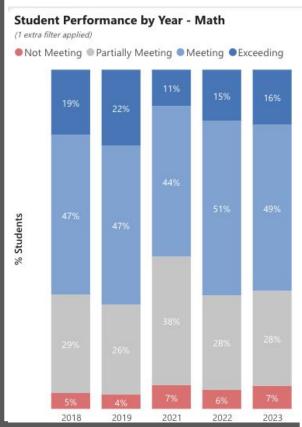


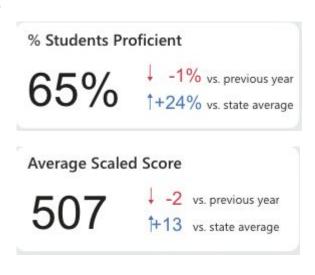
English Language Arts	N Students Included	% District	% State
Exceeding Expectations	1	1	1
Meeting Expectations	13	18	14
Partially Meeting Expectations	46	65	47
Not Meeting Expectations	11	15	39
Total Included	71		





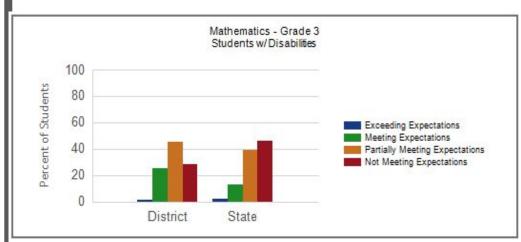
Grade 3 Results 2023- Math

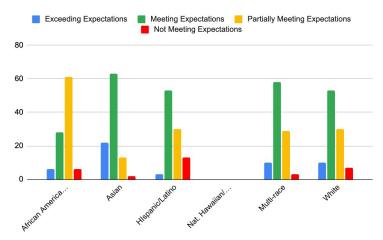






Grade 3 Math - subgroups

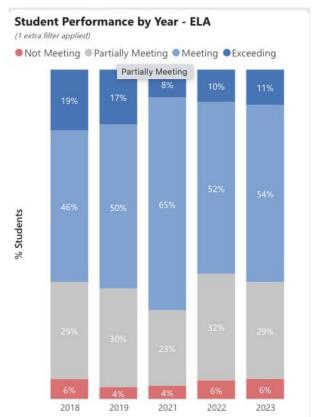




Mathematics	N Students Included	% District	% State
Exceeding Expectations	1	1	2
Meeting Expectations	18	25	13
Partially Meeting Expectations	32	45	39
Not Meeting Expectations	20	28	46
Total Included	71		



Grade 4 Results 2023- ELA



Average Scaled Score

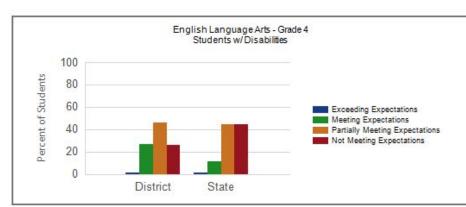
1 +2 vs. previous year
1 +12 vs. state average

Average SGP

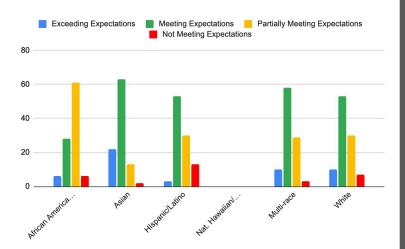
10.1 vs. previous year +9.3 vs. state average



Grade 4 ELA - subgroups

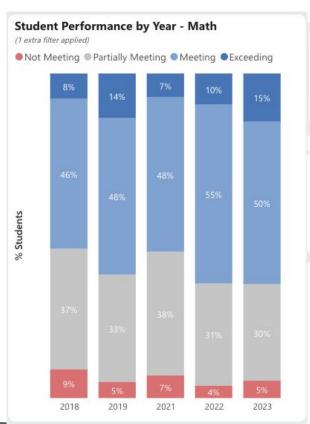


English Language Arts	N Students Included	% District	% State
Exceeding Expectations	1	1	1
Meeting Expectations	22	27	11
Partially Meeting Expectations	37	46	44
Not Meeting Expectations	21	26	44
Total Included	81		





Grade 4 Results 2023- Math



% Students Proficient

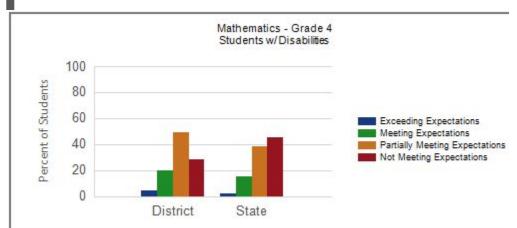
65% 0% vs. previous year 1+20% vs. state average

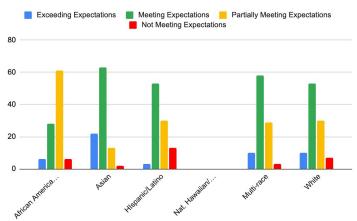
Average Scaled Score

1 +3 vs. previous year †+12 vs. state average Average SGP



Grade 4 Math - subgroups

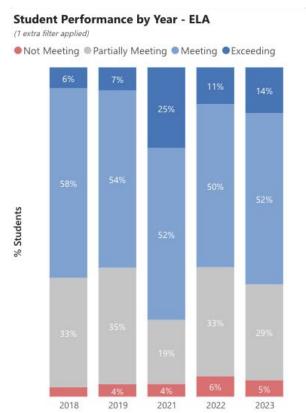




Mathematics	N Students Included	% District	% State
Exceeding Expectations	3	4	2
Meeting Expectations	16	20	15
Partially Meeting Expectations	39	49	38
Not Meeting Expectations	22	28	45
Total Included	80		



Grade 5 Results 2023- ELA



% Students Proficient

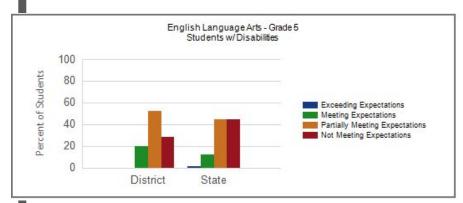
Average Scaled Score

1 +3 vs. previous year †+13 vs. state average Average SGP

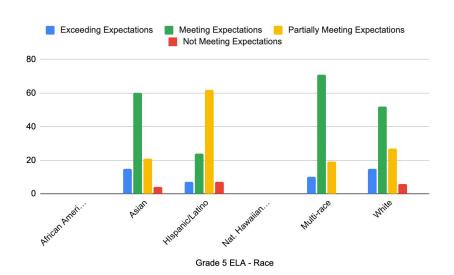
+1.9 vs. previous year



Grade 5 ELA - subgroups

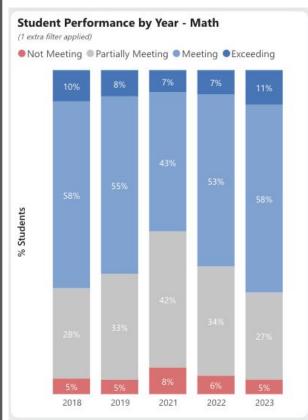


English Language Arts	N Students Included	% District	% State
Exceeding Expectations	0	0	1
Meeting Expectations	17	20	12
Partially Meeting Expectations	43	52	44
Not Meeting Expectations	23	28	44
Total Included	83		





Grade 5 Results 2023- Math



Average Scaled Score

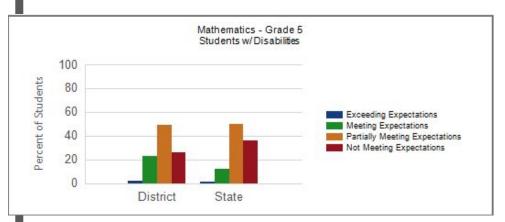
1 +4 vs. previous year
+13 vs. state average

Average SGP

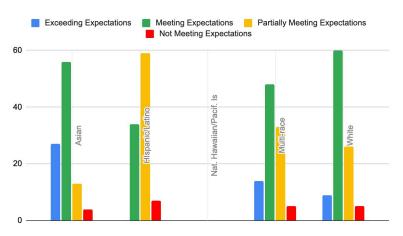
58.6 +3.3 vs. previous year +8.6 vs. state average



Grade 5 Math - subgroups



Mathematics	N Students Included	% District	% State
Exceeding Expectations	2	2	1
Meeting Expectations	19	23	12
Partially Meeting Expectations	40	49	50
Not Meeting Expectations	21	26	36
Total Included	82		

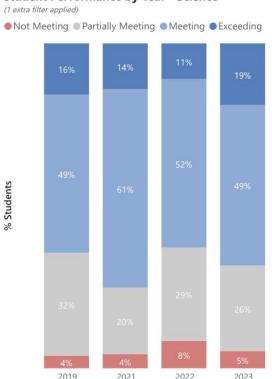


Grade 5 Math- Race



Grade 5 Results 2023- Science





% Students Proficient

Average Scaled Score

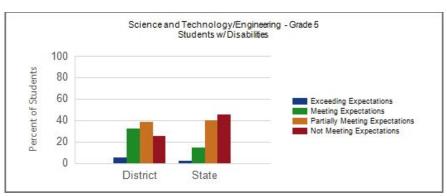
510

1 +4 vs. previous year

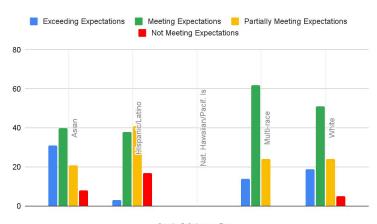
†+16 vs. state average



Grade 5 Science - subgroups



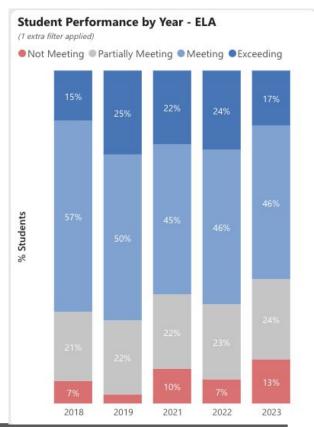
Science and Technology/ Engineering	N Students Included	% District	% State
Exceeding Expectations	4	5	2
Meeting Expectations	26	32	14
Partially Meeting Expectations	31	38	40
Not Meeting Expectations	20	25	45
Total Included	81		



Grade 5 Science- Race



Grade 6 Results 2023- ELA



% Students Proficient

63%

-8% vs. previous year 1+20% vs. state average

Average Scaled Score

505

+12 vs. state average

Average SGP

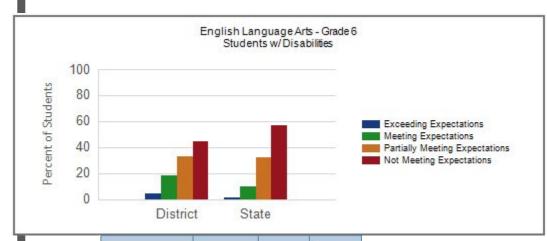
49.9

-8.1 vs. previous year

0.1 vs. state average



Grade 6 ELA - subgroups



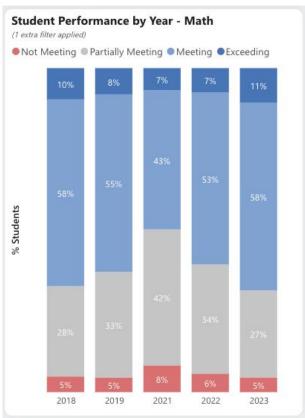
		<u> </u>	-	-
Asian	Hispanic/Latino	Nat. Hawaiian/Pacif.	Multi <u>-</u> race	White
As	Hispan	at. Hawa		<u> </u>
	1	Z	₩.	

Grade 6	ELA -	Race
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English Language Arts	N Students Included	% District	% State
Exceeding Expectations	4	4	1
Meeting Expectations	17	18	10
Partially Meeting Expectations	31	33	32
Not Meeting Expectations	41	44	57
Total Included	93		



Grade 6 Results 2023- Math



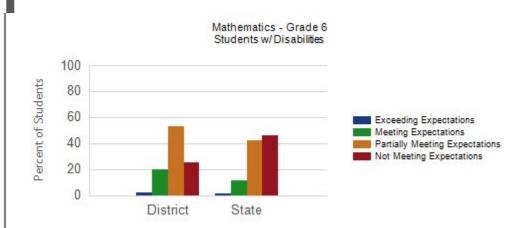


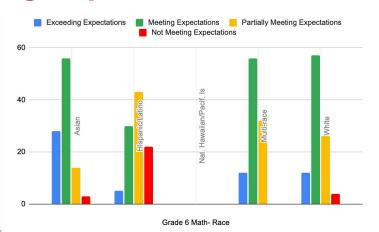
Average SGP

FQ 6 † +3.3 vs. previous year



Grade 6 Math - subgroups

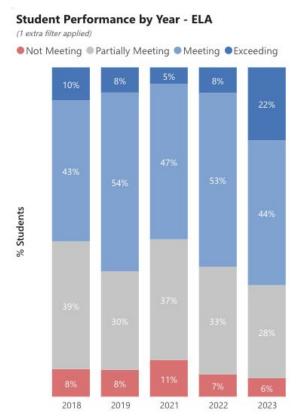




Mathematics	N Students Included	% District	% State
Exceeding Expectations	2	2	1
Meeting Expectations	19	20	11
Partially Meeting Expectations	49	53	42
Not Meeting Expectations	23	25	46
Total Included	93		



Grade 7 Results 2023- ELA



Average SGP

50 2 -3.1 vs. previous year

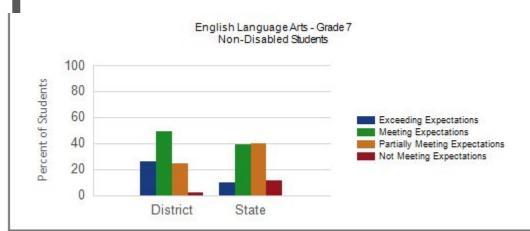
Average Scaled Score

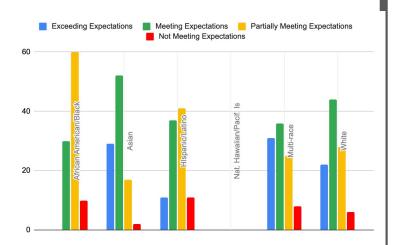
510

† +7 vs. previous year †+17 vs. state average



Grade 7 ELA - subgroups

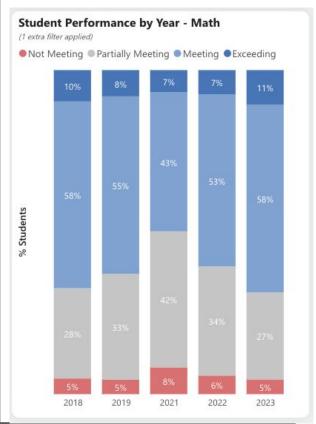




English Language Arts	N Students Included	% District	% State
Exceeding Expectations	86	26	10
Meeting Expectations	162	49	39
Partially Meeting Expectations	79	24	40
Not Meeting Expectations	5	2	11
Total Included	332		



Grade 7 Results 2023- Math



Average Scaled Score

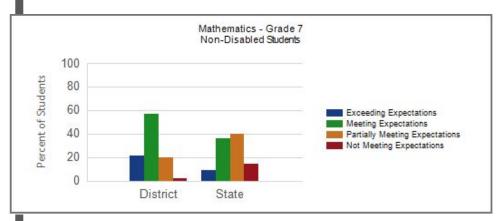
1 +4 vs. previous year
1 +13 vs. state average

Average SGP

 58.6^{\uparrow} +3.3 vs. previous year +8.6 vs. state average



Grade 7 Math - subgroups

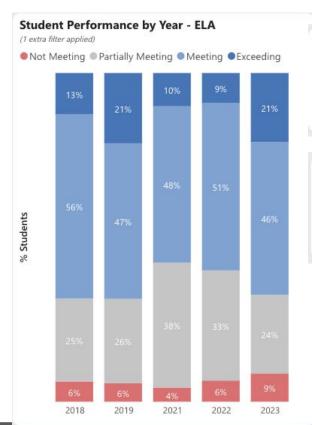


0 ——	African American/Black	Asian	HIspanic/Latino	iian/Pacif. Is	Multi-race	White
0 ——	African Am	ă	HIspan	Nat. Hawaiian/Pacif	Mul	

Mathematics	N Students Included	% District	% State
Exceeding Expectations	71	21	9
Meeting Expectations	189	57	36
Partially Meeting Expectations	66	20	40
Not Meeting Expectations	6	2	14
Total Included	332		



Grade 8 Results 2023- ELA



% Students Proficient

Average Scaled Score

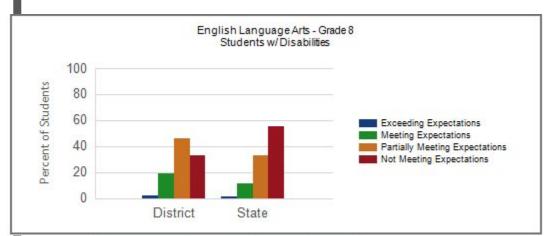
510

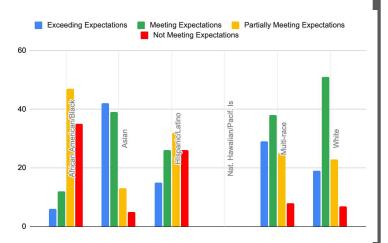
+6 vs. previous year †+16 vs. state average Average SGP

+0.3 vs. previous year 59.8 ↑ +9.8 vs. state average



Grade 8 ELA - subgroups

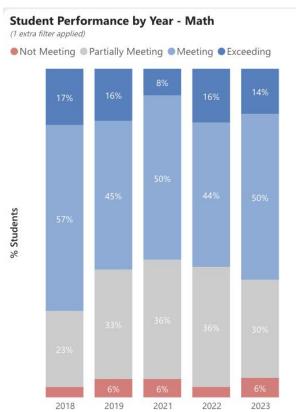




English Language Arts	N Students Included	% District	% State
Exceeding Expectations	2	2	1
Meeting Expectations	20	19	11
Partially Meeting Expectations	47	46	33
Not Meeting Expectations	34	33	55
Total Included	103		



Grade 8 Results 2023- Math



Average SGP

51.2 \(\dagger \text{-8.4 vs. previous year} \\ \dagger \text{+1.2 vs. state average} \)

Average Scaled Score

507

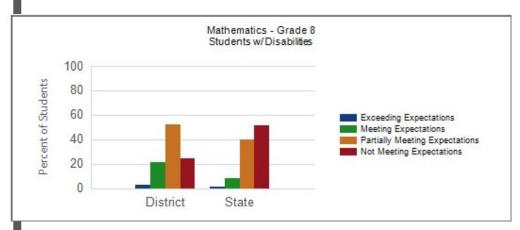
vs. previous year

†+14 vs. state average

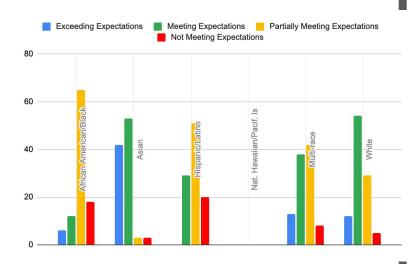
% Students Proficient



Grade 8 Math - subgroups

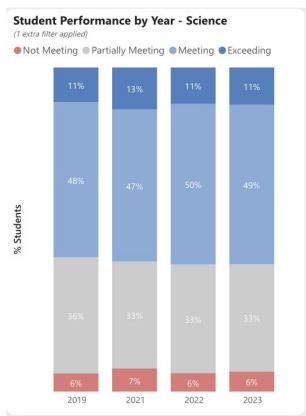


Mathematics	N Students Included	% District	% State
Exceeding Expectations	3	3	1
Meeting Expectations	22	21	8
Partially Meeting Expectations	55	52	40
Not Meeting Expectations	25	24	51
Total Included	105		





Grade 8 Results 2023- Science



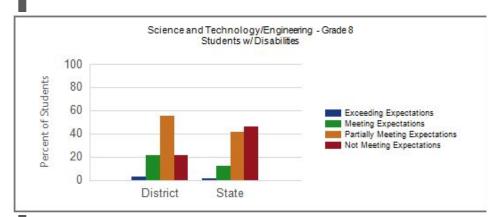
% Students Proficient 61% 0% vs. previous year +20% vs. state average

Average Scaled Score

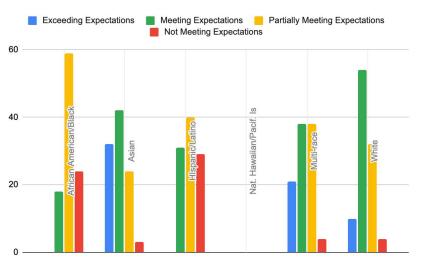
506 | +12 vs. previous year 1 +1 vs. previous year



Grade 8 Science - subgroups



Science and Technology/ Engineering	N Students Included	% District	% State
Exceeding Expectations	3	3	1
Meeting Expectations	22	21	12
Partially Meeting Expectations	57	55	41
Not Meeting Expectations	22	21	46
Total Included	104		

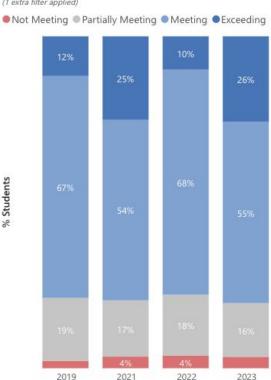




Grade 10 Results 2023- ELA

Student Performance by Year - ELA

(1 extra filter applied)



% Students Proficient

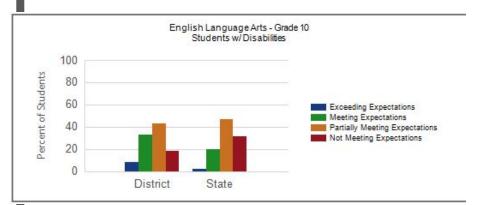
Average Scaled Score

516

† +7 vs. previous year †+12 vs. state average Average SGP



Grade 10 ELA - subgroups

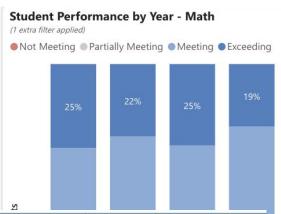


English Language Arts	N Students Included	% District	% State
Exceeding Expectations	6	8	2
Meeting Expectations	26	33	20
Partially Meeting Expectations	34	43	47
Not Meeting Expectations	14	18	31
Total Included	80		





Grade 10 Results 2023- Math



Mathematics	N Students Included	% District	% State
Exceeding Expectations	2	2	1
Meeting Expectations	22	27	15
Partially Meeting Expectations	50	62	59
Not Meeting Expectations	7	9	25
Total Included	81		

Average SGP

53.5 \ \ \ \ -3.1 \ vs. previous year \ \ \ \ \ +3.5 \ vs. state average

Average Scaled Score

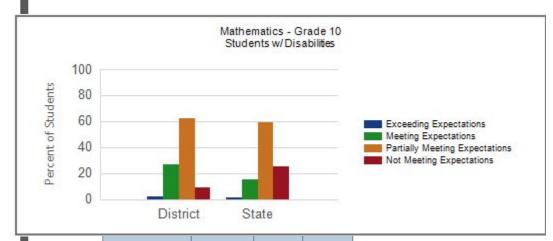
513 -1 vs. previous year +13 vs. state average

% Students Proficient

74% vs. previous year +24% vs. state average



Grade 10 Math - subgroups

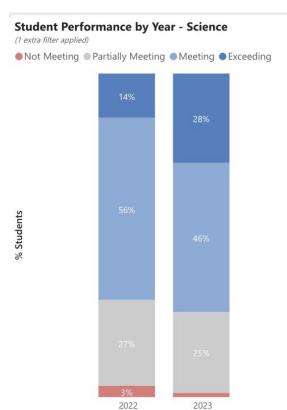


30 ——						
60 ——	Slack			S.		
10 ——	African/American/Black	Asian	HIspanic/Latino	Nat. Hawaiian/Pacif. Is	Multi-race	White
20 ——	Africa			Nat.		

Mathematics	N Students Included	% District	% State
Exceeding Expectations	2	2	1
Meeting Expectations	22	27	15
Partially Meeting Expectations	50	62	59
Not Meeting Expectations	7	9	25
Total Included	81		



Grade 10 Results 2023- Science



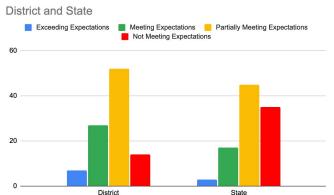
% Students Proficient 74% vs. previous year +27% vs. state average

Average Scaled Score

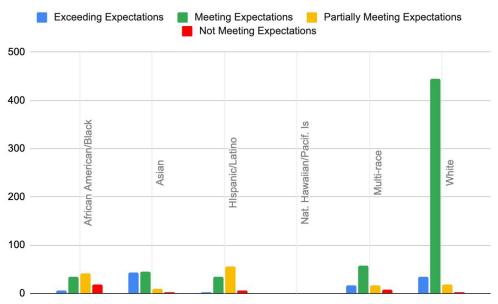
516 +4 vs. previous year +17 vs. state average



Grade 10 Science - subgroups



9/10 Physics	N Students Included	% District	% State
Exceeding Expectations	6	7%	3%
Meeting Expectations	22	27%	17%
Partially Meeting Expectations	43	52%	45%
Not Meeting Expectations	12	14%	35%
Total Included	83		





Mean Student Growth Percentiles

2023 vs 2022

Grade Level	NPS ELA 2023	MA ELA 2023	NPS ELA 2022	NPS Math 2023	MA Math 2023	NPS Math 2022
4	58	49	58	48	50	51
5	55	50	53	58	50	55
6	50	50	58	53	50	67
7	50	50	53	56	50	60
8	60	50	60	51	50	59
10	56	49	51	54	50	57

Natick student growth percentiles were equal to or higher than the state except in grade 4 math.

Graduation Requirements

Classes of 2024 and 2025*

Subject	Option 1	Option 2
ELA	Earn a score of 472 or higher	Earn a score of 455–471 and Fulfill the requirements of an Educational Proficiency Plan
Math	Earn a score of 486 or higher	Earn a score of 469–485 and Fulfill the requirements of an Educational Proficiency Plan
STE	Earn a score of 220 or higher on a legacy STE test, or the interim passing standard for next-generation Biology (467) or Introductory Physics (470)	Not applicable (only one option for STE)

96% of Grade 10 students have met the requirement for graduation in ELA under Option 1
92% of Grade 10 students have met the requirement for graduation in Math under Option 1



What Does the Data Tell Us? - The Good News

- Overall Natick continues to score higher than the state overall
- Grade 3 students scored higher than the state in ELA and Math DESE indicated ELA for grade 3 was an area of weakness across the state!
- Mean growth percentiles for all grades and contents are equal to or higher than the state
- 96% of grade 10 students met the graduation requirement for ELA
- 92% of grade 10 students met the graduation requirement for math
- Our Asian students tend to score higher than other races
- Our results continue to trend higher than last year in most grades



Next Steps

- Identify strengths where we met standards
- Identify standards that were weaker and adjust instruction to ensure students master content
- Work to identify educators and buildings where we see strengths and work to identify the best practices in place to support all students
- New Math Curriculum K-4 and 9-11. While we expect we may see some dips when we implement a new curriculum, we expect we will see gains as students and teachers become more familiar with the curriculum
- Professional development around and implementation of Universal Design for Learning practices to remove barriers for all learners



What Does the Data Tell Us? - We Have Work To Do

- Special Education students score higher than the state but not at the same level as their nondisabled peers
- Black students and Hispanic/Latino students continue to achieve at a lower level than their peers



ITEM TITLE: New Booster Recognition and Application

DATE:

ITEM TYPE: Action

ITEM SUMMARY: New Booster Recognition

Booster Group Recognition

BACKGROUND INFORMATION:

RECOMMENDATION:

ATTACHMENTS:

Description File Name Type

New Booster Recognition New_Booster_Recognition_Process.docx.pdf Cover Memo

Booster Group Recognition Booster Group Recognition Application.docx.pdf Cover Memo

NATICK

Natick Public Schools

BUSINESS OFFICE

13 East Central Street, Natick, MA 01760

Matthew J. Gillis, Assistant Superintendent for Finance

Dr. Bella Wong, Superintendent Timothy Luff, Deputy Superintendent Susan Balboni, Assistant Superintendent for Teaching, Learning, and Innovation

October 18, 2023

TO: School Committee & Bella Wong, Interim Superintendent

FROM: Matthew J. Gillis

RE: Parent Booster Organization Recognition and Fundraising

Background

NPS has five School Committee approved policies (GBEBC,JJE, JJH, JJH-R, and KCD) that include fundraising and student participation in fundraising. A lot of detailed and complex work was started with an approval process for parent booster groups, but in reality, the school committee has little control over if these groups want to form or not. The School Committee does get to vote to accept gifts and who can use school property and when they can use it.

Recommended Recognition Process

New or revitalized parent booster groups should be part of the consent agenda. Parent booster groups that complete the attached application and more importantly have established themselves as separate entities from the Natick Public Schools with their own:

- 1. Tax ID #
- 2. Is a registered charity in Massachusetts (with the MA Attorney General's Office)
- 3. Have their own separate bank account
- 4. Provided verifiable officer contact information

See attached 3-page application we will keep on file in the Athletic Department and in the business office so we can contact folks to avoid having multiple booster groups for the same program/team where practical.

Vote Requested

Move to approve the attached 3-page independent Booster and Support Organization Application process. Copies of the approved applications will be stored with the High School Athletic Department and School Business Office.

CC: Josepha Blocker, Principal, Natick High School

CC: Tim Collins, Athletic Director, Natick High School

CC: Robin McBlane, Admin Assistant to Athletic Director

Natick Public Schools does not discriminate on the basis of race, creed, color, sex, age, gender identity, religion, nationality, sexual orientation, disability, pregnancy and pregnancy-related conditions, physical and intellectual differences, immigration status, or homeless status.

NATICK PUBLIC SCHOOLS

APPLICATION FOR RECOGNITION

BOOSTER AND SUPPORT ORGANIZATION

Organization N	Name:			
Date of Applic	eation: / / (MM/DD/Y	Person submitting (EAR)	the application:	
× N	ew Application	1	× Renewal Applica	ation
List your office	ers for the acac	lemic year covered by	this application:	
	Name	Address	Phone	Email
President				
Freasurer				
School Liaison (If applicable)				
Organization'	's Primary Ba	nk:	•	
Organization'	's Federal Tax	ID (FEIN) #:		
Organization'	es AG (Public	Charity) #:		
-		ic School employee is transactions on behalf	or will be an authorized of the organization.	ed signatory for
(Initials)				
			s of organization and organization's annua	

The booster and support organization acknowledges the right of the Natick School District to rescind the recognition of any booster and support organization if their operations and/or purpose are inconsistent with these procedures or any Natick School Committee policy.

intended use of funds generated for the current academic year.

NATICK PUBLIC SCHOOLS

BOOSTER AND SUPPORT ORGANIZATION CASH FLOW STATEMENT

Name of Booster Club or Support Organization:

Budget/Projected
Amount
\$ -

Actual (Annual) Amount
\$ -

Revenue

Parent

Dues

Donations

Fundraisers

Other_____

Other_____

TOTAL INCOME

\$ -	
\$	
Evenouses	
Expenses	
School Supplies	

Technology

Uniforms/Equip

Banquet

Awards

Other

Other

Other

TOTAL EXPENSES

~	α	D 1	
Current	Cash	Balanc	e

Booster and support Club Representative

Date

Instructions for Recognition

Natick Public Schools requires all booster and support organizations to submit an application for recognition. Existing organizations will only be required to submit a renewal application if there are significant changes taking place, i.e. significant turnover of the directors, changes to bylaws or the organization's overall mission. The requested application includes:

- 1. The name of the organization
- 2. The date of application
- 3. A copy of the organization's articles of organization and bylaws
- 4. The names, addresses, phone numbers and email address of the appointed school liaison members and directors.
- 5. The name of the bank where the group's account will be located and confirmation that no employee of Natick Public Schools will be an authorized signer on a booster and support organization's bank account.
- 6. The tax identification number of the group {Apply for Federal Tax ID Number} and the Attorney General Account Number assigned upon registration as a public charity.
- 7. A brief description of annual objectives and the intended use of funds generated.
- 8. The Superintendent of Schools, or designee, shall present to the Natick School Committee all applications for recognition. The Natick School Committee will review applications for recognition and may deny applications recognition if they are incomplete and missing the independent banking information, Tax ID #, and Charity # from the Massachusetts Attorney General's Office.
- 9. Prior to any fundraising activity occurring or soliciting on NPS property, those fundraisers need to be approved by the Assistant Superintendent of Finance. Applications, ideally, should occur at the beginning of each school year.
- 10. Student participation in booster group fundraising activities also needs to be approved by School Administration.
- 11. Parent and adult participation in fundraising activities off school property do not need school approval, but trust the booster group will represent the students, staff and school committee members well.

ITEM TITLE: 2023-2024 School Committee Goals

DATE:

ITEM TYPE:

ITEM SUMMARY: Proposed School Committee Goals for FY2023/2024

BACKGROUND INFORMATION:

RECOMMENDATION:

ATTACHMENTS:

Description File Name Type

Proposed School Committee Goals for FY2023-2024

Natick_School_Committee_Goals_for_FY2023- Cover Memo 2024.pdf

Natick School Committee Proposed School Committee Goals for SY2023-2024

Goal 1: Identify and hire a permanent superintendent

Goal 2: Develop a long-term plan pertaining to: a) elementary school buildings/enrollment projections, b) fields and playgrounds, and c) improving the district's

Goal 3: Developing and implementing an NPS Sustainability Plan

Goal 4: Increasing Community Engagement with the Natick School Committee