

STUDENT AND FAMILY HANDBOOK 2019-2020

HIGH ROCK SCHOOL 77 FERNDALE ROAD NEEDHAM, MA 02492



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<http://highrock.needham.k12.ma.us/main/>

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Language Assistance Services

ATTENTION: If you speak a language other than English, language assistance services are available to you free of charge. **Contact your child's school for assistance.**

Spanish: ATENCION: Si usted habla un idioma que no sea el inglés, hay servicios de asistencia lingüística disponibles gratis. **Contacte la escuela de su hijo para asistencia.**

Portuguese: ATENÇÃO: Se fala um idioma diferente do Inglês, os serviços de assistência linguística estão disponíveis gratuitamente para si. **Entre em contato com a escola do seu filho para obter assistência.**

Russian: ВНИМАНИЕ: Если вы не говорите на английском языке, для вас доступны бесплатные языковые сервисы на вашем языке. Обратитесь за помощью в школу, в которой учится ваш ребенок.

Haitian Creole: ATANSYON: Si ou pale yon lòt lang ke lang Anglè, sèvis asistans lang yo disponib pou ou gratis. Kontakte lekòl timoun ou an pou kapab jwenn asistans.

Cape Verdean: ATENSON: Si bu ta fala un língua diferente di Ingles, Servísus di Apoiu Linguístiku stá disponível sen kustus. Kontakta skóla di bu fidju pa dá-bu apoiu.

Thai:โปรดทราบ:หากท่านพูดภาษาอื่นได้นอกเหนือจากภาษาอังกฤษ

ท่านสามารถใช้บริการความช่วยเหลือด้านภาษาโดยไม่ต้องเสียค่าใช้จ่าย

ติดต่อโรงเรียนของบุตรของท่านเพื่อขอความช่วยเหลือ

Romanian: ATENȚIE: Dacă sunteți vorbitor de altă limbă decât engleza, serviciile de asistență lingvistică vă sunt disponibile în mod gratuit. **Contactați școala copilului dvs. pentru asistență.**

Arabic: انتباه: إن كنتم تتحدثون بلغة أخرى غير الإنجليزية، فإن خدمات المساعدة اللغوية متوفرة بشكل مجاني. **تواصلوا مع مدرسة طفلكم من أجل طلب المساعدة.**

Chinese: □注意：如果您的母□不是英□，我□将免□提供您□言□助服□。如需□助，□与您孩子的学校□系。

Mandarin: □注意：如果您的母□不是英□，我□将免□提供您□言□助服□。如需□助，□与您孩子的学校□系。

Taiwanese: 請注意：如果您的母語不是英語，我們將免費提供您語言輔助服務。如需協助，請與您孩子的學校聯繫。

Burmese: အထူးဂရုပြုရန်- အကယ်၍သင်သည် အင်္ဂလိပ်ဘာသာစကားမဟုတ်ဘဲ အခြားဘာသာစကား ပြောတတ်ပါက၊ သင့်အတွက် အခမဲ့ ဘာသာစကားဝန်ဆောင်မှုများရရှိနိုင်ပါသည်။ သင့်ကလေးငယ်၏ ကဗျာတင်သို့ အကူအညီ ရယူရန် ဆက်သွယ်ပါ။

Vietnamese: CHÚ Ý: Nếu Quý vị nói một ngôn ngữ khác ngoài Tiếng Anh, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho Quý vị. **Vui lòng liên hệ với trường của con Quý vị để nhận được sự hỗ trợ.**

Cantonese: 請注意：如果您的母語不是英語，我們將免費提供您語言輔助服務。如需協助，請與您孩子的學校聯繫。

Korean: □□: □□ □ □□□ □□□□ □□, □□ □□ □□□□ □□□ □□□□□□ □□□□. □□ □□□ □□□ □□□ □□□ □□□ □□□□.

Japanese: 注意: 英語以外の言語でお話されたい場合は、言語支援サービスを無料でご利用になれます。

お子様の学校にサポートのご相談ください。

HIGH ROCK SCHOOL

77 FERNDALE ROAD

NEEDHAM, MA 02492

Dear Students & Families,

I want to extend a special welcome to each and every one of you. The year ahead will be filled with new experiences, opportunities, challenges, and growth. Everyone at High Rock is excited about working with you as you begin your journey through the middle school experience in Needham.

This journey will focus on three key values while you are at High Rock: *learning*, *self-discovery* and *caring for others*. Throughout the year your teachers, coursework, activities and experiences will provide you moments when you will examine, challenge and develop yourself in these three realms.

This handbook is a guide for you to understand the expectations and routines of the High Rock School. It is designed to help you have an enjoyable and successful school year. If you ever have questions about anything, the staff is here to help you. Please note that a full version of the handbook is available online on our High Rock Website.

Thank you for taking the time to review this handbook with your family. We are all looking forward to an exciting and rewarding year. We are so happy that you are here with us.

Best wishes for a successful school year.

Sincerely,

Jessica R. Downey

Jessica R. Downey
Principal

HIGH ROCK DAILY SCHEDULE

High Rock will open to students at 7:25 a.m., school day starts at 7:40 a.m. and ends at 2:10 p.m. Students need to wait outside the main entrance to the school if they arrive before that time.

Early Release dismissal is at 11:30 a.m. All students are expected to leave the building at this time, as there is no adult supervision available.

CAFETERIA PROCEDURES

Each Cluster has their own lunch period with assigned seats. Weather permitting; students are taken outside for the last 5-10 minutes of lunchtime for recess.

DAILY PROCEDURES & EXPECTATIONS

AUTOMOBILE DROP-OFF & PICK-UP

Between the hours of 7-8 a.m. and 1:40-2:40 p.m., Monday through Friday, the following will be in place:

- The Linden Street entrance will be one-way, entering at Linden Street and exiting at Sylvan Road with a left turn only.
- Students may enter/exit vehicles on the passenger side only.

DROP OFF: Autos will enter the Linden Street driveway and drop off along the driveway sidewalk. Cars must drop off students prior to the crosswalk. Cutting the line to drop off ahead of the crosswalk is not permitted. In addition, cars may not enter the lower parking lot enclosure (for staff parking only) to drop off students. Drop students off as soon as you can safely unload on a school property sidewalk. Once students have left the vehicle, drivers may pass other vehicles on the left.

PICK-UP: The pick-up line will begin in the driveway at the “pick up begins here” sign. Parents/guardians are encouraged to queue up along the entire length of the Linden Street driveway. Please do not block driveways or street openings as you are waiting for children.

BUS

The upper circle, off Ferndale Road, will be used by buses only, from 7-8 a.m. and 1:40-2:40 p.m. All automobile traffic during that time will be directed to the lower lot near the fields with one-way access off Linden Street.

WALKING & BIKING

Students are encouraged to walk or bike to school as frequently as possible. A number of crossing guards have been added at key locations, see “Drop-Off/Pick-up Map” on our website.

SCHOOL ATTENDANCE

The education of children is a responsibility shared by the school and parents/guardians. Teachers and parents/guardians work together to develop characteristics important in the educational growth of children. Regular attendance is essential to the learning process and helps to establish good student work habits. Participation in classroom activities is an important factor in educational success. Student absences, tardiness and early dismissals affect this learning process. Therefore students are expected to be in attendance every day of the school year from arrival to dismissal. Students should be home when they are ill; otherwise, all efforts should be made to have them in school. To the greatest extent possible, all appointments should be made before or after school and recreational trips scheduled during school vacations.

Under Massachusetts General Laws Chapter 76, Section 1 states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven days or fourteen half-days 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. Parents/guardians are required under the law to ensure regular school attendance of their children and are subject to a fine for failure to comply with the law. If a child is absent for five (5) or more consecutive days, a doctor’s note (certificate) is required when the child returns to school. Failure to provide a medical note will result in the absence being considered as unexcused.

ABSENCES-REPORTING

In the event a child will be absent for the day, parents/guardians are expected to call the school office by 8 a.m. Parents/guardians must furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. Parents/guardians will be contacted as soon as practical and within three (3) days of the student's absence if the parent/guardian has not contacted the school regarding an absence.

ABSENCES-EXCESSIVE

Parents/guardians will be notified when a student has been absent five (5) or more days during a trimester without a medical note. This includes both absences and late arrivals. If the pattern does not improve, the principal or designee will attempt to work with parents/guardians to develop an action plan to improve the student's attendance. In all circumstances parents/guardians are expected to work collaboratively with school staff to correct the reasons that the student is missing school. Continued excessive absences may also result in the school taking legal action to remedy the situation. **Five (5) or more unexcused tardies or absences during a trimester will make a student ineligible for the Honor Roll.**

DISMISSALS

If a student needs to be dismissed early from school, a note from the child's parent/guardian that includes the date, time and reason for the dismissal is required. On the morning of the dismissal students will present this note between 7:30 and 7:40 a.m. at the front office and then receive a dismissal pass that they will give to their teacher at the designated time. Students should be picked up at the main entrance (upper lot) at the early dismissal time.

VACATIONS & ABSENCE DUE TO NON-MEDICAL REASONS

A student who is absent from school due to a family vacation taken during the school year misses important instruction in the classroom. The school calendar is published far in advance of the school year (Spring of the previous year) to help parents/guardians plan family trips. Whenever possible, plan your family vacations to coincide with school vacations. Since assignments are based upon material that has been previously taught, work must be made up after a child returns. Assignments cannot be sent home in advance. Vacations are always considered unexcused absences from school. Students may access MyHomework to view assignments, materials, and content posted by the teacher during a time of absence.

LATE ARRIVAL TO SCHOOL

School begins at 7:40 a.m. Students are welcome in the building at 7:25 a.m. and are late if they are not in their advisory by the 7:40 a.m. bell. Students arriving late must report to the Main Office for a pass. A late arrival will be excused with a medical appointment note. Running late or oversleeping are not reasons for an excused absence. Parents/guardians will be notified when a student is frequently tardy and the principal or designee will work with families to develop an action plan to improve the student's attendance. Excessive tardiness could result in further disciplinary action. **Five (5) or more unexcused tardies or absences during a trimester will make a student ineligible for the Honor Roll.**

CONTACTING SCHOOL OR HOME DURING THE SCHOOL DAY

If a parent/guardian needs to contact a student during the school day they should call the Main Office and the message will be given to that student. Students cell phones are to be turned off and stored in lockers during the school day. Students are not permitted to use their cell phones between the hours of 7:40 a.m. to 2:10 p.m. If your child needs to contact a parent/guardian during the school day, they may ask a teacher or the Main Office for permission to use the telephone.

AFTERSCHOOL

After 2:10 p.m. all students are expected to be in a supervised area with a teacher if they are staying afterschool. Teachers provide after school help for students from 2:10 until 2:40 p.m. on Tuesday, Wednesday and Thursday. Students should be picked up at 2:40 p.m. when staying for after school help unless they have another after school activity at the school. On Monday and Friday all students are dismissed at 2:10 p.m.

Overview of After School Time for Students and Teachers - Tuesday, Wednesday, Thursday, from 2:10 - 2:40

There are two primary ways that after school time is structured, either teacher led or student initiated. Since time is limited after school our focus is to provide generalized support and review. This is also an opportunity for students to connect with teachers and fellow classmates in a less formal way. It is important to note that individual tutoring or targeted instruction is not the purpose of this time for students. Here are some examples of what may occur during this time:

Teacher led:

Lead a group review session for a test/quiz
Review a concept that is misunderstood with a small group
Provide time for a student to make up a test or quiz

Student initiated:

Ask specific questions
Complete missing work
Begin homework
Work on group project
Work collaboratively with friends in a constructive space

VISITORS

Parents/guardians and visitors are required to sign in at the Main Office before proceeding to any other areas of the school. Visitors will be issued a visitor badge to wear during their time in the school. An appointment should always be made before planning to meet with a teacher or an administrator. Students not enrolled at High Rock School are not allowed to visit during the school day.

CORI PROCESS FOR VOLUNTEERS

All volunteers who may have direct and unmonitored contact with children will be required to participate in the **Criminal Offender Record Information** check prior to volunteering in the school. The school secretary will provide the form to a volunteer for completion and then submit it to the Director of Personnel for processing with the Criminal History Systems Board. The Superintendent, or his designee, will review the CORI information to determine if the volunteer may have unmonitored contact with children.

SAFETY PROTOCOLS

If an evacuation of the building is necessary, students will follow the directions of the teacher and exit the building quickly and quietly.

NO SCHOOL ANNOUNCEMENT

If the conditions are severe, school will be canceled. The Needham Public Schools will utilize an emergency notification system that will contact your home phone, cell phones, and send an email using the information you have updated in PowerSchool. The "No School" announcement will also be carried by television Channels 4, 5, 7, and FOX25, and the local cable channel. Information regarding schools during inclement weather is also prominently displayed on the Needham Public Schools' Website www.needham.k12.ma.us. The quickest way to find out is on Twitter where the superintendent posts the information. (For more info: https://twitter.com/@NPS_Supt). All classes and school activities will be canceled for the day, including scheduled adult evening classes, before and after school programs, including Needham Extended Day Program (NESP), and other school-based activities. Transportation of students to out-of-district schools will be canceled on Needham's "No School" days.

Parents/guardians may opt out of the emergency notification system for weather related events only:

1. Please log onto PowerSchool and click on Update Information.
2. On the Student Data Update page, delete the telephone number in the field marked *Weather Related School Delays/Cancellations Phone*.
3. You will receive calls for other school emergencies. Alternatively, you may change the number in that box to a phone number more convenient to you and your family.
4. Contact the school secretary if you have a problem with your PowerSchool account.

TWO-HOUR DELAYED OPENING

The "Two-Hour Delayed Opening" announcement will be the same as for school closure. Parents/guardians are reminded not to send their children to school early on "Two-Hour Delayed Opening" days since the school yards may not be plowed nor will staff be available to supervise early arrivals. School will open at 9:25 a.m. and will be dismissed at 2:10 p.m.; lunch will be served at the regular times in all school cafeterias.

EMERGENCY EARLY RELEASE ANNOUNCEMENT

In the event of a severe weather emergency or some other emergency that develops during the school day, the Needham Public Schools may release students before the end of the school day. We will use the emergency notification system to alert parents/guardians. As appropriate, the Needham Public Schools will work with public safety officials to shelter students we are unable to send home.

Please do not call the Police Department, the Fire Department, the Department of Public Works, or the School Department to ask about "No School" or "Two-Hour Delayed Opening" announcements. Your call may interfere with the performance of their duties at a critical time during a storm.

MIDDLE SCHOOL CODE OF CONDUCT

STUDENT BEHAVIOR AND EXPECTATIONS

GUIDING PRINCIPLES AT THE MIDDLE SCHOOL

Middle Schools' Code of Discipline is guided by our core values: *We dedicate ourselves to cultivating academic excellence, civic responsibility, and the personal growth of each member of our community.* The discipline code is in effect both at school and at school-sponsored events, whether or not such events take place on school property (including, but not limited to, any and all athletic activities and contests). Even misconduct that does not take place in school or at a school sponsored event can result in discipline if it is of a serious nature and has direct relationship to the school or causes substantial disruption to the school environment.

Students are expected to hold themselves accountable for maintaining conduct that will allow for an appropriate educational environment for all. When students fail to hold themselves accountable, consequences will be imposed, ranging from a discussion with an administrator or teacher to expulsion from school. The procedures outlined in this section provide an explanation of our disciplinary process. In addition, this section provides examples of conduct that is prohibited. However, not every type of prohibited conduct can be listed. Students are expected to recognize that any conduct that is inconsistent with maintaining an appropriate environment either at school or at a school-sponsored event could lead to discipline, including suspension or expulsion.

HONOR CODE

Dishonest acts such as lying, cheating, or stealing are never acceptable. Such acts will result in parent/guardian notification and appropriately assigned penalties. Students are expected to prepare themselves honestly for tests, homework, research papers, etc. No credit will be given for work obtained through cheating. A student aiding another in cheating will be treated in a similar manner.

STUDENT EXPECTATIONS

Students are expected to conduct themselves in a polite and courteous manner, which respects the rights and privileges of all members of the school community. Members of the school community include: students, faculty, substitutes, visitors, guests, and all school employees. In addition to these general expectations, the following specific rules apply:

1. Cell phones and other electronic devices must be turned off and placed in lockers from 7:25 a.m. to 2:10 p.m. If a student is found with a cell phone during the school day, it will be confiscated and will need to be picked up at the Main Office by a parent/guardian after school.
2. If a student has an Apple watch or similar wearable device, it must be kept in airplane mode during the day. Otherwise it may be confiscated and sent to the Main Office for parent/guardian pickup.
3. Misuse of a school iPad may result in an iPad being sent to the office. The iPad may remain there at the discretion of the Principal or designee, and the student will need to access classwork by another means.
4. Gum chewing is generally discouraged in class and is **only** allowed on a case-by-case basis with prior permission of the school staff.
5. All medications brought to school must be taken to and left with the nurse before school begins.
6. Students are prohibited from selling any items during school without prior approval of the Principal.
7. Students must be mindful of safety when indoors and outside at school. Unsafe behaviors such as snowball throwing or other dangerous behavior is not allowed.
8. Riding of bicycles, skateboards or rollerblading is not allowed in the bus loading area, in the driveway, or on school grounds. Bicycles ridden to school should be walked on sidewalk while on school grounds and must be locked in one of the bike racks on campus.
9. Backpacks, oversized bags, knapsacks, and gym bags are to be kept in lockers during the school day.
10. Students are expected to follow the school dress code (see page 10).

Any student whose behavior interferes with classroom instruction or the smooth operation of the school may be denied participation in co-curricular and extra-curricular activities including, but not limited to, assemblies, field trips, intramurals, or end-of-year activities.

DRESS CODE

Responsibility for student dress resides with parents/guardians. Students are expected to dress for school in a manner that is appropriate and helpful to the general learning environment. The Principal or his/her designee reserves the final judgment regarding the appropriateness of student clothing. If necessary, parents/guardians will be called to bring a change of clothes for their child. The following are general expectations around dress code:

- Articles of clothing that display drugs, alcohol, tobacco or illegal activity are not allowed
- Clothes that show undergarments are not allowed.
- Hats or other headwear is not allowed. Hoods on sweatshirts may not be placed on heads
- Midsections, backs, breasts, chests, and buttocks are to be covered and not become exposed as a result of movement or activity during the school day.
- Students may wear headwear for medical or religious reasons, as approved by the Principal.

BUS CONDUCT

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 Needham Public Schools, and we reserve the right to take whatever action is necessary to maintain a high level of safety.

The school reserves the right to exclude students from school and/or the bus for misconduct of a serious nature that occurs at the bus stop that may impact the school environment. The right of a student to school bus transportation is a qualified right dependent on good behavior. In a case where a student seriously or continuously misbehaves, parents/guardians will be notified by the principal or designee of the school to which the student 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 student's conduct jeopardizes the safety and well being of other students that student may immediately be excluded from the bus.

INVESTIGATION (Interviews & Searches)

Under Needham School Committee policy, school administrators have the authority, as deemed necessary, to interview students regarding matters that are relevant to the school environment. In addition, school administrators may search students and their personal belongings on school property when the administrator has a reasonable basis for believing that the search will produce evidence that the student has violated a school rule or a state or federal law.

Lockers, desks, and similar areas assigned to students remain the property of the school and are therefore subject to inspection by the school administration at any time.

POTENTIAL CONSEQUENCES FOR SERIOUS BEHAVIOR

The following behaviors may serve as grounds for suspension or other disciplinary action, including loss of student privileges.

1. Use of obscene, abusive or profane language or gestures
2. Harassment of another student especially on the basis of race, color, sex, national origin, religion, disability, sexual orientation, or homelessness.
3. Bullying, cyber-bullying or other intimidation of another student, regardless of the basis of such conduct
4. Behavior which endangers persons or property or disrupts the educational process or school activity
5. Fighting or any assault or act of violence committed against another student or school personnel

Students may be expelled under limited circumstances defined by statute (so called "Statutory Offenses) referenced in section titled: **STATUTORY OFFENSES: DUE PROCESS AND PROVISIONS OF LAW**

PROCEDURES FOR SUSPENSION

Please refer to page 23 of this handbook for detailed information regarding Needham Public Schools Procedures for Suspension.

SCHOOL/HOME COMMUNICATION

The communication between the school and home is vital in supporting the overall mission of the High Rock School community.

POWERSCHOOL

PowerSchool is an electronic information system, which tracks student data, attendance and grades. It is our primary student information system and serves to enhance the communication between home and school. The system is online and provides safe and secure access using password protection. Specific information pertaining to password access can be obtained from the Main Office. Teachers ensure that grades are up to date at the mid-term of each trimester so please use this to obtain information about student grades and progress.

REPORT CARDS

A Report Card will be sent home with your child at the end of trimester one and two, and mailed home at the end of the year for trimester three.

PARENT/TEACHER APPOINTMENTS

There are no regularly scheduled parent/teacher conferences in 6th grade as there were at the elementary level. However, parents/guardians may request a meeting with teachers. Cluster meetings, which may include some/all of your student's major subject teachers, advisory teacher, special educator and guidance counselor, may be arranged by calling your child's guidance counselor.

PRIVATE SCHOOL RECOMMENDATION PROCEDURE

Please contact the Main Office first if your child will be applying to private school and if you have further questions throughout the process.

1. All recommendation forms and transcript requests must be submitted to the Main Office a minimum of one month prior to the application deadline in order for materials to be guaranteed to reach the school before the specified due date. Please do not contact teachers prior to the office processing your request.
2. Please download and submit paper copies of all forms/recommendations your child needs completed by his/her teacher(s) and guidance counselor. At this time, we are only able to submit paper, not electronic, copies of school records and recommendations.
3. Each teacher recommendation form must be accompanied with a stamped, addressed business envelope for each school. In addition, a 9x12 envelope for each school, addressed and with three first-class stamps affixed, must be supplied to the Main Office to accommodate required transcript documents and recommendations.
4. All recommendations will be mailed directly to the school and not given to parents/guardians or students.

SCHOOL CALENDAR

Every attempt is made to include all relevant events and activities on the school's online calendar. This calendar will include events specific to each cluster (i.e. field trips) as well as school-wide events such as music concerts. You can locate our calendar through the Needham Public Schools Website at <http://needham.k12.ma.us> or through the link included on the High Rock School Website.

FROM THE PRINCIPAL

The High Rock principal will communicate with parents/guardians electronically using the High Rock listserv (see below). These periodic updates will provide information regarding school activities, parent programs, special events and news from High Rock. This listserv is operated, maintained, and the property of the Needham Public Schools. The Main Office will coordinate all communication through this listserv.

Parents/guardians are responsible for signing up to become a member of the High Rock listserv. In addition, **please note that it is the parents/guardians responsibility to manage the accuracy of the email addresses on record.** The school holds no responsibility to update or change the email contact information contained within the list. The address where parents/guardians can sign-up to be a member of the High Rock listserv is: <http://lists.needham.k12.ma.us/mailman/listinfo/highrock>

HIGH ROCK SCHOOL WEBSITE

The High Rock School maintains a comprehensive school Website, which includes a range of information about each department, the Program of Studies, and student services at High Rock. Current news, events and resources will also be included on the Website. Please visit us at: <http://highrock.needham.k12.ma.us/home>

HIGH ROCK SCHOOL TECHNOLOGY WEBSITE

Another valuable resource for parents/guardians is the High Rock School Family Tech Resources. This site is designed to give students and parents/guardians information and resources that help you as a family navigate the digital world and maximize your student's learning experience. To access this Website go to: <https://sites.google.com/a/needham.k12.ma.us/hrtechresources/home>

PARENT COMMUNICATION GUIDELINES FOR EMAIL

You can expect a response or an acknowledgement from a staff member that the email or phone call was received within two school days. This may seem long, but given the full plate of challenges teachers face, this is a manageable guideline. If you don't hear back from a teacher within the two-day timeframe, please try one more time (or use a different medium) before letting frustration set in. Unfortunately, email servers and voicemail do not always work consistently.

The probability that email will be an effective form of communication from a parent/guardian to teacher is high for the following types of communication:

- FYI's (no response needed). Example: "I will be out of town for the coming week. Alex will be staying with our neighbors, Mr. and Mrs. Friendly. Their phone number is ..."
- Short exchanges. Example: "My son has lost his textbook. How do I go about acquiring a new one?"

The probability that emails will not be effective from a parent/guardian to teacher is high when:

- Strong emotion is present. Anger and frustration are often misinterpreted and misunderstood with email.
- When emails move beyond two exchanges ... an exchange being a set of questions followed by a response.

Alternate options: These might be times when a telephone conference or a face-to-face meeting would improve the chances of resolving the matter.

HOMEWORK

In general, students can expect to complete some homework each night (ranging from 1-2 hours). Sometimes you will be expected to work on long-term assignments at home. Students are expected to go on MyHomework each night to see the nightly assignments. Nightly, there may be some homework that requires students to use their iPads; however, the amount of time for this homework should not exceed 1 hour. If students are on their iPads at home for an excessive amount of time for "homework", please let your child's teacher know.

Students should develop a routine for homework with a time and place that helps them do their best and come to school prepared with homework and materials needed for all classes. Students should establish and use a study buddy for absences and make up work in a timely fashion when absent. Parents/guardians should monitor homework completion as needed and communicate regularly with their child about homework. Use PowerSchool to monitor your child's progress and grades. If your child is using the iPad for excessive amounts of time at home, take it away and let their teachers know.

INDEPENDENT READING

Students are required to read at least 180 minutes each week at home. Research has consistently shown that sustained, self-selected reading leads directly to gains in vocabulary and reading achievement. High Rock School recognizes the importance of independent reading to student growth and development in literacy. Reading time will be logged using bookmarks that are maintained in the Flex classrooms. Students should expect that reading bookmarks will be assessed periodically to help develop and sustain long-term reading goals.

Each student at High Rock will have 20-30 minutes, every other day for independent reading at school. This time may count toward the 180 minutes required. Students are expected to come to IR prepared with a book and to use the IR time for reading.

TEXTBOOKS/LIBRARY BOOKS/CLASSROOM TEXTS

Students are responsible for all books issued to them. Students who have textbooks stolen from their desk or locker should immediately report the loss to their subject teacher and the Main Office. Subject teachers will issue temporary books until such time as the originals have been found. Students should check the Lost and Found and make an exhaustive search before new books are issued. Students will be charged a district fee to replace any books lost or stolen.

SCHOOL LIFE

HONOR ROLL

High achieving students are recognized each trimester by being named to the Honor Roll. Two categories, High Honors and Honors, help to distinguish levels of success. The criteria:

- | | |
|--------------------|--|
| Honors | A grade of "B" or higher in all subjects, and an effort grade of 1 or 2. |
| High Honors | An "A-" or higher in all subjects, and an effort grade of 1 or 2. |

Five (5) unexcused tardies during a trimester will make a student ineligible for Honor Roll.

PROMOTION TO GRADE 7

Students in Grade 6 must receive a final passing grade in three major subjects, including English Language Arts, in order to be promoted to Grade 7.

Students who do not meet the above requirements must repeat the necessary course(s) in an accredited summer school program with documentation of a passing grade in order to be promoted to the next grade level. The Principal must approve a student's summer school program in order for the credit to be accepted by High Rock School.

TEACHER ASSISTANCE TEAM

Our Teacher Assistance Team (TAT) is a faculty group who come together on a regular basis to support their colleagues in the enormous responsibility of meeting the diverse needs of the High Rock students. This forum provides an opportunity to share expertise and make decisions about how best to meet the needs of individual learners.

MEDIA CENTER

Students are encouraged to use the library before advisory begins, and may come after school during extra help time, from 2:10 to 2:40 p.m. Students may also get permission from their teachers to visit the library during class time. A book borrowed from the Media Center and not returned on the date due becomes a financial obligation for the student to whom it was issued.

LIBRARY DATABASES

The library databases are an essential resource for High Rock students. To access them at school or home, start at High Rock's Library Website: <http://highrocklibrary.weebly.com>. Passwords for the databases are available from the Website to everyone with a Needham Public Schools Google account.

FIELD TRIPS

Attendance on a school-sponsored trip that is not a part of required class activities is not a student's right but rather a privilege. A student will not be able to attend such a trip if, in the determination of the Principal or Assistant Principal the student's pattern of behavior is deemed inappropriate or potentially disruptive to the planned trip. Please note that field trip money may not be refundable. Financial assistance is available to families.

GUIDANCE

The Guidance Department at High Rock School will be working closely with all the 6th grade students during the transition to High Rock School. They will provide classroom, small group and individual opportunities for discussion about concerns, celebrations and topics of interest to our grade 6 students. Students may request a meeting with the Guidance Counselor at any time and parents/guardians are always encouraged to make an appointment to discuss their child's overall school performance or specific concerns that may arise.

SPECIAL EDUCATION SERVICES

Special Education services provide specialized instruction to students who have been identified through testing, as having a disability that prevents them from making effective progress in their classroom. Parents/guardians play a key role in this process by offering their insight and information that helps the team to understand their children. If determined to be eligible for special education services, a team meeting, including parents/guardians and teachers, develops an Individualized Education Program (IEP) for the student. This program is designed to support the student's access to the general education curriculum. Special Education evaluation and services can only be provided with a parent's/guardian's permission. If you would like more information or believe your child may have a disability, please contact your child's guidance counselor or your school's principal.

HIGH ROCK AFTER SCHOOL CLUBS

There are a number of after school clubs offered to High Rock students free of charge. Clubs meet on a regular basis. These clubs are open to all students. All programs are under the direction and supervision of faculty advisors. Calendars for these days are determined and posted on our Website at the start of the school year.

Student Leadership Team - The members of the SLT plan activities to enrich school life. This leadership program is open to all students throughout the school year.

Yearbook Committee - The members of the Yearbook Committee help design and develop the yearbook. The team consists of photographers, editors and designers.

Math Team - The Math Team works on problem solving, math skills and the opportunity to compete with other middle schools in two national competitions (Math Olympiad & Continental Math League).
Environmental Club - In Environmental Club, students learn about recycling and other environmental issues. They also develop and execute plans to spread awareness about ways to help the environment.

NCE MIDDLE SCHOOL PROGRAM

A fee-based after-school enrichment program called NCE Middle School Programs is available to all students. The goal of the program is to engage 6th graders in fun and enriching activities, introduce them to new skills, and help students and teachers make connections outside the classroom setting. The after-school activities are generally scheduled for one afternoon per week for approximately 10 weeks. There is a fall and a spring session. A late bus is available for the two 10-week sessions. For more information on NCE Middle School Program go to the Needham Public Schools Website and click on Community Ed www.needham.k12.ma.us or call Community Education at (781) 455-0400, ext. 11222.

SCHOOL COUNCIL

The School Council is a representative, school building-based committee comprising of the principal, parents/guardians, teachers and community members. Each school in Massachusetts is mandated by state law to have a School Council. School Councils assist principals by reviewing the school budget and developing the School Improvement Plan. Requests for parent/guardian members will occur at the start of every school year. Parents/guardians may contact the principal directly to share their interest.

HIGH ROCK-POLLARD PARENT TEACHER COUNCIL (PTC)

Although High Rock will be an independent 6th grade school, structures are intentionally created to link Pollard Middle School (7th/8th grades) with High Rock School (6th grade) into a 2-campus middle school program. One of these structures is a single High Rock-Pollard Parent Teacher Council (PTC) for both schools. The PTC actively supports the middle school community with volunteers, fund-raising and communications. The PTC sponsors several fundraising activities each year to support enrichment and creative arts activities, and to provide grants to teachers and staff.

SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC)

The SEPAC receives its statutory authority from the Chapter 71B, Section 3 of the Massachusetts General Laws. This authority is also codified in the Code of Massachusetts Regulations (CMR), 603 CMR 28.07(4). The SEPAC's business duties include, but are not limited to:

- advising the district on matters that pertain to the education and safety of students with disabilities;
- meeting regularly with school officials; and
- participating in the planning, development, and evaluation of the school district's special education programs. The mission of the SEPAC is to work for understanding of, respect for, and support of all children with special needs in the community.

NUTRITION SERVICES INFORMATION

The High Rock cafeteria is open every school day (except early release days), serving many choices of nutritious hot and cold lunches. The Nutrition Services department is dedicated to being a leader in quality nutritious school meals and has won two Healthier US School Challenge awards. The department is directed by a Registered Dietitian, and supported by a second Registered Dietitian as Nutrition Outreach Coordinator. The Cafeteria Staff are dedicated, talented, and kind people who are there because they love to care for children by preparing and serving excellent food in their "nutrition classroom", and encouraging the students to make good food choices to enhance their well being.

Much thought and planning is put into providing a variety of entrée and other lunch menu components, which are delicious, kid-friendly, and nutritious. The menu of the day changes, but every day there are other lunch options available, including Chicken Caesar Salad, various sandwiches, hamburgers,

chicken patties, bagel & yogurt or cheese. Plentiful supplies of many choices of delicious fresh fruits, cut veggie sticks and salads are always available as part of the school lunch.

The menu and nutritional information, as well as allergy and ingredient information, are available on the Nutrition Service Department page of the Needham School District website.

www.needham.k12.ma.us.

Meal prices will finalize in late April
Lunch: (TBD)

Reduced price:
\$.00 (fee waived for 2019-20)

High Rock Items for sale:

LUNCH Includes 5 components, per USDA: Meat (or Meat Alternate), grain, fruit, vegetable & milk. The student must take at least 3 components and must take a fruit or vegetable for it to be considered a 'meal'.

A la Carte See below

Free or Reduced Priced Lunches:

Families may apply for free or reduced lunches by completing a current school year meal application. A new application must be filled out at the beginning of each school year, or at any time throughout year if the financial situation in the home changes. Meal applications are sent home at the beginning of every school year and are available on our website, in the school office, or the Nutrition Service office at the Administration Building. An on-line application is also available at lunchapp.com.

What do you get with a "LUNCH"? & What is NOT included

Students who qualify for free or reduced price meals are able to get lunch for free or reduced price per day.

Included in a LUNCH (free, reduced, or full price) is:

- One Entree (any choice, including Salad Bar and Gourmet entrees)
 - "Entrée" is the protein item and grain item (usually together, i.e.: Hamburger on bun)
- Fruits & Vegetables. We don't limit (within reason) and we encourage students to take LOTS
- Milk, 8 oz. 1%, Fat-free, Fat-free Chocolate or Strawberry, Lactaid (for documented lactose intolerant students)
- Dessert - if it is written on the menu for the day (usually 1-2 x/week)

Other **A la Carte items** are available at High Rock FOR \$ALE, which are NOT included in the LUNCH price. These items that are not included are as follows:

- 2nd Entrée \$2
- A few "A-list" (healthy) Snack choices (baked chips, etc.) \$.50 - \$1
- 8 oz. water \$.50
- 4 oz. yogurt \$.50

Students who qualify for free or reduced lunch can purchase a la carte items with cash, or money can be deposited into their lunch account for purchases of those items.

Students are not allowed to "go negative" in their lunch account for snacks. (only for LUNCH). Please talk with your child if you want to limit what they buy.

How the automated cafeteria payment system works:

- Every student has their own personal lunch account and PIN number (automatically assigned when enrolled - whether or not they ever use it).
- Parents/Guardians deposit money into the student's account by check via the school cafeteria, on-line (credit card or electronic check), or cash (see **How to prepay** information below).
- Sales are automatically deducted from the student's account. Details of account use are tracked in the system and parents/guardians can access this information (see #10 below).
- Pre-payment into the account is strongly encouraged - as it is much faster, however paying with cash is an option.
- Students who qualify for free or reduced price lunches are processed at the cash register like all other students, avoiding any potentially uncomfortable situation for the student. A la Carte items (above) are not free nor available at reduced price. Only the meal.

- All students access their accounts at the cash register by entering their 4-digit PIN number on the PIN pad located at the register. Each child's unique PIN number is confidential and should not be shared. The PIN number stays the same from year to year until High School, when the number is changed to a 5-digit number. You will be notified of this number in the Welcome Back to School letter from Nutrition Services. If a student does not remember it, the cashier can access their account through the computer register by their name.

When the lunch account gets low:

- Students are notified at the cash register.
- An automated 'Low Balance Email' is sent on Monday evenings to the parent/guardian of students whose lunch account is at \$25 or below.
- A second 'Low Balance Email' is sent on Thursday evenings if balance is \$15 or below.

Negative Lunch Accounts

- When an account goes below zero, only a complete lunch can be purchased - no a la Carte items.
- The automated "Low Balance Email" that is sent on Monday and Thursday evenings (see above) serve as a further request to deposit money into the lunch account.
- If we have no email address in our lunch account system, a negative balance letter is printed out and mailed to the home, requesting deposit into the lunch account.

Credit limit /Negative Balance follow-up

- If a student's lunch account reaches negative \$10.00 and there has been no response to email requests for deposit, the Cafeteria Manager will call the home to notify the parent/guardian about the negative account and to resolve the negative balance.
- If the account remains negative and reaches -\$20.00, then the delinquent account is referred to the Nutrition Services Director's office and additional attempts are made to reach parent/guardian via cellphone and/or work phone numbers.
- If the account remains negative and continues to increase in debt, the matter is referred to the school Principal for follow up with the parent/guardian.
- Beyond that, delinquent lunch accounts will be referred to a debt collection agency.

Tracking lunch accounts

- Parents/guardians can look at student lunch account activity. Instructions for doing this are on NPS Nutrition Service website: "MyLunchAccount instructions". You will need the students PowerSchool student ID number for this (get from school secretary).

Please make sure the school secretary has your correct email address in PowerSchool, as our lunch software system uploads the information from PowerSchool.

How to Prepay:

1. Deposit funds via on-line via PayForIt.net. (<https://www.payforit.net/Login.aspx>) The link is on the NPS website home page, as well as on the Nutrition Services page under Lunch Payment System. You will need to know the student's 5-digit Online Payment ID number specifically assigned for this on-line payment service, through DBS. You can get that number and instructions for setting up the account in PowerSchool or from your school secretary.
2. Bring/send a check (payable to "Needham School Nutrition Services") to your school, in an envelope marked "Cafeteria". Deposits are made at the school cafeteria register. Please record on the memo line of the check: Student's full name, and 4 digit PIN number.

Food Allergies:

Nutrition Services is informed by the school nurse as to any food allergies students have. It is entered into the computerized point of sale system so that an alert comes up to the cashier about what the student is allergic to. The cashier must acknowledge that alert, and checks the tray to assure there are no foods on the tray that the student is allergic to. We accommodate documented food allergies, including gluten-free diets. See website for more detail.

Website: needham.k12.ma.us Departments: Nutrition Services

There is lots of information on the Nutrition Services website. Check it out!

Call Nutrition Services:

Barbara Buckley, Cafeteria Manager @ High Rock. 781-455-0455 x44001

Feel free to call the Nutrition Services Office with any questions or comments: 781-455-0400:
X11219 for Mirella Santucci, Nutrition Services Bookkeeper
X11216 for Ruth Griffin, Nutrition Services Director
X11237 for Jen Tuttelman, Nutrition Outreach Coordinator
X11285 for Barb Pitney, Nutrition Services Secretary

HEALTH SERVICE POLICIES

The Needham Public Schools, in accordance with the regulations of the Massachusetts Department of Public Health, requires the following health information before a student enters school.

HEALTH HISTORY

The Health History Form, which provides important health and developmental history about your child, must be completed by the parent/guardian and submitted to the school nurse prior to school entry for all students.

REQUIRED IMMUNIZATIONS

Massachusetts Department of Public Health Regulation 105 CMR 220 requires students to be immunized before admission to school. An immunization certificate/record that includes the month, day, and year the immunizations were administered needs to be submitted to, and reviewed by, the school nurse before the student begins school. State regulations also require each child to meet t grade entry immunization requirements.

EXEMPTION

Only documentation of medical and religious exemptions from immunization requirements is acceptable by the law in Massachusetts. If there are medical reasons why your child has not been immunized, a dated statement signed by a physician stating that a vaccine(s) are medically contraindicated for a student must be provided to the school nurse annually. If your child has a religious exemption, the parent/guardian must provide a letter stating that the vaccine(s) are against the sincerely held religious beliefs; this letter must be provided to the school nurse annually a the start of school year.

PHYSICAL EXAMINATION

The Massachusetts Department of Public Health Regulation 105 CMR 200 requires a physical examination for all new students that was completed within 12 months prior to the entrance to school, or within 30 days after school entry, and at intervals of three or four years after school entrance. Per these regulations, documentation of a current physical examination is required for students entering into preschool, kindergarten, and grades 4, 7, and 10. If a student is participating in competitive athletics, an annual physical exam is required.

A student transferring from another school system shall be examined as an entering student. Health records transferred from the student's previous school may be used to determine compliance with this requirement.

LEAD POISONING SCREENING AND VISION SCREENING (Kindergarten entry requirement)

Each child must present documentation of lead poisoning screening, tested at ages 2-5 years, upon entry to kindergarten. Vision screening must be completed by the student's primary care provider upon entry to kindergarten (within the previous 12 months), or within 30 days of the start of the school year; certification that kindergarteners have passed acuity and stereopsis screenings is required.

TUBERCULOSIS (TB) TESTING

Documentation of either:

- Screening for student's low risk of tuberculosis exposure
- Testing for tuberculosis of students at high risk of exposure to tuberculosis.

THE CONFIDENTIAL NURSE EMERGENCY CARD must be completed **annually** by the parent/guardian and returned to the school nurse with updated information and authorization including: emergency contact information, student medical history, consent for student to receive emergency medical treatment, communication of pertinent medical information, and administration of select over the counter medication by the school nurse, per the NPS Medical Protocols.

MEDICATION POLICY

The Needham Public Schools Medication Policy complies with state and federal laws and Massachusetts Department of Public Health Regulation 105 CMR 210. The following statements highlight the main points of the policy:

- The Health Services policy encourages that medication be administered before and after school hours, if possible.
- All medication, prescription or over-the-counter, requires an order from a health care provider who is a licensed prescriber as well as a completed parental permission form. **Medication will not be administered until all required documents are completed and received by the School Nurse.** These required forms are available in the health offices or may be downloaded from the Needham Public Schools Department of Health Services website.
- After consultation with the school nurse and the development of a medication administration plan, students who fall into the following exceptions may self-administer medication:
 - students with asthma or other respiratory diseases may possess and administer prescription inhalers
 - students with life-threatening allergies may possess and administer epinephrine via an auto-injector
 - students with cystic fibrosis may possess and administer prescription enzyme supplements
 - students with diabetes may possess and administer a glucose monitoring test and insulin delivery system
- Medications must be delivered to the School Nurse in a correctly labeled pharmacy or manufacturer's medication container by the parent/guardian or responsible adult. (Medications are not accepted in containers such as plastic bags.) **Students are not permitted to bring medication to school.**
- All medication orders expire at the end of each school year. New medication orders are required at the start of the school year.
- All medications must be picked up by a parent/guardian before the close of the school year. Any medications that are not picked up by the close of school will be destroyed.

CHILDREN WITH SPECIAL HEALTH CARE NEEDS

If your child has asthma, allergies, diabetes, seizures, attention deficit disorder, or any other medical or mental health condition requiring special health services in the school and/or is assisted with medical technology, it is vital that the parent/guardian meet with the school nurse and develop an Individual Health Care Plan (IHCP) prior to school entry.

CONCUSSIONS

Concussion or Traumatic Head Injury can occur whenever there is a blow or jolt to the head that causes complicated chemical changes in the brain that take several days to resolve. Many concussions occur during organized (especially contact) sports, but are also common as a result of skiing, snowboarding, skateboarding, gymnastics or ballet falls, etc. Many concussions can go undetected initially because there has been NO loss of consciousness and the person is able to resume activity following the initial blow to the head or whiplash. Concussions may be life altering or life threatening if not treated correctly or aggressively. The Needham Public Schools (NPS) seeks to prevent concussions and provide a safe return to activity for all students after injury, particularly after a head injury. Although every concussed student is different, the care and management of all students who have sustained concussions requires education, supervision, and close collaboration between students, parents/guardians, school nurses, coaches, athletic trainers, athletic director, administrators, guidance counselors, school physician, teachers, neuropsychologists, and the students' primary care providers and medical specialists. In accordance with the Needham Public Schools (NPS) Policy on Head Injuries and Concussions in Extracurricular Athletic Activities 2012, protocols and procedures that are implemented are compliant with Massachusetts General Law c. 111, §222, An Act Relative to Safety Regulations for School Athletic programs, the Massachusetts Department of Public Health regulations 105 CMR 201.000, Head Injuries and Concussions in Extracurricular Athletic Activities, and the Massachusetts Department of Public Health regulations 105 CMR 200.000, Physical Examination of School Children.

The NPS Protocol Post Student Head Injury and Concussions - Re-entry to Academics and Return to Physical Activity and Athletics:

- Student sustains head injury during school, extracurricular athletics or activities, or other setting
- Student is removed from “play” from sports, physical education, or other physical activity until medically evaluated
- Student is assessed by school nurse during school day and certified athletic trainer during NHS sports, as available
- Coach, certified athletic trainer, or school nurse completes head injury report
- Parent/Guardian is notified and student is dismissed from school or athletic activity and referred for medical evaluation
- Medical provider evaluates student and documents diagnosis of traumatic brain injury or concussion
- Parent/guardian provides school nurse with documentation of head injury from medical provider and plan of care including orders for brain and physical rest
- School nurse notifies guidance department and teachers/coaching staff of injury and initiates a re-entry meeting with teachers, guidance, special education liaison, parent/guardian, and student (as applicable)
- A graduated academic re-entry plan and accommodations are implemented per protocol unless severity of head injury or prolonged recovery necessitate development of a 504 plan or amendment to IEP
- Nurse will review symptoms with student each day to assess recovery, update return to academics check list, and advise guidance and teachers of student’s readiness to progress with return to academics plan
- Teachers, students, parents/guardians will maintain an open dialogue regarding work expectations and progress
- Medical provider provides updated documentation about student’s medical recovery and clearance for progression to full academic program including physical activity and physical education
- School Nurse notifies guidance and teachers of progression to full academic program without accommodations due to head injury
- School Nurse notifies certified athletic trainer to initiate graduated return to athletics per protocol
- Certified athletic trainer consults with medical provider for authorization to clear student to return to full athletics.

SYMPTOMS TO LOOK FOR FOLLOWING A BLOW TO THE HEAD:

Some of these symptoms will appear immediately after the blow. Some may quickly disappear while other symptoms can increase or develop hours or even days after the injury.

What to do if your son/daughter has had a concussion:

1. **Seek medical consultation.** If there has been loss of consciousness (even briefly) person should be taken immediately to the hospital or MD office for evaluation. For concussions not involving loss of consciousness, report symptoms to primary care provider (PCP) right away for advice about how to proceed.
2. **Brain and Physical Rest** is the main treatment for a concussion. Doing as little as possible will allow symptoms to begin clearing and a graduated return to school and sports will be planned.
3. **Proper evaluation.** Make sure to get written clearance from PCP or specialist who understands current concussion management protocols before resuming activities. Progression is very individualized and is determined on a case-by-case basis. Factors affecting progression include: duration and type of symptoms, previous history of concussion, and type of sport/activity participation.
4. **Inform your child’s school nurse** if he/she has experienced a concussion and to discuss the procedures and plans for your child’s return to academics, physical activity, and athletics.

LIFE-THREATENING FOOD ALLERGY

The Needham Public Schools (NPS) recognizes the increasing prevalence of student food allergies and the life-threatening nature of allergies for many students. The implementation of the Policy for Life-Threatening Food Allergy aims to minimize the risk of exposure to allergens that pose a threat to students, to assist students with assuming more individual responsibility for their

health and safety, as they grow older, and to ensure full participation in their educational programs and school sponsored activities. The management of students with food allergies requires the awareness, support, and response of the entire school community.

*** If your child has a life-threatening allergy, please make sure he/she has access to emergency medication (Epinephrine) at all times and be sure that the school nurse has the necessary medical information about your child's emergency allergy action plan.**

Key points of the policy for Life-threatening Food Allergy include the following:

- NPS recognizes the increasing prevalence of student food allergies and the life-threatening nature of allergies for many students.
- An individualized health care plan including accommodations for prevention, management and emergency response is developed for each student with a medically diagnosed life-threatening food allergy.
- The school programs are not declared as “allergen free” and foods with known allergens (peanuts, tree nuts, milk, eggs, shell fish, fin fish, soy, wheat) are not banned.
- Communication, planning, and education with faculty/staff, parents/guardians, and students will aim to minimize the risk of exposure to allergens that pose a threat to students.
- Non-curriculum related classroom-based celebrations and parties are food free.
- Use of food as a reward or incentive during the school day is prohibited unless approved as part of an Individualized Education Program (IEP).
- Inclusion of food for curriculum instruction and related activities or special school events, requires strict adherence to the management protocol
- Sales of competitive foods and beverages (including bake sales/fundraisers) will not be permitted district wide during the school day and beyond school hours at the preschool-elementary level. Beyond the school day sales of competitive foods are permitted in grades six-twelve.
- NPS Staff employed by the NPS, to supervise and/or coach students participating as members of school-sponsored athletic teams, clubs, and other extracurricular activities beyond the school day, are responsible for implementing the applicable portions of the Food Allergy Policy and related protocols and procedures for the management of students with LTA
- NPS staff are not responsible for implementing the Food Allergy Policy and related protocols and procedures during (1) school sponsored events beyond the school day that are open to the public (e.g. school athletic contests, plays, or ceremonies) or (2) programs or events on NPS property that are sponsored by various parent/guardian, community, and private groups.

RESPONSIBLE USE OF DIGITAL RESOURCES

Students and his/her parent/guardian are required to sign and submit an acknowledgement that they together have reviewed the Responsible Use of Digital Resources Policy and agree that the student will comply with its terms.

Student email

Needham Public Schools may provide students with an email account. Email can be a powerful communication tool for students to increase communication and collaboration. Email is intended to be used for school and educational purposes only. Teachers may send email to middle and high school students to communicate reminders, course content, pose questions related to class work, or for other reasons. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

Student Roles and Responsibilities

Our network systems provide access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, and backend systems, or disruption of this or other resources used by NPS are prohibited.

- Resources must be used in a manner consistent with the mission of NPS.
- Network and account security is the responsibility of all members of the NPS community. Any security risks should be reported to a teacher or network administrator.

- Students will not use the Internet or any technology resource to perform any act that can be construed as illegal or unethical.
- Students will immediately report any suspicious or unusual activity to the supervising teacher or other appropriate staff member.
- Computers not owned and managed by NPS may not be connected to the NPS network without specific permission.
- Devices, including student owned devices, that disrupt the educational process or operation of the NPS are prohibited and will be removed. Such devices may be held and searched.
- Students will not deliberately damage any of the District's systems or cause the loss of other users' work
- Students will not override or encourage others to override any firewalls, desktop management or security measures established on the network.

Respect and protect the intellectual property of others

- Users must respect others' privacy and intellectual property. Any traffic from this network that traverses another network is also subject to that networks' acceptable use policy (AUP).
- Students are responsible for citing sources and giving credit to authors during the research process. All communication and information accessible via the network should be assumed to be private property.
- Users have a right to be informed about personal information that is being, or has been, collected about them, and to review this information.

Safety and privacy of self and others

All users are expected to adhere to principles of safety and privacy.

- Students will not share passwords
- Students will login to their own accounts, not accounts belonging to someone else
- Students will not view, use, or copy passwords, data, or access networks to which they are not authorized
- Students will not capture, record, or distribute audio, video, or pictures of any school activity without permission from the staff and students involved.
- Students will not distribute private information (e.g. address, phone number, etc.) about themselves or others without permission, and only as necessary and specifically related to the educational process.
- Students will not pretend to be someone else online.
- Students will not agree to meet with someone they have met online without the approval or participation of a parent/guardian or teacher

Respect and practice the principles of community

Students are expected to be courteous and to use appropriate language and will communicate only in ways that are kind and respectful.

- Students will report threatening or discomfoting materials to a teacher or trusted adult
- Students will not access, transmit, copy, or create material that violates the school's code of conduct (such as messages that violate the prohibitions against bullying and harassment, including sexual harassment).
- Students will not access, transmit, copy, or create material that is illegal (such as obscenity, pornography, stolen materials, or illegal copies of copyrighted works).
- Students will not use NPS resources to further other acts that are criminal or violate the school's code of conduct.
- Students will not send spam, chain letters, or other mass unsolicited mailings
- Students will not buy, sell, advertise, or otherwise conduct business unless approved as a school project.

Violation of any portion of the Student Responsible Use of Digital Resources policy may result in not only revocation of the privilege of using IT, but also in disciplinary action, up to and including suspension from school. In addition, legal action may be taken for conduct that is unlawful.

Notification of Student Access to Digital Tools

In addition to Google Apps for Education and MyHomework, there will be a number of digital resources that teachers may use as educational tools. This is our notice to you that your child may have access to digital tools such as apps and websites. These tools will be vetted regarding educational value, age appropriate content, and student data privacy. Such tools will typically be accessed through your student's Needham Google Account, using their Google ID and Password. Examples of such tools are the following:

Khan Academy

Khan Academy is a free online resource that allows students to learn anytime, anywhere, with material that is uniquely appropriate for them. Students can explore new topics and practice their skills by using interactive practice and tutorials. Teachers will use this app when they feel appropriate; not all teachers will use this app. When used in class teachers will assist with login.

Website: www.khanacademy.org

Terms of Service: www.khanacademy.org/about/tos

Privacy Policy: www.khanacademy.org/about/privacy-policy

Quizlet

Quizlet is a free website providing learning tools for students, including flashcards, study, and game modes. Quizlets can be made by teachers and shared or made by students as a study tool. Teachers will use this app when as appropriate, though not all teachers will use it. When used in class teachers will assist with login.

Website: <https://quizlet.com/>

Terms of Service: <https://quizlet.com/tos>

Privacy Policy: <https://quizlet.com/privacy>

Newsela

Newsela is a resource that provides teachers, parents/guardians, and students with over 1,000 current event articles scaled at five different reading comprehension levels. Newsela uses leveled articles and real-time assessments to build comprehension. Articles are aligned to curriculum standards and often include lesson plan components such as writing prompts and quizzes.

Website: <https://newsela.com/>

Terms of Service: <https://newsela.com/pages/terms-of-use/>

Privacy Policy: <https://newsela.com/pages/privacy-policy/>

Please see School Committee Policy IJNDB-2 for full statement on the district's policy regarding Student Responsible Use of Digital Resources

PROCEDURES FOR SUSPENSION & EXPULSION

GENERAL INFORMATION REGARDING SUSPENSION

Any student who is suspended from school will be given the opportunity to make up schoolwork as needed to make academic progress. If the student is excluded from school for more than ten (10) consecutive days the student will have an opportunity to receive education services in order to make academic progress through the school-wide education service plan.

Except in the case of Statutory Offenses described later in this handbook, students may not be suspended more than 90 days in a school year and school staff will avoid suspensions of more than 10 days until alternatives such as positive behavioral interventions and supports have been tried as appropriate.

If student in preschool or in grades K through 3 is to be suspended, the principal will provide written notice to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

DUE PROCESS: PROCEDURES FOR SUSPENSION FOR CONDUCT OTHER THAN STATUTORY OFFENSES (M.G.L. c. 71, § 37H3/4)

A. In-School Suspension For Less Than 10 Cumulative Days During A School Year

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.

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

3. The administrator will send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent/guardian after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.

4. The administrator will send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or by other method of delivery agreed to by the administrator and the parent/guardian.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension found at page 25.

B. Procedures For Short-Term, Out-Of-School Suspensions (10 Cumulative Days Or Less In A School Year)

Except in the case of an Emergency Removal as provided on page 26 prior to imposing a short-term out-of-school suspension **(10 days or less in a school year) an administrator will** provide the student and his/her parent/guardian oral and written notice and an opportunity to participate in an informal hearing.

1. **Notice:** The written notice to the student and the parent/guardian will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:
 - a) the disciplinary offense;
 - b) the basis for the charge;
 - c) the potential consequences, including the potential length of the student's suspension;
 - d) the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
 - e) the date, time, and location of the hearing;
 - f) the right of the student and the student's parent/guardian to interpreter services at the hearing if needed to participate;

Written notice to the parent/guardian may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and parent.

2. Efforts to Involve Parent/Guardian: The administrator will make reasonable efforts to include the parent/guardian in the hearing. To conduct a hearing without the parent/guardian present, the administrator must be able to document reasonable efforts to include the parent/guardian. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.
3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
4. Decision: The administrator will provide written notice to the student and parent/guardian of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

C. Procedures For Long -Term Suspension

Except in the case of an Emergency Removal (see Section D) prior to imposing a long-term suspension **(more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional** procedures as follows:

1. Notice: The notice will include all of the components for a short-term suspension in Section C above, plus the following:
 - a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
 - b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense;
 - c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
 - d) the right to cross-examine witnesses presented by the school district;
 - e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent/guardian upon request; and
 - f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.
2. Format of Hearing: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and the parent/guardian. If the administrator decides to suspend the student on a long-term basis, the written determination will:
 1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
 2. Set out the key facts and conclusions reached;
 3. Identify the length and effective date of the suspension, as well as a date of return to school;

4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
 - a) the process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
 - b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will last more than 90 school days in a school year nor extend beyond the end of the school year in which such suspension is imposed.

D. Exception For Emergency Removal

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent/guardian as provided in Section C or D above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent/guardian.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

E. Appeal To The Superintendent

If a decision by an administrator, following the parent/guardian meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent/guardian must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent/guardian in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the

parent/guardian and superintendent to participate. The superintendent will send written notice to the parent/guardian of the date, time, and location of the hearing.

- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

Conduct Which May Lead To Expulsion (Statutory Offenses)

Students are subject to suspension/expulsion by the Principal for the conduct listed below, subject to the procedures set forth in M.G.L. Ch. 71, § 37H (see below).

- Possession of a dangerous weapon*
- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)
- Assault on teachers, administrative staff or other educational personnel

*This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute "dangerous weapons", administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student's possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.

Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, §37H1/2 (see below).

STATUTORY OFFENSES: DUE PROCESS AND PROVISIONS OF LAW:

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.
2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent/guardian of the impending suspension; this

shall include attempts to contact the parents/guardians at home and at work. Parents/guardians may contact the school for additional information regarding the suspension.

3. A letter will be mailed to the parent/guardian of the suspended student stating:
 - a. The reason for the suspension
 - b. A statement of the effective date and duration of the suspension
 - c. A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his/her parents/guardians to review the charge and the applicable standards if the Principal deems appropriate.

STATUTE: CONTROLLED SUBSTANCES, DANGEROUS WEAPONS & ASSAULTS ON EDUCATIONAL PERSONNEL (MASS. GEN. LAWS, CHAPTER 71 SECTION 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 limited to, a gun or a knife; or a controlled substance as defined in Chapter 94 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/her 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 10 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 the school or provide educational services to the student in an education service plan, under Section 21 of Chapter 76.

STATUTE: FELONY COMPLAINTS & FELONY CONVICTIONS (MASS GEN. LAWS, CHAPTER 71 SECTION 37H1/2)

Notwithstanding the provisions of Section 84 and Sections 16 and 17 on Chapter 76;

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 of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal if said Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her 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/her request for an appeal no later than 5 calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parents/guardians

within 3 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/her 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 5 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 of a school in which the student is enrolled may expel said student if such Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her 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/her request for an appeal no later than 5 calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parents/guardians within 3 calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her 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 5 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 the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under Section 21 of Chapter 76.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The Individuals with Disabilities Education Act at 20 U.S.C., §1400, et. seq. and related regulations and 34 C.F.R., §300 et. seq., ("IDEA") provide eligible students ("students") with certain procedural rights and protections in the context of student discipline, as set forth below. These rights are in addition to the due process rights applicable to all students as described above.

Short term removals. Students who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities, without a prior determination of whether the conduct is a manifestation of the student's disability. Students may be removed for additional periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, so long as the removal does not constitute a "change of placement" as described below. However, during such additional removals the district must provide the student with services to the extent necessary for progress in the general curriculum and the student's IEP goals, as determined by the Principal in consultation with at least one teacher. In addition, if appropriate, the district must conduct a functional behavioral assessment and develop or revise an existing behavioral plan for the student.

Change of Placement. A suspension of longer than 10 consecutive days or a series of shorter term suspensions that constitute a pattern are considered to represent a "change in placement." Prior to a suspension that constitutes a change in placement, the student's Team, including the student's parents/guardians, must convene to determine whether the behavior is a manifestation of the student's disability. In making this determination, the Team must review all relevant information in the student's file, including the IEP, teacher observations, and any relevant information provided by the parents/guardians, to determine if the conduct was caused by, or had a direct and substantial relationship to the student's disability, or was the direct result of any failure by the school to implement the IEP.

Results of the Manifestation Determination. If the Team determines that the behavior is not a manifestation of the disability, then the school may suspend or expel the student consistent with the policies applied to students without disabilities, except that the district must still provide an appropriate educational program to the student, as determined by the Team, which program may be in a different setting. If the Team determines that the behavior is a manifestation of a disability, the Team must conduct a functional behavioral assessment and develop a behavioral intervention plan or where a behavioral intervention plan was previously developed, must review the plan and, if necessary, modify it to address the behavior. Except in circumstances involving drugs, weapons, or serious bodily injury as described below, the student will be returned to the placement from which the student was removed unless the placement is changed by agreement or through the Team process.

Exception for Drugs, Weapons and Serious Injury. Regardless of the Team's decisions regarding the manifestation determination, school personnel may order a change in the placement of a student to an interim alternative educational setting, such setting to be determined by the Team, for not more than forty-five (45) school days if the student (1) carries a weapon to school or to a school function; (2) knowingly possesses, uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or has inflicted serious bodily injury upon another person at school, on school premises, or at a school function. Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with a disability to an interim alternative education setting for up to forty-five (45) days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.

When a parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Additional information regarding the procedural protections for special education students eligible for services under laws providing for services for students with disabilities can be obtained from the Director of Student Support Services, who can be reached at 781-455-0400 x 213.

Discipline of Students Whose Eligibility for Special Education is Suspected

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is "deemed to have knowledge" that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is "deemed to have knowledge" if: (1) the child's parent/guardian had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services; (2) the child's parent/guardian had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel. However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent/guardian refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

Discipline of Students with Disabilities Under Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act of 1973 ("Section 504") provides students with disabilities certain procedural rights and protections in the context of student discipline. Prior to imposing a "significant change in placement" for disciplinary reasons, the district must determine whether the conduct is a manifestation of the student's disability. A significant change of placement results not only from an exclusion for more than 10 consecutive school days, but also from a pattern of shorter suspensions accumulating to 10 school days during a school year. Whether a pattern exists must be decided on a case-by case basis, considering such factors as the length of each suspension, the nature of the

alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.

Prior to any significant change in placement for disciplinary reasons, a group of individuals knowledgeable of the student, the evaluation data, and the school program must determine whether the conduct at issue is related to the student's disability. If the conduct is directly related to the disability, the district will not impose the discipline and will develop an individual behavior management plan if the behavior significantly interferes with the student's ability to benefit from his education. If the conduct is not directly related to the student's disability, the district may discipline the student as it does general education students.

LEGAL NOTICES AND SELECTED POLICIES

Discrimination and Harassment Grievance Procedures

The Needham Public Schools does not discriminate against students, parents, employees, or the general public based on race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age. Discrimination or harassment by administrators, teachers, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Needham Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

This Grievance Procedure is adopted to assist school staff in responding to claims of discrimination and/or harassment based on race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age, including those claims brought under Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, M.G.L. c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00 and the Age Act. This policy applies to all students, and staff, as well as members of the general public.

Definitions

For the purposes of this procedure:

- A. A "Complaint" is defined as an allegation that a student, employee or other individual has been discriminated against or harassed on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age.
- B. "Discrimination" means discrimination or harassment on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age by which an individual is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity of the school.
- C. "Harassment" means unwelcome conduct on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.
- D. "Sexual Harassment" means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term "sexual harassment" may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of

the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment. Under M.G.L. c. 151B, § 1, the term "sexual harassment" shall mean sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Needham Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements.

How to make a complaint

- A. Any student, employee or other individual who believes that he/she has been discriminated against or harassed should report their concern promptly to the school principal, or to the District's Civil Rights Coordinator. If the school principal receives the report, he or she will notify the Civil Rights Coordinator of the Complaint. Students, employees or other individuals who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal.

The District's Civil Rights Coordinator is:

For employees: Alex Montes-McNeil
Assistant Superintendent for Human Resources
alex_mcneil@needham.k12.ma.us
781-455-0400 x11208

For students and families: Mary Lammi
Assistant Superintendent for Student Support Services
mary_lammi@needham.k12.ma.us
781-455-0400 x11213

- B. District staff is expected to report incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students, employees or other individuals which

have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.

- C. Students, employees and other individuals are encouraged to utilize the District's Complaint Procedure. However, individuals are hereby notified that they also have the right to report complaints to: The United States Department of Education; Office for Civil Rights, 5 Post Office Square, 8th Floor; Boston, Massachusetts 02110-1491, Telephone: (617) 289-0111, Fax: 617-289-0150, TDD: 877-521-2172; or Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700, TTY: N.E.T. Relay: 1-800-439-2370, FAX: 781-338-3710. Employees also have the right to seek a remedy at any time at the Equal Employment Opportunity Commission (EEOC), John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203-0506; 1-800-669-4000 or 1-800-669-6820 (TTY) and the Massachusetts Commission Against Discrimination (MCAD) at One Ashburton Place, Suite 601, Boston, MA 02018; 617-994-6000 or 617-994-6196 (TTY).

Complaint Handling and Investigation

- A. The school principal or designee shall promptly inform the relevant Civil Rights Coordinator and the person(s) who is the subject of the Complaint that a Complaint has been received.
- B. After notifying the appropriate Civil Rights Coordinator, the school principal or designee may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.
- C. Under the formal resolution procedure, the Complaint will be investigated by the school principal or other individual designated by the school principal or Civil Rights Coordinator. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the School Committee Chair, who will consult with legal counsel concerning handling the investigation of the Complaint.
1. The Complainant shall have the opportunity to identify witnesses and other relevant evidence to the investigator.
 2. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator's consideration.
 3. The privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
 4. The investigator will keep a written record of the investigation process.
 5. The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
 6. The investigation shall be completed within fifteen (15) school days of the date of the receipt of the Complaint.
 7. The investigator may extend the investigation period beyond fifteen (15) school days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the

investigator extends the investigation, he or she will notify the Complainant of the extension.

8. If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.
9. Nothing in this procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the fifteen (15) school days described above.

D. If the investigator determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory hostile environment, which may include but is not limited to:

1. Determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any;
2. Determining what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate; and
3. Informing the Complainant and the person(s) who was the subject of the Complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) within twenty (20) school days of receipt of the Complaint, unless the investigation is extended under the provision described above.

E. If the Complainant or, in the case of a student, the student's parents/legal guardians, are dissatisfied with the results of the investigation, an appeal may be made to the appropriate Civil Rights Coordinator within ten (10) school days after receiving notice of the outcome of the investigation. In the appeal, the appellant should identify any specific alleged factual or legal errors and explain why the errors should result in a different conclusion. The Civil Rights Coordinator shall review the investigation and may conduct further investigation if deemed appropriate. Within seven (7) school days of receipt of any such appeal, the Civil Rights Coordinator shall decide whether or not to reopen the investigation, uphold the principal or designee's determination, or reverse the principal or designee's determination. The Civil Rights Coordinator shall provide written notification of that determination to both the Complainant and the accused. The Civil Rights Coordinator's decision shall be final, subject to further appeal to the Superintendent.

F. If the Complainant or, in the case of a student, the student's parents/legal guardians, are dissatisfied with the decision of the Civil Rights Coordinator, an appeal may be submitted to the Superintendent within seven (7) calendar days after receiving notice of the Civil Rights Coordinator's decision. The Superintendent will consider the appeal. The Superintendent's decision shall be final.

DISTRICT MEETINGS, PROGRAMS, ACTIVITIES

The Needham Public Schools, recognizing that some areas in its school department buildings are inaccessible to individuals with disabilities, adopts the following policy:

- All meetings, conferences, programs, and activities in school department buildings are available, without discrimination, to individuals with disabilities as defined by the Rehabilitation Act of 1973 and/or Title II of the American with Disabilities Act.
- Whenever an individual with a disability(ies) wishes to attend or participate in a meeting, conference, program, or activity which is inaccessible, that meeting, conference, program or activity will be relocated to an accessible area. Forty-eight hour notice of the need for relocation should be made by the person with a disability(ies) to the Superintendent's Office:

Needham Public Schools
1330 Highland Avenue
Needham, MA 02492
(781) 455-0400 x 11203

The Superintendent is responsible for implementing this policy by relocating meetings, conferences, programs, or activities.

Whenever an individual with impaired vision seeks to obtain information under this procedure, the information will be communicated as follows:

- A Braille copy of the posting; a tape recording of the notice; and the use of a reader, where necessary, will be provide upon request.

Whenever an individual who is Deaf or Hard of Hearing seeks to obtain information under this procedure, the district will seek to provide access to that person as follows:

- A communication option will be offered that reflects the individual's preference: interpretation by a sign language interpreter or oral interpreter; live transcription services; or another method, which could include written notes. This assistance will be arranged through the Massachusetts Commission for the Deaf and Hard of Hearing. Please contact the Assistant Superintendent for Student Support Services for more information: (781) 455-0400 x 11213.

This policy will be posted in prominent and, where possible, accessible places in all School Department buildings, Town Hall, and the Public Library.

SPECIAL EDUCATION SERVICES

Special Education services provide specialized instruction to students who have been identified through testing, as having an educational disability that prevents them from making effective progress in their classroom. Parents/guardians play a key role in this process by offering their insight and information that helps the TEAM to understand their children. If determined to be eligible for special education services, a TEAM meeting, including parents/guardians and teachers, develops an Individualized Education Program (IEP) for the student. This Program is designed to support the student's access to the general education curriculum. Special Education evaluation and services can only be provided with a parent's/guardian's permission. If you would like more information or believe your child may have a disability, please contact your child's teacher or your school's principal.

Educational Opportunities for homeless, foster care, and military connected students

Homeless students: Enrollment Rights and Services

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

education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

The district liaison for homeless students and their families is Mary Lammi, Assistant Superintendent for Student Support Services.

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

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

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

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

LEGAL REFS.: The McKinney-Vento Act and Title I, Part A, as Amended by the Every Student Succeeds Act of 2015

Educational Opportunities for Children in Foster Care

The district ensures the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the law requires the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact; and also that the district collaborate with DCF to ensure that students will receive transportation to the school of origin if needed.

The points of contact for the district include:

Matt Ganas, Executive Director of Special Education
matt_ganas@needham.k12.ma.us

Mary Lammi, Assistant Superintendent for Student Support Services
mary_lammi@needham.k12.ma.us

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

Transportation

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately. To minimize disruption of the student's education, the law requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

LEGAL REFS: Every Student Succeeds Act (ESSA);

Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act)

Educational Opportunities for Military Children

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents/guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children.

Definitions

Children of military families means school aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

Deployment means the period one month before the service members' departure from their home station on military orders through six months after return to their home station.

Eligible students are those who are children of active duty personnel, active duty personnel or veterans who have been severely injured and medically discharged, and active duty personnel who die on active duty within one year of service. Students are not eligible for the provisions of the

Compact if they are children of inactive Guard or Reserves, retired personnel, veterans not included above or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Simultaneously, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).
- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.
- In compliance with federal law, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school.
- The District will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate.
- Students of active duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living without the custodial parent/guardian without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed in order to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS: M.G. L. [15E](#);

Interstate Compact on Educational Opportunity for Military Children

NEEDHAM PUBLIC SCHOOLS BULLYING POLICY

NEEDHAM PUBLIC SCHOOLS BULLYING POLICY

Bullying, cyber-bullying and retaliation will not be tolerated in the Needham Public Schools. This includes all forms of bullying that involve Needham students either on campus, on buses, or anywhere on school grounds or while engaged in school sponsored events or activities. While it is recognized that we have an obligation to our students and school community to respond effectively to all bullying

that happens while school is in session, personnel will also make every reasonable attempt to intervene with situations where bullying might happen outside of school, but the ramifications are brought into the school building.

In addition, Needham Public Schools will not tolerate retaliation against any individual who has brought harassment, bullying, and/or other inappropriate behavior to the attention of the school. Persons who engage in such behavior may be subject to disciplinary action including, but not limited to: reprimand, suspension, expulsion or other sanctions as determined by the school administration to be appropriate.

Further the Needham Public Schools recognizes that students may be more vulnerable to bullying based upon actual or perceived differences related to race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical developmental or sensory disability or by associations with other people who have one or more of these characteristics. Needham Public Schools will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, knowledge and strategies to respond to bullying or harassment.

Preventing and reducing bullying will be addressed in the following ways:

- by establishing a school-wide culture where bullying is not acceptable and where students recognize that helping students who are bullied is the right thing to do
- by training staff in identification of bullying, prevention and intervention techniques for bullying
- by providing time in classrooms/morning meetings for teachers to focus on bullying prevention so that they can provide tools for students
- by establishing and enforcing school rules and policies related to bullying

A. Definitions

Aggressor is a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying, or retaliation.

Bullying, as defined in M.G.L. c.71, s. 37O, is the repeated use by one or more students or by a staff member of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- a. causes physical or emotional harm to the target or damage to the target's property;
- b. places the target in reasonable fear of harm to himself or of damage to his property;
- c. creates a hostile environment at school for the target;
- d. infringes on the rights of the target at school; or
- e. materially and substantially disrupts the education process or the orderly operation of a school.

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-bullying, as defined in M.G.L. c.71, s. 37O is bullying through the use of technology or any electronic communication, which 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, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

- i. the creation of a web page or blog in which the creator assumes the identity of another person;
- 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 above in clauses (i) to (v), inclusive, of the definition of bullying; and

- iii. 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 above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

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

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target is a student against whom bullying, cyber-bullying or retaliation has been perpetrated.

B. Bullying and Retaliation Are Prohibited and Will Lead to Discipline

The Needham Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students who engage in bullying or retaliation will be subject to disciplinary action, however, such disciplinary action must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action for students includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee. Staff who engage in bullying or retaliation will be subject to disciplinary action, based upon appropriate standards and expectations in light of the staff member's role and responsibilities. All discipline is subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying, as defined above, but nevertheless is inappropriate for the school environment.

C. Reporting Obligations

Reporting by Staff: A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, and advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee.

Reporting by Students, Parents/Guardians, and Others: The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the school principal or designee. An individual may make an anonymous report of bullying or retaliation; however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Reporting to the Superintendent: A staff member, parent/guardian, student or others who witness or become aware of conduct by the principal or assistant principal that may be bullying or retaliation are expected to report it to the Superintendent or designee, who shall then be responsible for taking steps otherwise assigned to the principal under this Policy.

Reporting to School Committee: If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to address the safety of the alleged victim.

Reporting to Parents/Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will notify the parent/guardian of the target and of the aggressor of this finding and of the school's procedures for responding to it. If the alleged target and alleged aggressor attend

different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents/guardians of the report and procedures.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the school principal or designee will notify the local law enforcement agency. In addition, 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 Superintendent of the Needham Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

Reporting to Administrator of Another School District or School: 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 and the Needham Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Needham Public Schools or designee must, 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.

D. Investigation

The school principal or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

Pre-Investigation: Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered.

Written statement of the complaint: The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

Interviews: Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

Confidentiality: The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

E. Determination

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See *Ellison v. Brady*, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students

involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation where appropriate:

- Holding parent/guardian conferences;
- Enhancing adult supervision on school premises.
- Limiting or denying student access to a part, or area, of a school.
- Excluding from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities.
- Providing relevant educational activities for individual students or groups of students. Guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may be helpful in providing such programs.
- Personalized Action Plan and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.
- Arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (Such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of power.)
- Providing counseling (or other appropriate services) or referral to such services for the target and/or the student aggressor and/or for appropriate family members of said students.
- Transferring student's classroom or school.

Closing the Complaint and Follow-Up

If a complaint is substantiated, school staff will promptly provide notice to the parent/guardian of the target and the student aggressor. Notice will indicate what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents/guardians—unless it involves a “stay away” or other directive that the target must be aware of in order to report violations.

Within a reasonable time period following closure of the complaint, the administrative staff or designee will contact the target or will otherwise determine whether there has been any recurrence of the prohibited conduct.

Notice of Investigative Findings

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify parents or guardians of the target and aggressor of this, and of the procedures for responding to it. While prior notice of an investigation shall not be required, the principal shall not be precluded from notifying the parents of a target or aggressor prior to completion of the principal's investigation. This communication will be done in the primary language of the home.

In notifying the parents of a target or aggressor of an investigation or the principal's findings thereon, the principal shall maintain the privacy and confidentiality of any individual or child who is not the child of the parents to whom the notice is provided. The principal shall ensure that any notice to the parents complies with applicable state regulations including, but not limited to, 603 CMR 49.00, and shall not report specific information to the target's parent(s) about the disciplinary action taken against an aggressor unless it involves a “stay away” order or other directive that the target must be aware of in order to report violations.

The notice to the parents or guardians of the victim shall include information about the Massachusetts Department of Elementary and Secondary Education's (“DESE”) problem resolution system and the

process for seeking assistance or filing a claim through the problem resolution system. The parents of the victim should be provided the following contact information: Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700; TTY: N.E.T. Relay: 1-800-439-2370.

Please see School Committee Policy JCFB Bullying for full statement on the district's policy regarding bullying and cyber-bullying.

POLICY PROHIBITING HAZING

Students are strictly prohibited from participating in initiation or membership rites in connection with school-sponsored activities when their conduct may reasonably be seen as demeaning or assaultive in nature. This prohibition applies even if those targeted give "consent" to such conduct. Students afforded the privilege of participating in athletic and other school-sponsored activities are expected to take a leadership role, both by avoiding such conduct themselves and by reporting any such conduct by others to the Principal or his/her designee. Students who participate in this type of conduct, even as a bystander, or who become aware of it and fail to report it can expect to be excluded from athletics and other extracurricular activities. In addition, they may be subject to suspension and even expulsion from school.

Students are also reminded that the Massachusetts General Laws imposes criminal sanctions for particularly serious circumstances involving initiation rights and other conduct, by stating as follows:

Section 17: 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 Section 18 and 19, 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 to 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 these sections 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 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 (See M.G.L. c. 269, S17-19).

PHYSICAL RESTRAINT OF STUDENTS & TIME OUT PROCEDURE

Physical Restraint

School staff may physically restrain students only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm and as a last resort when other alternatives have failed or been deemed inappropriate. In all cases, staff will be mindful of the importance of preventing or minimizing any harm to the student that could result from physical restraint.

Physical restraint means direct physical contact that prevents or significantly restricts a student's freedom of movement. It does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. While use of physical restraint is generally restricted to personnel who have received appropriate training, this training requirement does not preclude personnel from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical

harm. During a restraint, at least one adult who does not participate in the restraint will be present whenever possible.

A staff member who administers a restraint must verbally inform the principal or designee of the restraint as soon as possible and submit a written report no later than the next school working day. The principal or his/her designee will make reasonable efforts to verbally inform the student's parent/guardian of the restraint within 24 hours and will provide written notice within three school working days by email address provided by the parent/guardian (or by regular mail to the parent/guardian postmarked within three school working days of the restraint.)

Time-out

Time-out is a behavioral support strategy in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member, and a staff member must be with the student or immediately available to the student at all times. Time-out must cease as soon as the student has calmed.

Complaints and investigations regarding restraint practices are covered by School Policy JKAA.

Additional information, including a copy of applicable state regulations, can be obtained from Mary Lammi, Assistant Superintendent of Student Support Services, who can be reached at 781-455-0400 x11213.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents/guardians and eligible students (those who have reached the age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents/guardians and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the school's principal.

a. The **right to access** the student's education records. Parents/guardians or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H ("Section 37H") law provides specific procedures that must be followed prior to release of records to a parent/guardian who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the principal on an annual basis. Information about these procedures can be obtained from the building principal.

b. (b) The **right to request amendment** of the student's education records. Parents/guardians or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.

c. (c) The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Needham Public Schools and who need access to a record in order to fulfill their duties. The Needham Public Schools also discloses student records without parent/guardian/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials.

d. As required by law, the Needham Public Schools routinely releases (1) the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request, (2) the name and address of students to third party mail service that has been approved by the Department of Elementary and Secondary Education upon the request of a Charter School and (3) directory information, without consent. Directory information consists of the following: the student's name, parent's/guardian's names, address, parent's/guardian's email address, telephone listing, date of birth, major field of study, dates of attendance, weight and height of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent/guardian or eligible student objects to the release of any of the above information, the parent/guardian or eligible student may state that objection in writing to the Assistant Superintendent for Student Support Services no later than October 1 of each school year. Absent

receipt of a written objection for the parent/guardian or eligible student by that date, this information will be released without further notice or consent.

e. (d) The **right to file a complaint** concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 75 Pleasant Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.

f. (e) **Destruction of Records:** Regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves 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. Before any such information is destroyed, the parent/guardian must be notified and have an opportunity to receive a copy of any of the information.

g. (f) **Temporary Records** consist of all the information not kept on the transcript. This information includes the student's standardized test scores and evaluations by teachers, counselors, and other staff members. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal laws or any incident reports in which the student was charged with any suspendable act. In accordance with Department of Education regulations, a student's temporary record will be destroyed up to 7 years after leaving school provided prior notice is given to the student.