

**SCHOOL COMMITTEE POLICY MANUAL**  
**NATICK PUBLIC SCHOOLS**  
**NATICK, MASSACHUSETTS 01760**

This manual contains the official policies of the Natick School Committee; the major procedures intended to implement policy and certain reference or "exhibit" documents that relate to policies and/or procedures.

Policy development in a modern, forward-looking school system is a dynamic, ongoing process. New problems, issues, and needs give rise to the continuing need to develop new policies or to revise existing ones. This is why the Committee employs the loose-leaf format for this manual. It is easy to keep up to date.

Each person holding a copy of this manual should make a diligent effort to keep it up to date as new policies, procedures, and exhibits are distributed by the central office.

**How to Use this Manual**

The school department operates according to policies established by the School Committee. The committee then appraises the effects of its policies and makes revisions as necessary.

In the interests of harmony, efficiency, uniformity of interpretation, coordination of effort, and in fairness to all concerned, the Committee makes this manual available to all who are affected by its policies.

Please Note: All copies of this manual are the property of the NATICK Public Schools.

### How the Manual is organized

The manual is organized in accordance with the classification system developed by the National School Boards Association. This system provides an efficient means of coding, filing, and finding policies and other documents. There are 12 major classifications each assigned an alphabetical code:

- A -- FOUNDATIONS AND BASIC COMMITMENTS
- B -- SCHOOL BOARD GOVERNANCE AND OPERATIONS
- C -- GENERAL SCHOOL ADMINISTRATION
- D -- FISCAL MANAGEMENT
- E -- SUPPORT SERVICES
- F -- FACILITIES PLANNING AND DEVELOPMENT
- G -- PERSONNEL
- H -- NEGOTIATIONS
- I -- INSTRUCTION
- J -- STUDENTS
- K -- SCHOOL, COMMUNITY AND HOME RELATIONS
- L -- EDUCATION AND AGENCY RELATIONS

Sub classification under each heading is based on logical sequence and alphabetical sub coding. For an example of the sub coding system, examine the white pages immediately following the tab for Section A--Foundations and Basic Commitments.

The pages that follow the tab for each major section present the classification system, section by section, and serve as the tables of contents for each section or "chapter" of this manual.

### How to Find a Policy

There are two ways to find a policy (or procedure) in this policy manual:

1. Consider where the policy statement (or procedure) would be filed among the 12 major classifications. Turn to the Table of Contents for that section and glance down the listing until you find the term that most closely fits the topic you are seeking. Use the code letters given for that term to locate the policy you need. The pages are arranged in alphabetical order by code within the section. All pages are coded in their upper right hand corner.
2. Turn to the Code Finder Index at the end of the manual. The code finder is an alphabetical index of all terms used in education. Look up your topic as in any index, find the code, and use the code to locate the correct page in the manual.

What if you can't find the term you are seeking? The code finder index lists more than 1,800 terms, but no index of useful size could include every possibility. If the term you are seeking is not included, look up a synonym or a more general or specific term appropriate to the topic.

What if you can find the term and code, but there is no policy or procedure? This probably means that the school system has no written policy or important procedures in that particular area. All terms used in the classification system appear in the sectional tables of contents and Code Finder Index to accommodate the coding, insertion, and finding of policies or procedures that may be issued later. But there is one other possibility. A brief statement related to the policy you are seeking may be incorporated in a "superior" policy, which covers the area generally. This "superior" policy will be coded under a more general term. To find it, read up the classification system. For example, a policy statement, which relates to all meetings of the school committee, might be filed under "School Board Meetings" (BE) rather than "Regular Board Meetings" (BEA). (Please note: In the classification system and Code Finder Index, read "School Committee" for "School Board".)

### Using the Signs and Symbols

Various signs and symbols are used in connection with the classification system. They are for your use in locating and/or in examining policies. Included are the following:

Also: Certain policies bear two codes in the upper right hand corner. The second is in parentheses and is preceded by 'Also'. This means that the identical policy (or regulation) is filed under both codes.

- R This symbol following a code indicates that the statement is a procedure, not a committee policy. The statement appears on a yellow, rather than a white, sheet.
- E Exhibit. This symbol following a code indicates that the statement is a reference document such as a calendar, application form, etc., rather than a policy. Such statements are printed on green paper.

### DATES:

Where possible, the original date of adoption/issuance appears immediately following each policy or procedure. In other instances, an approximate adoption or re-approval date is used.

### LEGAL REFERENCE:

Pertinent legal references are given to inform the reader where in state law s/he may find the statutes that relate to a specific policy. Unless otherwise noted, all references direct the reader to the General Laws of the Commonwealth of Massachusetts (cited as M.G.L., Chapter and section).

### CONTRACT REFERENCE:

Agreements reached through negotiations with recognized staff organizations have the full force of committee policy. References to negotiated agreements are provided, as appropriate, to direct the reader to statements in these agreements.

### CROSS REFERENCE:

Certain policies and procedures relate to others. Cross-references are provided following many statements to help the reader find all of the related information needed.

## About Policies and Procedures

Generally, the role of a School Committee is to set policy and the role of the administration is to implement it through procedures. Written policies are the chief means by which a School Committee governs the schools, and procedures are one of the means by which the committee's policies are implemented. The following definitions provide a distinction between these two types of statements:

POLICIES are principles adopted by the School Committee to chart a course of action. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day-to-day problems while being narrow enough to give the administration clear guidance.

PROCEDURES are detailed directions usually developed by the administration to put policy into practice.

These definitions are serviceable some of the time. They reflect sound theory of governance and administration. But policies and procedures are obviously closely related. They can and do merge, making it difficult to ascertain where one begins and the other ends. For example:

- \* State and federal governments require school committees to make or officially approve detailed procedures, and procedures in certain areas.
- \* A School Committee signs contracts and agreements that may contain and interweave policies, procedures, and procedural detail.
- \* The public staff, or school committee members may demand that the School Committee itself, not the administration, establish specific procedures and procedures in certain sensitive areas.

It is the intermingling of policy and regulation in law, in contracts, and in adopted statements of the School Committee that can cause confusion. Sometimes they are not easily separated. Therefore, the separation of policies and procedures in this manual follows several "rules of thumb" in addition to basic theory:

1. When the school system's practice in a particular area is established by law, any informational statement covering the practice is presented as "policy" and is printed on a white page. (A law may, of course, be quoted or referred to in a regulation.)
2. When a school system's practice in a particular area has been established through a negotiated agreement, any statement pertaining to that practice is presented as "policy".
3. Where the School Committee has interwoven procedures with policy and where separation would interfere with their meaning, the entire statement is presented as a policy.
4. Where the School Committee has adopted rules and by-laws concerning its own organizational and operating procedures, these statements appear as policy. As long as the administration operates within the guidelines of policy adopted by the Committee, it may issue procedures without prior committee approval, unless law requires committee action, or unless the committee has specifically asked that certain types of procedures be

submitted for committee approval. The School Committee is to be informed of all school system procedures issued by the administration. All such procedures are subject to committee review.

### Is the Manual Complete?

No. The manual contains all of the current written policies of the school committee to date. But the need for putting additional policies in writing, for adopting new or revising existing ones, becomes apparent.

Additionally, state laws; and procedures change. No matter how well conceived and well developed, a policy manual can never be 100% complete and 100% up-to-date. Policy development is a continuing process. From time to time, new policies, procedures, and reference documents will be developed, coded under the classification system, and issued for insertion in the manual.

Should the need arise, supplemental sub codes may be added to the classification system to accommodate topics not covered by existing codes. For example, IHA is the code for BASIC INSTRUCTIONAL PROGRAM. The Code Finder Index lists various programs from IHAA, ENGLISH/READING/WRITING/LANGUAGE ARTS EDUCATION, to IHAQ, CAREER/TRANSITION TO WORK EDUCATION.

### Order of Precedence

School Committee policies and procedures, as well as negotiated agreements with staff bargaining units, must be read and interpreted in the light of the Massachusetts General Laws and state procedures. Wherever inconsistencies of interpretation arise, the law and state procedures prevail. A conflict between a local policy or regulation and a negotiated agreement must be interpreted in line with the contract for members of the particular bargaining unit.

### Terminology

The masculine, feminine and neuter genders as used in this manual import one another, and the singular shall include the plural whenever applicable.

\*\*\*\*\*

It is the hope of the Natick School Committee that this collection of policies and procedures will make greater harmony and efficiency possible in all areas of school operations. This will enable the Committee to devote more time to its primary duty--the development of long-range policies and planning for the future of the school system.

Natick Public Schools

Adoption Date: August 31, 2015



## **SECTION A**

### **FOUNDATIONS AND BASIC COMMITMENTS**

<b>AA</b>	<b>LEGAL STATUS OF SCHOOL DISTRICT, SCHOOL COMMITTEE AND SUPERINTENDENT</b>
<b>AB</b>	<b>THE PEOPLE AND THEIR SCHOOL DISTRICT</b>
<b>AC</b>	<b>NONDISCRIMINATION INCLUDING HARASSMENT AND RETALIATION</b>
<b>AC-E</b>	<b>NONDISCRIMINATION ON THE BASIS OF HANDICAP</b>
<b>ACAB</b>	<b>SEXUAL HARASSMENT</b>
<b>AD</b>	<b>MISSION STATEMENT</b>
<b>ADC</b>	<b>SMOKING ON SCHOOL PREMISES PROHIBITED</b>
<b>ADDA</b>	<b>BACKGROUND CHECKS</b>
<b>ADDA-R</b>	<b>DCJIS MODEL CORI POLICY</b>
<b>ADF</b>	<b>WELLNESS POLICY</b>
<b>ADFA</b>	<b>FRAGRANCE-FREE POLICY</b>
<b>AE</b>	<b>COMMITMENT TO ACCOMPLISHMENT</b>

**LEGAL STATUS OF SCHOOL DISTRICT, SCHOOL COMMITTEE  
AND SUPERINTENDENT**

A. PURPOSE: To define the legal status of the school district, School Committee (as a body), and Superintendent, as established by Massachusetts state law.

B. POLICY:

1. School District:

The legal basis for public education in the district is vested in the will of the people as expressed in the Constitution of Massachusetts and state statutes pertaining to education.

Under the General Laws of Massachusetts,

"... Every town shall maintain... a sufficient number of schools for the instruction of all children who may legally attend a public school therein."

LEGAL REFS.: Constitution of Massachusetts, Part II, Chapter V, Section II  
M.G.L. 71:1

CROSS REF.: BB, School Committee Legal Status



## **THE PEOPLE AND THEIR SCHOOL DISTRICT**

The School Committee has the dual responsibility for implementing statutory requirements pertaining to public education and local citizens' expectations for the education of the community's youth. It also has an obligation to determine and assess citizens' desires. When citizens elect delegates to represent them in the conduct of public education, their representatives have the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The School Committee therefore affirms and declares its intent to:

1. Maintain two-way communication with citizens of the community. The public will be kept informed of the progress and problems of the school system, and citizens will be urged to bring their aspirations and feelings about their public schools to the attention of this body, which they have chosen to represent them in the management of public education.
2. Establish policies and make decisions on the basis of declared educational philosophy and goals. All decisions made by this Committee will be made with priority given to the purposes set forth, most crucial of which is the optimal learning of the children enrolled in our schools.
3. Act as a truly representative body for members of the community in matters involving public education. The Committee recognizes that ultimate responsibility for public education rests with the state, but individual School Committees have been assigned specific authority through state law. The Committee will not relinquish any of this authority since it believes that decision-making control over the children's learning should be in the hands of local citizens as much as possible.

## **NON-DISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION**

The Natick School Committee and Natick Public Schools are committed to maintaining an education and work environment for all school community members that is free from all forms of discrimination, including harassment and retaliation. The members of the school community include the School Committee, employees, administration, faculty, staff, students, volunteers in the schools, and parties contracted to perform work for the Natick Public Schools.

Natick Public Schools does not exclude from participation, deny the benefits of NPS from or otherwise discriminate against, individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities.

This commitment to the community is affirmed by the following statements. The School Committee commits to:

1. Promoting the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encouraging positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Working toward a more integrated society and enlisting the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Using all appropriate communication and action techniques to air and address the grievances of individuals and groups.
5. Carefully considering, in all the decisions made within the school district, the potential benefits or adverse consequences that those decisions might have on human relations.
6. Initiating a process of reviewing policies and practices of the school district in order to achieve to the greatest extent possible the objectives of this statement.

The Natick Public Schools requires all members of the school community to conduct themselves in accordance with this policy.

It shall be a violation of this policy for any member of the school community to engage in any form of discrimination, including harassment and retaliation, or to violate any other civil right of any member of the school community. We recognize that discrimination can take a range of forms and can be targeted or unintentional; however, discrimination in any form, including harassment and retaliation, will not be tolerated.

It shall also be a violation of this policy for any school community member to subject any other member of the school community to any form of retaliation, including, but not limited to, coercion, intimidation, interference, punishment, discrimination, or harassment, for reporting or filing a complaint of discrimination, cooperating in an investigation, aiding or encouraging another member of the school community to report such conduct or file a complaint, or opposing any act or practice reasonably believed to be prohibited by this policy.

Any member of the school community who is found, after investigation, to have engaged in any form of discrimination, including harassment or retaliation, against any other member of the school community, will be subject to consequences determined appropriate by the administration. Such consequences may include restorative measures and corrective action, and/or student discipline or staff disciplinary action, up to and including student suspension and expulsion or employee termination.

## Definitions

"Discrimination" is defined as the adverse treatment of an individual or group of people based on any individual's actual or perceived race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy or pregnancy-related conditions, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law.

"Harassment" is defined as unwelcome conduct, whether verbal or physical, that is based on any individual's actual or perceived race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy or pregnancy-related conditions, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law. Discrimination and/or harassment includes, but is not limited to:

- Display or circulation of written materials or pictures that are degrading to a person or group described above.
- Verbal abuse or insults about, directed at, or made in the presence of, an individual or group described above.
- Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above
- Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) interferes with or limits the ability of an individual or group described above to participate in or benefit from employment or a program or activity of \_\_PS; or (ii) creates an intimidating, threatening or abusive educational or working environment.

Harassment may include, but is not limited to, any unwelcome, inappropriate, or illegal physical, written, verbal, graphic, or electronic conduct, and that has the intent or effect of creating a hostile education or work environment by limiting the ability of an individual to participate in or benefit from the district's programs and activities or by unreasonably interfering with that individual's education or work environment or, if the conduct were to persist, would likely create a hostile educational or work environment. Examples of such conduct may include any of the following:

- Written, verbal, or physical (including texting, blogging, or other technological methods);
- harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter;
- Demeaning jokes, stories, or activities directed at a target; and
- In the case of employee-to-student harassment, conduct that is designed to embarrass, distress, disturb or trouble students when submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities, or submission to or rejection of such conduct by a student is used as a basis for decisions affecting students.

"Retaliation" is defined as taking an adverse action against a member of the school community for reporting or filing a complaint of discrimination, cooperating in an investigation, aiding or encouraging another member of the school community to report such conduct or file a complaint, or opposing any act or practice reasonably believed to be prohibited by this policy. Retaliation includes, but is not limited to, coercion, intimidation, interference, punishment, discrimination, and harassment.

The Superintendent will adopt written grievance procedures to investigate and address complaints of discrimination, harassment, and retaliation. A complaint alleging discrimination, harassment and/or retaliation as defined above will be addressed promptly and pursuant to the District's applicable non-discrimination policies and procedures. However, allegations of conduct meeting the definition of sexual harassment, as defined by federal law, may be reported, and investigated pursuant to applicable Regulations under Title IX, Education Amendments of 1972.

If it is determined, after an investigation, that a member of the school community engaged in any form of

discrimination, harassment and/or retaliation against any other member of the school community, \_\_PS will act promptly to eliminate the conduct and will impose developmentally- appropriate disciplinary, restorative, and/or corrective action. Such consequences may include, but are not limited to, restorative measures, corrective action, and/or student discipline or staff disciplinary action, up to and including student suspension and expulsion or employee termination.

### Resources

The following individual is designated as the District ADA, Title VI, Title IX, and Sexual Harassment Coordinator, and Grievance Officer for the School Committee, administration, faculty, staff, volunteers in the schools, and for parties who are contracted to perform work for the Natick Public Schools, and can be reached at:

Name/Position: Suzanne Kenny, Director of Human Resources  
Address: 13 East Central Street  
Phone: 508-647-6500

The following individual is designated as the District ADA, Title VI, Title IX, and Sexual Harassment and Civil Rights Coordinator for students in the Natick Public Schools. In addition, the Deputy Superintendent is the District 504 Coordinator, and can be reached at:

Name/Position: Sue Balboni, Director of Teaching Learning & Innovation, Tim Luff, Deputy Superintendent  
Address: 13 East Central Street  
Phone: 508-647-6500

Additionally, complaints alleging discrimination, harassment, and/or retaliation may also be addressed to the following agencies:

Massachusetts Department of Elementary and Secondary Education  
Problem Resolution System  
75 Pleasant Street, Malden, MA 02148-4906  
Telephone: 781-338-3700  
Email: [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu)  
Website: <https://www.doe.mass.edu/prs/>

Office for Civil Rights, U.S. Department of Education  
5 Post Office Square, 8th Floor, Suite 900  
Boston, MA 02109  
Telephone: (617) 289-0111  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)  
Website: [www.ed.gov/ocr](http://www.ed.gov/ocr)

[Massachusetts Commission Against Discrimination](#)  
[1 Ashburton Place, Room 601](#)  
[Boston, MA 02108](#)  
[Telephone: \(617\)-994-6000](#)  
[Email: \[mcad@mass.gov\]\(mailto:mcad@mass.gov\)](#)

[U.S. Equal Employment Opportunity Commission](#)  
[JFK Federal Building](#)  
[15 New Sudbury Street, Room 475](#)  
[Boston, MA 02203](#)  
[Telephone: 1-800-669-4000](#)

The above- referenced agencies may also be contacted for inquiries concerning the Natick Public Schools' policies

and protocols, compliance with applicable laws, statutes, and regulations, and complaints may also be directed to the Director of Human Resources.

LEGAL REFS: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Equal Pay Act, as amended by the Education Amendments of 1972

Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

Individuals with Disabilities Education Act

Age Discrimination Act of 1975

Age Discrimination in Employment Act of 1967

No Child Left Behind Act of 2001, 20 U.S.C. § 7905 (The Boy Scouts of America Equal Access Act)

M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)

M.G.L. 76:5

603 CMR 26.00

603 CMR 28.00

CROSS REF: ACE, Non-Discrimination on the Basis of Disability

ACAB, Sexual Harassment

GBA, Equal Employment Opportunity

IJ, Instructional Materials

JB, Equal Educational Opportunities

SOURCE: MASC December 2021

Revised and Approved by the Natick School Committee on June 13, 2022

## NONDISCRIMINATION ON THE BASIS OF HANDICAP

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the District's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the District or be subject to discrimination. Nor shall the District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

**Definition:** A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District.

**Reasonable Modification:** The District shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

**Communications:** The District shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the District. In determining what type of auxiliary aid or service is necessary, the District shall give primary consideration to the requests of the individuals with disabilities.

**Auxiliary Aids and Services:** "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

**Limits of Required Modification:** The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

**Notice:** The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

**Compliance Coordinator:** The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The District shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The school system receives federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified handicapped person solely on the basis of handicap is unfair; and
2. To the extent possible, qualified handicapped persons should be in the mainstream of life in the school community. Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of this Committee to ensure nondiscrimination on the basis of handicap.

**REFERENCES:**

Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375  
Equal Pay Act, as amended by the Education Amendments of 1972  
Title IX, Education Amendments of 1972 Act of 1973  
Rehabilitation Act of 1973, Section 504  
Education For All Handicapped Children Act of 1975  
Title II, Americans with Disabilities Act of 1992  
71B MGL sec. et seq. (Chapter 766 of the Acts of 1972)  
76 MGL sec. 5,16 (Chapter 622 of the Acts of 1971)  
Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, as amended 10/24/78  
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78  
45 CFR, Part 86, (Federal Register, 6/4/75)

**CROSS REFS.:**

GBA, Equal Opportunity Employment  
JB-JAA, Equal Educational Opportunities  
MASC

## SEXUAL HARASSMENT

All persons associated with the Natick Public Schools including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

**Definition of Sexual Harassment:** Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

**The Grievance Officer:** **Marianne Davis, Director of Human Resources**

The committee will appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

**Complaint Procedure:**

The complaint procedure can be found in the Natick Public Schools Staff Manual.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45  
Federal Regulation 74676 issued by EEO Commission  
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)  
Board of Education 603 CMR 26:00



## **MISSION STATEMENT**

The Natick Public Schools will cherish its students, nurture relationships and connectedness, and provide nothing less than graduates with the skills to lead the futures they choose.

Profile of a Graduate link: <https://drive.google.com/file/d/14KqUEli1C8525VmXxmcXffCBhOuNGSad/view>

Adopted by the Natick School Committee – December 5, 2022

## **SMOKING ON SCHOOL PREMISES PROHIBITED**

Use of any tobacco products (including e-cigarettes and vapor devices) within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times.

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

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

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

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

LEGAL REF:           M.G.L. 71:37H

## **BACKGROUND CHECKS**

It shall be the policy of the school district that, as required by law, a state and national fingerprint criminal background check will be conducted to determine the suitability of full or part time current and prospective school employees, who may have direct and unmonitored contact with children. School employees shall include, but not be limited to any apprentice, intern, or student teacher or individuals in similar positions, who may have direct and unmonitored contact with children. The School Committee shall only obtain a fingerprint background check for current and prospective employees for whom the School Committee has direct hiring authority. In the case of an individual directly hired by a school committee, the chair of the School Committee shall review the results of the national criminal history check. The Superintendent shall also obtain a state and national fingerprint background check for any individual who regularly provides school related transportation to children. The School Committee, Superintendent or Principal, as appropriate, may obtain a state and national fingerprint criminal background check for any volunteer, subcontractor or laborer commissioned by the School Committee, school or employed by the city or town to perform work on school grounds, who may have direct and unmonitored contact with children. School volunteers and subcontractors/laborers who may have direct and unmonitored contact with children must continue to submit state CORI checks.

The fee charged by the provider to the employee and educator for national fingerprint background checks will be \$55.00 for school employees subject to licensure by DESE and \$35.00 for other employees, which fee may from time to time be adjusted by the appropriate agency. The employer shall continue to obtain periodically, but not less than every 3 years, from the department of criminal justice information services all available Criminal Offender Record Information (CORI) for any current and prospective employee or volunteer within the school district who may have direct and unmonitored contact with children.

Direct and unmonitored contact with children is defined in DESE regulations as contact with a student when no other employee who has received a suitability determination by the school or district is present. "Contact" refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication.

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

### **Requesting CHRI (Criminal History Record Information) checks**

Fingerprint-based CHRI checks will only be conducted as authorized by state and federal law, in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

### **Access to CHRI**

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts

Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Federal law and regulations provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

### **Storage of CHRI**

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent CJIS Security Policy have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

### **Retention and Destruction of CHRI**

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes *only*:

- Historical reference and/or comparison with future CHRI requests,
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in a secure location in the office of the superintendent. When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by an employee of the district.

### **CHRI Training**

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at the district will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

### **Determining Suitability**

In determining an individual's suitability, the following factors will be considered: these factors may include, but not necessarily be limited to: the nature and gravity of the crime and the underlying conduct, the time that has passed since the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof and any other factors deemed relevant by the district.

A record of the suitability determination will be retained. The following information will be included in the determination:

- The name and date of birth of the employee or applicant;
- The date on which the school employer received the national criminal history check results; and,
- The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

### **Relying on Previous Suitability Determination.**

The school employer may obtain and may rely on a favorable suitability determination from a prior employer, if the following criteria are met:

The suitability determination was made within the last seven years; and

The individual has not resided outside of Massachusetts for any period longer than three years since the suitability determination was made; and either

The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or

If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination. Upon request of another school employer, the initial school employer shall provide documentation that the individual is still deemed suitable for employment by the initial school employer.

### **Adverse Decisions Based on CHRI**

If inclined to make an adverse decision based on an individual's CHRI, the district will take the following steps prior to making a final adverse determination:

- Provide the individual with a copy of his/her CHRI used in making the adverse decision;
- Provide the individual with a copy of this CHRI Policy;
- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI;
- and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time depending on the particular circumstances not to exceed thirty days to correct or complete the CHRI.

If a school employer receives criminal record information from the state or national fingerprint-based background checks that includes no disposition or is otherwise incomplete, the school employer may request that an individual, after providing him a copy of said background check, provide additional information regarding the results of the criminal background checks to assist the school employer in determining the applicant's suitability for direct and unmonitored contact with children, notwithstanding the terms of General Laws chapter 151B, S. 4,( 9,9 ½). Furthermore, in exigent circumstances, a school employer may, pursuant to the terms of DESE regulations (see specific regulations in legal

references), hire an employee on a conditional basis without first receiving the results of a national criminal background check. After exhausting several preliminary steps as contained in the above referenced regulation the district may require an individual to provide information regarding the individual's history of criminal convictions; however, the individual cannot be asked to provide information about juvenile adjudications or sealed convictions. The superintendent is advised to confer with legal counsel whenever he/she solicits information from an individual concerning his/her history of criminal convictions.

### **Secondary Dissemination of CHRI**

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI.

The following information will be recorded in the log:

- Subject Name;
- Subject Date of Birth;
- Date and Time of the dissemination;
- Name of the individual to whom the information was provided;
- Name of the agency for which the requestor works;
- Contact information for the requestor; and
- The specific reason for the request.

### **Reporting to Commissioner of Elementary and Secondary Education**

Pursuant to state law and regulation, if the district dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, the district shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record checks results. The superintendent shall notify the employee or applicant that it has made a report pursuant to the regulations to the Commissioner.

Pursuant to state law and regulation, if the district discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to regulations, the Superintendent shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether the district retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to regulations to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

### **C.O.R.I. REQUIREMENTS**

It shall be the policy of the district to obtain all available Criminal Offender Record Information (CORI) from the department of criminal justice information services of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain CORI data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the department of criminal justice informational services on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal, or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education regulation, “Direct and unmonitored contact with children” means contact with students when no other employee, for whom the employer has made a suitability determination of the school or district, is present. “Contact” refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication. The school employer may determine when there is potential for direct and unmonitored contact with children by assessing the circumstances and specific factors including but not limited to, whether the individual will be working in proximity with students, the amount of time the individual will spend on school grounds, and whether the individual will be working independently or with others. An individual shall not be considered to have the potential for direct and unmonitored contact with children if he or she has only the potential for incidental unsupervised contact in commonly used areas of the school grounds.”

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign an acknowledgement form authorizing receipt by the district of all available CORI data from the department of criminal justice information services. In the event that a current employee has a question concerning the signing of the acknowledgement form, he/she may meet with the Principal or Superintendent; however, failure to sign the CORI acknowledgement form may result in a referral to local counsel for appropriate action. Completed acknowledgement forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under the policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. CORI shall be shared with the individual to whom it pertains, pursuant to law, regulation and the following model policy, and in the event of an inaccurate report the individual should contact the department of criminal justice informational services.

Access to CORI material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, CORI material should be obtained only where the Superintendent had determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law and the model policy, reserves the exclusive right concerning any employment decision.

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of the employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides transportation, or volunteer who may have direct and unmonitored contact with

children. Current employees, persons regularly providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

LEGAL REFS.: M.G.L.6:167-178; 15D:7-8; 71:38R, 151B, 276:100A  
P.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. 20.33(b)  
42 U.S.C. § 16962  
603 CMR 51.00  
803 CMR 2.00  
803 CMR 3.05 (Chapter 149 of the Acts of 2004)  
FBI Criminal Justice Information Services Security Policy  
Procedure for correcting a criminal record  
FAQ – Background Checks



## **DCJIS MODEL CORI POLICY**

This policy is applicable to the criminal history screening of prospective and current employees, subcontractors, volunteers and interns, and professional licensing applicants.

Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of a general background check for employment, volunteer work, licensing purposes, the following practices and procedures will be followed.

### **CONDUCTING CORI SCREENING**

CORI checks will only be conducted as authorized by the DCJIS, state law, and regulation, and only after a CORI Acknowledgement Form has been completed.

If a new CORI check is to be made on a subject within a year of his/her signing of the CORI Acknowledgement Form, the subject shall be given seventy two (72) hours notice that a new CORI check will be conducted.

### **ACCESS TO CORI**

All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a "need to know". This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. The district must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

### **CORI TRAINING**

An informed review of a criminal record requires training. Accordingly. All district personnel authorized to review or access CORI will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

### **USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING**

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

### **VERIFYING A SUBJECT'S IDENTITY**

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

### **INQUIRING ABOUT CRIMINAL HISTORY**

In connection with any decision regarding employment, volunteer opportunities, or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

### **DETERMINING SUITABILITY**

If a determination is made, based on the verification of identity information as provided in this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:

- (a) Relevance of the record to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof; and
- (i) Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

### **ADVERSE DECISIONS BASED ON CORI**

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record*.

### **SECONDARY DISSEMINATION LOGS**

All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI outside this organization, including dissemination at the request of the subject.

## **Natick Public School Wellness Policy**

The Natick Public Schools (NPS) promotes wellness by supporting balanced nutrition, nutrient dense meals and snacks, regular physical activity and comprehensive health and wellness and physical education programs as part of the total learning environment. NPS acknowledges its responsibility to help students learn, and establish and maintain lifelong healthy eating and activity patterns. Organized and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health as well as their behavior and academic achievement in school. Natick Public Schools addresses the social-emotional health of students by implementing leadership programs, anti-bullying policies and programs, alcohol, tobacco, vaping, and drug education, mental health screenings and counseling services, parent education, and staff education. Staff Wellness is also an integral part of the school environment as school staff can serve as role models for healthy behavior.

Goal: NPS students possess the knowledge and skills necessary to make nutritious food choices, participate in physical activity, and make healthy choices related to substance use and wellness that they can use for a lifetime. NPS staff is encouraged to model healthy eating, physical activity and appropriate psychosocial behavior as a valuable part of daily life.

To meet this goal, NPS has adopted a district-wide commitment to promote sound nutrition practices, physical activity, and offer comprehensive health education and health screenings. This policy is designed to effectively use school and community resources and to equitably serve the needs and interests of all students and staff, and employ appropriate interventions.

The School Health Advisory Committee meets at least quarterly during the school year. The Committee is responsible for reviewing and recommending to the Superintendent and School Committee, district wide policies that promote student wellness. Committee membership includes: The superintendent, nurse leader, school nurses, school physician, director of health and wellness, food services director, students, parents, prevention specialist, school counselors, board of health director, recreation and park assistant director, a school committee member, and community members that serve youth and their families.

### **Nutritional Guidelines for Schools**

- Natick Food Service Program will provide meals through the National School Lunch Program (NSLP) and National School Breakfast Program (NSBP) that:
  - Meet nutrition requirements established by local, state, and federal statutes and regulations.
  - Are appealing and attractive to children.
  - Are served in a clean and pleasant setting.
  - Encourages student/parental input for meal choices.
  - Incorporates produce from school gardens and local gardens when feasible.
- Qualifications of Food Service Staff

- Qualified nutrition professionals will administer the school meal programs. The district provides continuing professional development for all nutrition professionals in schools. Staff development programs include training for the food service director, managers, and cafeteria workers according to their levels of responsibility.
- Foods in Schools
  - Breakfast

Breakfast will be served at all schools and will be available to every student.

Parents and students will be notified and informed about the breakfast program.

Alternative methods of breakfast will be utilized and considered based on individual school needs.
  - Free and Reduced-Priced Meals
    - Schools make a concerted effort to eliminate any social stigma attached to, and prevent the overt identification of students who are eligible for free and reduced-priced school meals. An electronic point of sale system is used. Meals are promoted to all students.
  - A La Carte and Competitive Foods
    - The district implements the guidelines of the Nutrition Standards for Competitive Foods and Beverages in Public Schools (105 CMR 225.000) at all schools. (See attached.)
- Guidelines for Food Celebrations and Food in the Classroom
  - Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Food served should meet the competitive foods guidelines. The Natick Food Service office may be consulted for guidance on foods that meet nutritional guidelines or to provide food.
  - Foods or beverages that do not meet the competitive food guidelines are not given as rewards for academic performance or good behavior. Food and beverages (including school meals) are not withheld as a punishment.
  - Schools should discourage students from sharing their foods or beverages during meal or snack time, given concerns about allergies and dietary restrictions.
  - When using food in the curriculum, teachers must provide information to parents/guardians regarding the proposed use and when applicable, the ingredient list.
  - Before allowing a student to participate in a food activity, teachers should receive permission from parent/guardians of students with documented life threatening food allergies and/or dietary intolerances.
- Meal Times and Scheduling
  - Students are allowed adequate time to eat lunch and breakfast.

- Lunch is scheduled between 11:00 am and 1:45 pm.
  - Tutoring, clubs, organizational meetings, or other activities should not be scheduled during mealtimes, unless students are allowed to consume lunch during these activities.
  - Lunch should be scheduled after recess in elementary schools to encourage food consumption, decrease waste, and improve lunch time behavior among students.
  - Access to hand washing or sanitizing prior to meal periods is available at all schools.
  - Schools should take reasonable steps to accommodate tooth brushing needs of students after meal periods.
  - In accordance with the NPS Life Threatening Food Allergy Policy, there is no food sharing allowed among elementary and middle school students.
  - Drinking water is available for students to drink at no cost throughout the day.
- **Nutrition Promotion**
    - Natick Public Schools aims to teach, encourage, and support healthy eating among students.
    - Through the classroom and the school lunch program the district will:
      - Promote fruits, vegetables, whole grain products, low- and fat-free dairy products, healthy food preparation methods, and health-enhancing activities.
      - Include enjoyable, developmentally-appropriate, culturally relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens.
      - Teach media literacy with an emphasis on food marketing.
      - Promote sustainable practices such as composting, recycling, etc.
  - **Nutrition Education**
    - Offered at grade level, sequential, and follows Massachusetts Department of Elementary and Secondary Education (MA DESE) Health Education Standards
      - Promotes Health.
      - Promotes dietary consumption of fruits, vegetables, whole grains, low-fat, and fat-free dairy products.
      - Educates students on the relationship between caloric intake and energy expenditure.
      - Integrated throughout the curriculum in subject areas such as math, science, language arts, social studies and art.
      - Coordinated effort among teachers and food service personnel.
      - Includes enjoyable, developmentally appropriate, participatory activities such as contests, promotions, taste testing, school gardens, and farm visits.
      - Nutrition and hydration information is provided to coaches and student athletes.
      - Increase parental awareness and nutrition education via online resources, bulletin boards, colorful displays in café to guide students to make good food choices; welcome parents into lunchroom as scheduling allows.
  - **Physical Education**
    - **Physical Education Staff**
      - Qualifications: Certified Physical Education teacher.

- Provide a sequential, developmentally appropriate program designed, implemented, and evaluated to help students develop the knowledge, motor skills, self-management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives.
- Physical Education (PE) Classes
  - Teacher/student ratios of physical education classes will be similar to all other classes.
  - Kindergarten students have 45 minutes of PE/week.
  - Students in grades 1-4 have 90 minutes of PE/week.
  - Students in grades 5-8 have a minimum of 90 minutes of PE/week.
  - Students in grades 9-12 have a minimum of 195 minutes of PE class/week/per semester of physical education. Students in grades 11 and 12 may choose from PE classes such as: Competitive Team Sports, RAD training, CPR classes, Recreational Activities for Life, Awake Personal Fitness and/or personal fitness. High school students may opt to take an early morning physical education class before the start of the school day.
  - Students spend at least 60% of their physical education class time participating in moderate to vigorous physical activity.
  - Students participate in annual fitness tests, administered via FitnessGram.
- Fitness Classes
  - Students in grade 7 and 8 will either have 80 minutes of fitness class/week, or will be strongly encouraged to participate in an additional 80 minutes of fitness per week through a school provided venue activity involving cardio-fitness.
- Recess /Break
  - Natick Public Schools acknowledges the importance of physical activity and a break from school work.
  - Kindergarten students have a minimum of 20 minutes of supervised recess/daily.
  - Students in grades 1-4 have a minimum of 15 minutes of supervised recess/daily.
  - Grades 5-8 students have the opportunity to participate in “Laps after Lunch”, a weather dependent program which allows time for students to go outside and walk around the school perimeter thus providing fresh air and physical activity.
- Before School Fitness
  - Students in grades K-8 have the opportunity to participate in “BOKS”, a program that provides a structured physical activity period before the start of the school day.
  - High school students have the option to take an early morning physical education class prior to the start of the school day.
- General Concepts
  - Classroom health education will compliment physical education by reinforcing the knowledge and self management skills needed to maintain a physically active lifestyle and reduce time spent on sedentary activities.
  - Opportunities for physical activity should be incorporated into other subject areas.

- Teachers are encouraged to provide short bursts of physical activities between classes or lessons. Short exercises have been posted on YouTube to prompt staff and students.
- Staff should not use physical activity (running laps, push-ups) or withhold opportunities for physical activity (recess, PE or fitness class) as punishment.
- School grounds are equipped with bicycle racks. Students are encouraged to use active transportation to/from school (such as “walk to school days”, “neighborhood walking school buses”, and “safe routes to school”).
- **Health and Wellness**
  - Health Education Staff
    - Qualifications: DESE Certified Health Education Teacher
  - Health Education Class
    - The health curriculum follows the Massachusetts DESE Health Curriculum frameworks.
    - Elementary health lessons are provided through the curriculum
    - All middle students and 10th grade students are enrolled in a health education/wellness class which may include: nutrition education, the importance of proper nutrition in disease prevention, substance use, disordered eating, and sex education.
- **Health Services**
  - Minimum of one DESE certified nurse per every school, strive to reach the recommended level of one nurse per every 250-500 students.
  - School nurses promote healthy eating for students and staff with individual and classroom education.
  - School nurses are skilled to recognize disordered eating conditions and other nutrition-related health problems among students and refer them to their PCP and/or appropriate resources.
  - School nurses screen students for height, weight, and BMI as directed by the Massachusetts Department of Public Health (Mass DPH). The data is compiled and sent to the DPH annually.
  - School nurses are responsible for completing annual vision, hearing, postural and SBIRT (Screening Brief Intervention Referral to Treatment) screening according to Massachusetts General Laws and the requirements set for by the Massachusetts DPH.
  - School nurses may assist with district wide mental health screenings
- **School Counseling Services**
  - Minimum of one DESE certified school counselor per school, strive to reach recommended level of one school counselor per 250 students.
  - School counselors provide social, emotional, and behavioral support for students, through individual, small group, and whole class interventions, to promote emotional well-being and increase academic performance.
  - School counselors remain current on mental health issues including: anxiety, depression, separation/school phobia, divorce, grief, family conflict, physical/sexual/emotional trauma, neglect, suicide, substance abuse, teasing and/or bullying; peer relations, coping skills, etc.

- School counselors review data on student achievement and development on a continual basis and work with the faculty, students, parents, and/or administration to interpret the data.
- School counselors maintain communication with the staff and community about guidance and counseling programs and services
- School counselors demonstrate the day-to-day ability to anticipate and to resolve problems and crises and consult and collaborate with staff, parents, and outside providers
- School counselors may assist with district wide mental health screenings
- **Staff Wellness**
  - Natick Public Schools (NPS) values the health and well being of every staff member. and therefore plans and implements activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The NPS Staff Wellness Committee has representation from each school. NPS believes that staff serves as role models for students. Staff is encouraged to participate in a variety of wellness opportunities throughout the district including but not limited to: Weight Watchers, Zumba, yoga, boot camp, running clinics, walking challenges and access to the NHS Fitness Center and indoor track, and annual flu immunization clinics.
- **Healthy Fundraising**
  - Schools are encouraged to offer non food items, such as coupon books, candles, school spirit wear, ad items supplied by local business.
  - Schools are encouraged to sponsor events, such as car washes, “a-thon” events, family game night, silent auctions, talent shows, road races, services as part of their fundraising activities.
  - See attached list for possible ideas.
- **Non-Food Rewards in Classroom:** Please see attached list of alternative suggestions.
- **Marketing**
  - Promote a nutrition, health or wellness events, such as National School Lunch Week, American Heart Month.
  - Promote community events that foster health/wellness
- **Emergent new group combining Natick Together for Youth and the Opioid Task Force)-A Community Substance Abuse Prevention Coalition**
  - The emergent new group combining Natick Together for Youth and the Opioid Task Force is a community coalition working to prevent, delay, and reduce substance use. The goal is to support an infrastructure of increased communication that fosters collaboration and support among other community members. Individuals and organizations meet monthly to discuss efforts that support youth and families. Coalition representatives school personnel at all levels.
- **Monitoring and Compliance**
  - The Wellness Policy will be evaluated annually to allow for continual assessment and to enact any new state or federal mandates. The School Health Advisory



Committee reviews the policy and brings recommended changes to the attention of the district Superintendent and Natick School Committee.

- The superintendent or designee will ensure compliance with established district-wide nutrition, mental health and physical activity wellness policies. Each school principal is responsible for ensuring compliance within his/her school.

Revised and approved by the Natick School Committee on June 17, 2019

## **COMMITMENT TO ACCOMPLISHMENT**

The School Committee accepts ultimate responsibility for all facets of school operations. Because it is accountable to residents of the District, the School Committee will maintain a program of accountability consisting of the following elements:

- Clear statements of expectations and purpose as these relate to operations, programs, departments, and positions.
- Provisions for the staff, resources, and support necessary to achieve stated expectations and purposes, subject to financial support by residents of the District.
- Evaluation of operations and instructional and staff development programs to determine how well expectations and purposes are being met.
- Specific performance objectives to enable individuals to direct their own efforts to the goals and objectives of the District.
- Evaluation of the efforts of employees in line with stated objectives, with the first purpose of evaluation being to help each individual make a maximum contribution to the goals of the District.

Every effort will be made by the School Committee, Superintendent, and staff to fulfill the responsibilities inherent in the concept of accountability.

## **SECTION B**

### **BOARD GOVERNANCE AND OPERATIONS**

<b>BA</b>	<b>SCHOOL COMMITTEE OPERATIONAL GOALS</b>
<b>BAA</b>	<b>EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES</b>
<b>BB</b>	<b>SCHOOL COMMITTEE LEGAL STATUS</b>
<b>BBA</b>	<b>SCHOOL COMMITTEE POWERS AND DUTIES</b>
<b>BBAA</b>	<b>SCHOOL COMMITTEE MEMBERS: AUTHORITY AND DUTIES</b>
<b>BBBA/ BBBB</b>	<b>SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE</b>
<b>BBBC</b>	<b>SCHOOL COMMITTEE MEMBER RESIGNATION</b>
<b>BBBE</b>	<b>UNEXPIRED TERM FULFILLMENT</b>
<b>BCA</b>	<b>CODE OF ETHICS</b>
<b>BDA/BDB/ BDC/BDD</b>	<b>SCHOOL COMMITTEE ORGANIZATIONAL MEETING, OFFICERS AND OFFICIALS</b>
<b>BDE/BDF</b>	<b>SCHOOL COMMITTEE SUBCOMMITTEES AND TASK FORCES</b>
<b>BDFA</b>	<b>SCHOOL COUNCILS</b>
<b>BDFA-E-1</b>	<b>SCHOOL IMPROVEMENT PLAN</b>
<b>BDFA-E-2</b>	<b>SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN</b>
<b>BDFA-E-3</b>	<b>CONDUCT OF SCHOOL COUNCIL BUSINESS</b>
<b>BDG</b>	<b>SCHOOL COMMITTEE ATTORNEY</b>
<b>BE</b>	<b>SCHOOL COMMITTEE MEETINGS</b>
<b>BEC</b>	<b>EXECUTIVE SESSIONS</b>
<b>BEE</b>	<b>SPECIAL PROCEDURES FOR CONDUCTING HEARINGS</b>

<b>BEDA</b>	<b>NOTIFICATION OF SCHOOL COMMITTEE MEETINGS</b>
<b>BEDB</b>	<b>AGENDA FORMAT</b>
<b>BEDD</b>	<b>RULES OF ORDER</b>
<b>BEDF</b>	<b>VOTING METHOD</b>
<b>BEDG</b>	<b>MINUTES</b>
<b>BEDH</b>	<b>PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS</b>
<b>BG</b>	<b>SCHOOL COMMITTEE POLICY DEVELOPMENT</b>
<b>BGB</b>	<b>POLICY ADOPTION</b>
<b>BGC</b>	<b>POLICY REVISION AND REVIEW</b>
<b>BGE</b>	<b>POLICY DISSEMINATION</b>
<b>BGF</b>	<b>SUSPENSION OF POLICIES</b>
<b>BGD</b>	<b>SCHOOL COMMITTEE REVIEW OF PROCEDURES</b>
<b>BHC</b>	<b>SCHOOL COMMITTEE-STAFF COMMUNICATIONS</b>
<b>BHE</b>	<b>USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS</b>
<b>BIA</b>	<b>NEW SCHOOL COMMITTEE MEMBER ORIENTATION</b>
<b>BID</b>	<b>SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES</b>
<b>BIBA</b>	<b>SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS</b>
<b>BJ</b>	<b>SCHOOL COMMITTEE LEGISLATIVE PROGRAM</b>
<b>BK</b>	<b>SCHOOL COMMITTEE MEMBERSHIPS</b>

## **SCHOOL COMMITTEE OPERATIONAL GOALS**

The School Committee is responsible to the people for whose benefit the school system has been established. The Committee's current decisions will influence the course of education in our schools for years to come. The Committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

The School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school system. The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of public, students, and staff in its decision-making processes.

The School Committee will apply these principles to its goal setting as follows:

1. Periodically setting performance objectives for the School Committee itself and evaluating their accomplishment.
2. Developing an educational vision and engaging in short and long-term strategic planning to guide policy decisions including those regarding budget, curriculum, student assessment, employee and personnel, staff development and facilities management.
3. Setting objectives for performance for each position and function in the system.
4. Allowing the people responsible for carrying out objectives to have a role in setting them.
5. Establish practical and simple goals.
6. Conducting a concrete and periodic review of performance against these goals.

## **EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES**

The School Committee will periodically establish realistic objectives related to Committee procedures and relationships. At the end of a specified length of time, the Committee will measure its performance against the stated objectives.

The following areas of School Committee operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Communication with the public
2. School Committee - Superintendent relationships
3. School Committee member development and performance
4. Policy development
5. Educational leadership
6. Fiscal management
7. School Committee meetings
8. Performance of subcommittees of the School Committee
9. Interagency and governmental relationships

When the Committee has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the Committee will set an approximate date on which the next evaluation will be conducted.

Implied in the concept of evaluation is an assumption that individuals and Committees are capable of improvement. The School Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

## **SCHOOL COMMITTEE LEGAL STATUS**

The School Committee is the governing board of the town's public school system. Although it functions as a duly elected Committee of town government, the School Committee has, unlike other town boards, autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process.

State law provides that:

"Every town at its annual [town election] shall,, except when other provision is made by law or by charter, choose by ballot from its registered voters the following town officers for the following terms of office:

... Three or more members of the School Committee for terms of not more than three years....In any case where three or more members of a board are to be elected for terms of more than one year, as nearly one-third as may be shall be elected annually."

The Natick Town Charter established School Committee membership as seven members.

LEGAL REFS.:        M.G.L. 41:1 and 71:37 specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees

CROSS REFS.:        AA, School District Legal Status  
                             BBA, School Committee Powers and Duties

## **SCHOOL COMMITTEE POWERS AND DUTIES**

The School Committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community.

The Committee takes a broad view of its functions. It sees them as:

1. **Legislative or policymaking.** The Committee is responsible for the development of policy as guides for administrative action and for employing a Superintendent who will implement its policies.
2. **Appraisal.** The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. **Provision of financial resources.** The Committee is responsible for adoption of a budget that will enable the school system to carry out the Committee's policies.
4. **Public relations.** The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. **Educational planning and evaluation.** The Committee is responsible for establishing educational goals and policies that will guide the Committee and staff for the administration and continuing improvement of the educational programs provided by the School District.
6. **Personnel.** The Committee shall select and terminate the Superintendent. The School Committee will also confirm the appointment of the Assistant Superintendent, Business Manager, and Director of Special Education.

LEGAL REF.: M.G.L. 71:37 specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws.

CROSS REF.: BB, School Committee Legal Status



## **SCHOOL COMMITTEE MEMBERS: AUTHORITY AND DUTIES**

A. PURPOSE: To define the authority and duties of the individual members of the School Committee.

B. POLICY:

1. Authority

- a. Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.
- b. The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the Committee.
- c. No member of the Committee, by virtue of their office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.
- d. The School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

2. Duties: The duties and obligations of the individual Committee members may be enumerated as follows:

- a. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, and policies and procedures of this School Committee and school department.
- b. To keep abreast of new laws and the latest trends in education.
- c. To have a general knowledge of the goals, objectives, and programs of Natick's public schools.
- d. To work effectively with other Committee members without trying either to dominate the Committee or neglect their share of the work.
- e. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
- f. To vote and act in Committee without bias for the good of the students.
- g. To accept the will of the majority vote in all cases, and to remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made.
- h. To represent the Committee and the schools to the public in a way that promotes interest and support.
- i. To refer questions and complaints to the proper school authorities.
- j. To comply with the Ethics statutes as well as the accepted Code of Ethics for School Committee members. (File BCA)

## **SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE**

In order to serve on the School Committee, an individual must be a registered voter in the town from which he/she is elected or appointed and must take an oath of office as required by law.

Each new member will present to the Committee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on his/her official duties as a member of the Committee. From the Town Clerk, newly elected or appointed Committee members, by law, receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of Committee meetings in general and executive sessions in particular.

Established by law and Town Charter

LEGAL REFS.:       M.G.L. 39:23B; 41:1; 41:107  
                          M.G.L. 76:5 Amended 1993

## **SCHOOL COMMITTEE MEMBER RESIGNATION**

A current School Committee member who submits a resignation to the appropriate certifying authority terminates School Committee duties at the time of such resignation unless a later time is stated in the resignation.

Should a School Committee member move out of the town in which he or she holds office, that member shall be deemed to have vacated the office.

Established by law

LEGAL REFS.: M.G.L. 41:2; 41:109

## **UNEXPIRED TERM FULFILLMENT**

When a vacancy on the School Committee occurs for any reason, the Board of Selectmen and the remaining members of the Committee share the responsibility for filling it.

As provided in the law, the School Committee will notify the Selectmen that a vacancy has been created within 30 days after it has occurred. After one week's notice has been given by the Committee to the Selectmen, so that voters of the town may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote.

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the Committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.

LEGAL REF.: M.G.L. 41:11

## CODE OF ETHICS

It shall be the constant endeavor of each School Committee member, representing all the citizens of Natick, to strive step by step toward ideal conditions for most effective School Committee service to their community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

- a. A School Committee member in their relations with their community should:
  - 1) Realize that their primary responsibility is to each and every one of the children in the Natick school system without distinction as to who they are or what their background may be.
  - 2) Recognize that their basic function is to be policy making and not administrative
  - 3) Remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made
  - 4) Be well informed concerning the duties of a Committee member on both a local and state level.
  - 5) Bear in mind that it is as important for the Committee to understand and evaluate the educational program of the schools as it is to plan for the business of school operation.
  - 6) Devote time, thought and study to the duties and responsibilities of a School Committee member so that they may render effective and creditable service.
  - 7) Take the initiative in helping all people of this community to have the best possible information in a timely manner about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
  - 8) Remember that they represent the entire community at all times.
  - 9) Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from their Committee activities.
  - 10) Welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current school operations and proposed future developments.
- b. A School Committee member in their relations with their school administration should:
  - 1) Endeavor to establish sound, clearly-defined policies which will direct and support the administration.
  - 2) Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
  - 3) Give the chief administrator full responsibility for discharging their professional duties and hold them responsible for acceptable results.
  - 4) Refer all complaints to the administrative staff for solution, consistent with the administrative chain of command and only discuss them at Committee meetings if such solutions fail.
- c. A School Committee member in their relations with their fellow Committee members should:
  - 1) Work with their fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue.
  - 2) Recognize that action at official meetings is binding and that they cannot bind the Committee outside of such meetings.
  - 3) Realize that they should not make statements or promises of how they vote on matters that will come before the Committee.
  - 4) Uphold the intent of executive sessions and respect the privileged communications that exist in executive sessions.
  - 5) Share pertinent information on school matters or personnel problems both with members of their Committee and with members of other committees who may be seeking help or information on school problems.

- 6) Make decisions only after all facts on a question have been presented and discussed, and base such decisions upon all available facts in each situation, consistent with their honest conviction in every case, unswayed by partisan bias of any kind.

**SCHOOL COMMITTEE ORGANIZATIONAL MEETING,  
OFFICERS AND OFFICIALS**

**A. PURPOSE:**

To define the duties of the various officers of the School Committee and their manner of election.

**B. POLICY:**

**1. Organizational Meeting**

For the purpose of organizing, the School Committee, at an organizational meeting, held only for the purposes listed below, shall be scheduled for a date and time following the Annual Town Election and prior to the first regular meeting will elect from its membership a Chairperson, a Vice-Chairperson, and a Clerk all of whom will hold their respective offices for a term of one year or until a successor is elected.

- a) The meeting shall be called to order by the Executive Secretary of the Committee (the Superintendent), who shall preside during and until the election of the Chairperson.
- b) Nominations for the office of Chairperson will be made from the floor. The Chairperson shall be elected by voice vote of the members participating either remotely or in-person and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.
- c) No member may serve as Chairperson for more than two consecutive years except by a separate 2/3 vote of the Committee to permit the then Chairperson to be considered a candidate in (b., above). No member shall serve more than three consecutive years.
- d) Upon election, the new Chairperson will preside, calling for the election of a Vice-Chairperson and Clerk, in order. The procedure used for their election will be the same as that for electing the Chairperson.
- e) Following the election of the Chairperson, Vice-Chairperson and Clerk, the Recording Secretary, who shall not be a member of the School Committee, shall be appointed by the Committee.
- f) The Committee shall review subcommittee and liaison assignments and vacancies. To give members an opportunity to understand the commitment involved and/or express interest in an assignment, appointments to subcommittee and liaison positions shall occur at the next regular meeting.
- g) Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above.
- h) Following election of officers at its organizational meeting, the School Committee may proceed into such special business as scheduled on the agenda.
- i) The Student Representative (elected in accordance with Chapter 71, Section 38M) will begin his/her term at the beginning of the next school year.
- j) The retention of School Committee counsel shall be reaffirmed at each organizational meeting and reviewed at such time if the Committee feels appropriate.

2. **Duties of the Chairperson:** The Chairperson of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He or she will perform those duties that are consistent with their office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chairperson will:

- a. Sign the instruments, acts, and orders approved by the Committee in its name and behalf.
- b. Consult with the Superintendent in the planning of the Committee's agendas.
- c. Confer with the Superintendent on matters that may occur between Committee meetings.

- d. Appoint subcommittees, subject to Committee approval.
- e. Call special meetings of the Committee as found necessary or requested in writing by members of the Committee.
- f. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
- g. Preside at all Committee meetings.
- h. Verify with the Superintendent annually that the Superintendent has completed reviews of direct reports.

If the Chairperson is unable to carry on the duties for an extended period of time, the School Committee will hold an organizational meeting and vote for a new Chairperson and a Vice Chairperson.

3. Duties of the Vice-Chairperson of Policy and Operations

The Vice-Chairperson of Policy and Operations will assume the duties of the Chairperson when the Chairperson is absent or incapacitated. In the absence of the Chairperson and the Vice Chairperson at any School Committee meeting, the Executive Secretary (Superintendent) shall call for the election of a Chairperson pro tem by the members present.

4. Duties of the Clerk

The Clerk will be responsible for a record of the meetings being prepared in accordance with by-law and supervise the Recording Secretary, who takes the notes and review them prior to their acceptance by the School Committee. The Clerk is to attest to the minutes and sign on the line for this purpose in the official book in which they are entered.

5. Duties of the Executive Secretary

The Superintendent shall be elected by the Committee as provided by law and shall serve as Executive Secretary and perform all the duties that are prescribed by law and such other duties, not inconsistent there to, as the majority of the Committee may direct.

As Executive Secretary of the School Committee the Superintendent shall cause to be kept and accessible a record of the proceedings of the Committee and shall keep on file all reports, communications, papers, and documents relating to the business of the Committee or belonging to it.

He or she shall issue notices of Committee meetings; shall furnish each member, in advance, an agenda for the forthcoming meeting which he or she shall have prepared with the Chairperson; shall provide a copy of the record of previous meetings as soon as possible; and shall perform such other duties as may be required by the Committee.

6. School Committee-Superintendent Relationship

The Committee will leave to the Superintendent all matters of decision and administration that come within his or her scope as executive officer or as professional leader of the school system. While the Committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. Further:

- a. The Superintendent will have the privilege of asking guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, he or she will submit the matter to the Committee for advice and direction.



- b. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.
- c. The Superintendent, after conferring with the Chairperson, shall notify members of the School Committee regarding any meetings between the Superintendent and the Chairperson touching on substantive matters, in a timely fashion.

7. Duties of the Recording Secretary (*Part of MASC Policy BDB*)

The Recording Secretary shall keep the minutes of School Committee meeting and shall have such other duties as the Committee and the Superintendent may determine.

REFERENCES:

71M.G.L.sec.36,38G,41,42.  
MASC, School Committee Policy Manual  
41 M.G.L. sec. 1,41. 107.  
Town of Natick Charter

Note: The treasurer of the town serves as treasurer of the School Committee (*Part of Policy BDB*)

Revised by the Natick School Committee: April 212, 2021

## **SCHOOL COMMITTEE SUBCOMMITTEES AND TASK FORCES**

1. Subcommittees: The School Committee will reconstitute its subcommittees at its annual organizational meeting or at the following regular meeting of the School Committee. Subcommittees may be created for a specific purpose and to make recommendations for Committee action.
  - a. The subcommittee will be established through action of the Committee.
  - b. The subcommittee chairperson and its members will be appointed by the Committee Chairperson, subject to approval by the Committee.
  - c. The subcommittee will be provided with a list of its functions and duties.
  - d. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
  - e. The Committee Chairperson and Superintendent will be ex-officio members of all special subcommittees.
  - f. A subcommittee will be dissolved by the Committee upon completion of its assignment, or it may be dissolved by a vote of the Committee at any time.
  - g. The Chairperson of each subcommittee will provide copies of all subcommittee agendas and minutes to the School Committee.
  - h. All subcommittees of the School Committee are subject to the provisions of the Open Meeting Law.

NOTE: The open meeting law ~ and its exceptions ~ apply to both School Committee meetings and meetings of the subcommittees and task forces of the School Committee. The Chair of the subcommittee or the task force has responsibility for posting legal notice or all meetings.
2. Task Forces: The following general policies will govern the appointment and functioning of task forces (or advisory committees) to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.
  - a. Task forces may be created by the School Committee to serve to advise the Committee for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
  - b. The composition of task forces will take into consideration the specific tasks assigned to the task force. Members of the professional staff and/or students may be appointed to the task force as members or consultants, as found desirable.
  - c. Appointments to such task forces will be made by the School Committee; appointment of staff members to such task forces will be made by the Committee upon recommendation of the Superintendent.
  - d. Tenure of task force members will be one year only unless the member is reappointed.
  - e. Each task force will be clearly instructed as to its mission and time line as well as its relationship to the School Committee, the School Department and the media.

- f. Recommendations of task forces will be based upon research and fact.
- g. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of a task force must be submitted to the School Committee.
- h. The Committee will have the sole power to dissolve any of its task forces and will reserve the right to exercise this power at any time during the life of any task force.

CROSS REF.: JIB, Student Involvement in Decision Making  
BEC, Executive Sessions

## **SCHOOL COUNCILS**

The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the school council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions which are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the school District.

As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the Superintendent and School Committee.

The following guidelines define the role of the school council:

The School Council shall meet regularly with the Principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards.
2. Identification of the educational needs of the students attending the school.
3. Review of the school building budget.
4. Formulation of a school improvement plan that may be implemented only after review and approval by the Superintendent.

LEGAL REFS.:       M.G.L. 71:38Q, 71:59C

## **SCHOOL IMPROVEMENT PLAN**

The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for approval to the Superintendent and review of the School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Elementary and Secondary Education and by the School Committee.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.
4. Professional development for the school's professional staff.
5. The enhancement of parental involvement in the life of the school, safety, and discipline.
6. The development of means for meeting the diverse learning needs of every child.
7. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
  - a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
  - b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

## **SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN**

The written school improvement plan shall be submitted by the Principal to the Superintendent for approval and the School Committee for review no later than July 1 of the year in which the plan is to be implemented.

Because the implementation of the plan is dependent on Superintendent approval, it is important that the school council be aware of certain expectations regarding the school improvement plan. The school improvement plan should:

1. Focus on improvement of student learning.
2. Specify expected student outcomes and measurable/observable results.
3. Align with the mission of the School District and any goals and policies of the School District including any potential impact on any feeder or followon schools.
4. Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements.
5. Clearly identify actions to be taken on how changes will be implemented.
6. Include a plan on how to solicit community support for the changes being developed.
7. Indicate anticipated costs and available funding sources.
8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval. If the Superintendent does not review the school improvement plan within 30 days of its receipt, the plan shall be deemed to have been approved.

## CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee upon request.

## SCHOOL COMMITTEE ATTORNEY

- A. PURPOSE: To define the relationship between the School Committee and its attorney.
- B. POLICY: The School Committee may use the services provided by the town counsel. The Committee and the Superintendent may seek his or her services to counsel and represent the school system at various times.

However, because the complexity of school department operations often requires specialized legal services, the Committee may also retain an attorney or law firm - to provide additional legal services. The retention of School Committee counsel shall be reaffirmed at each organizational meeting and reviewed at such time if the Committee feels appropriate.

It will be the duty of the counsel for the Committee to advise the School Committee and the Superintendent on the specific legal problems submitted to him or her. He or she will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with requirements of the school law to enable him or her to offer the necessary legal advice.

A decision to seek legal advice or assistance on behalf of the school system will be made by the Committee. The Superintendent may also take such action at the direction of the Committee. Requests by School Committee members for a legal opinion on any matter germane to the Committee's responsibilities will be made through the Chairperson, who will forward such requests, along with any related documents submitted by Committee members, to the School Committee's attorney. Any legal opinion so obtained shall be in writing at the request of the majority of the School Committee.

Many types of legal assistance are routine and do not require specific Committee approval or prior notice. However, when the Superintendent concludes that unusual types or amounts of professional legal service may be required, he or she will advise the Committee and seek either initial or continuing authorization for such service.

LEGAL REFS.: MGL 71:37E, 37F

CROSS REFS.: BDA, School Committee Organizational Meeting



## **CONDUCT OF SCHOOL COUNCIL BUSINESS**

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee upon request.

## SCHOOL COMMITTEE ATTORNEY

- A. PURPOSE: To define the relationship between the School Committee and its attorney.
- B. POLICY: The School Committee may use the services provided by the town counsel. The Committee and the Superintendent may seek his or her services to counsel and represent the school system at various times.

However, because the complexity of school department operations often requires specialized legal services, the Committee may also retain an attorney or law firm - to provide additional legal services. The retention of School Committee counsel shall be reaffirmed at each organizational meeting and reviewed at such time if the Committee feels appropriate.

It will be the duty of the counsel for the Committee to advise the School Committee and the Superintendent on the specific legal problems submitted to him or her. He or she will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with requirements of the school law to enable him or her to offer the necessary legal advice.

A decision to seek legal advice or assistance on behalf of the school system will be made by the Committee. The Superintendent may also take such action at the direction of the Committee. Requests by School Committee members for a legal opinion on any matter germane to the Committee's responsibilities will be made through the Chairperson, who will forward such requests, along with any related documents submitted by Committee members, to the School Committee's attorney. Any legal opinion so obtained shall be in writing at the request of the majority of the School Committee.

Many types of legal assistance are routine and do not require specific Committee approval or prior notice. However, when the Superintendent concludes that unusual types or amounts of professional legal service may be required, he or she will advise the Committee and seek either initial or continuing authorization for such service.

LEGAL REFS.: MGL 71:37E, 37F

CROSS REFS.: BDA, School Committee Organizational Meeting

## **SCHOOL COMMITTEE MEETINGS**

The School Committee will transact all business at official meetings of the Committee. These may be either regular or special meetings, defined as follows:

**Regular meeting:** . A regular meeting of the School Committee shall be held on the first and third Mondays of each month unless otherwise voted by the Committee.

- 1.
2. **Special meeting:** an official legal action meeting called between scheduled regular meetings to consider specific topics.

Every meeting of the School Committee, regular or special, will be open to the public in a matter compliant with the Open Meeting Law.

LEGAL REFS.: M.G.L. 30A

CROSS REFS.: BEC, Executive Sessions  
BEDA, Notification of School Committee Meetings

## **EXECUTIVE SESSIONS**

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The Committee will first convene in an open session for which due notice has been given.
2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may enter executive sessions only to deliberate:

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual.
2. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.
7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. And to consider and interview applicants for employment by a preliminary screening committee. (The only position that the school committee would be involved in that might qualify would be for the position of Superintendent.) This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to applicants who have passed a prior preliminary screening. The Chair shall declare such detrimental effect at the time of the executive session.
9. To meet or confer with a mediator with respect to any litigation or public business.

10. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by a governmental body as an energy supplier.

(In exemption #1, an open meeting will be held if the individual involved so requests.)

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session. The Committee will review executive session minutes for possible declassification at least quarterly.

When a specific set of executive session minutes, not yet declassified, is requested by a member of the public, the School Committee, its Chair or the District's Public Records Officer, shall render a decision on declassification no later than its next meeting or within 30 days after the request, whichever occurs first.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.

Established by law and Committee policy

LEGAL REFS.: M.G.L. 30A

CROSS REFS.: BDE, Subcommittees of the School Committee  
BE, School Committee Meetings  
KEB, Public Complaints about School Personnel

Revised & Approved by the Natick School Committee: October 1, 2018

## **SPECIAL PROCEDURES FOR CONDUCTING HEARINGS**

In conducting all public hearings including those required by law, the School Committee will:

1. Give due and public notice in line with statutory requirements and seek to publicize the meeting in all local media.
2. Make available printed information on the topic of the hearing.
3. Give all persons an equal opportunity to be heard in accordance with the Committee's policy.

The Chair of the Committee or presiding officer will preside at the hearing.

The public will be informed at the beginning of the hearing the particular procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed to give everyone an opportunity to be heard.

In conformance with customary hearing procedures, statements and supporting information will be presented first by the Committee, or by others for the Committee; to comment, citizens must be recognized by the Chair, and all remarks must be addressed to the Chair and be germane to the topic. To assure that all who wish get a chance to speak, the Chair will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.

## **NOTIFICATION OF SCHOOL COMMITTEE MEETINGS**

As required by law, a minimum of 48 hours' advance notice (excluding Saturdays, Sundays and legal holidays) will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

Notification of the dates, times, and places of regular meetings will be accomplished by periodic publication of the schedule for the ensuing months. Notification of a change in a regular meeting time or place and notification of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.

LEGAL REFS.:       M.G.L. 30A:18-25

CROSS REF.:       BE, School Committee Meetings

## **AGENDA FORMAT**

The Superintendent, conferring with the Chairperson of the School Committee, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

Items will be addressed in an order determined by the Chairperson.

Any School Committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chairperson of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda will also provide for time when any citizen who wishes may speak briefly before the School Committee.

The agenda, together with supporting materials, will be distributed via email, webposting, or hard copy to School Committee members no less than four calendar days prior to the meeting to permit adequate time to prepare for the meeting.

Agendas will be posted and made available to the press, and others upon request.



## **RULES OF ORDER**

Robert's Rules of Order, Newly Revised will govern the proceedings of the Committee, except when those rules are in conflict with the Committee's approved policies and regulations.

In accordance with Robert's Rules, the Committee may suspend parliamentary rules of order by a two-thirds vote.

## VOTING METHOD

### Open meeting

Votes of the School Committee will be taken by voice vote or hand count and shall be recorded in the minutes. If the vote is unanimous only that fact need be recorded. No vote taken at an open session shall be by secret ballot.

All actions will require a majority vote of all members present and voting except as state law, Robert's Rules of Order, Newly Revised, or policies of this Committee require a larger majority. A majority of the members of the School Committee will constitute a quorum.

A two-thirds vote will be required to suspend parliamentary rules of order.

### Executive Session

A majority of the members of the School Committee must vote to enter into executive session, with the vote taken by roll call and recorded in the official minutes.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.

LEGAL REFS.: M.G.L. 30A:18-25; 71:42; 71:50

## MINUTES

The minutes of a School Committee meeting constitute the written record of Committee actions; they are legal evidence of what the action was. Therefore, the secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the Committee.

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
4. Notation of formal adjournment.

Copies of the minutes will be sent to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved.

The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available to interested citizens upon request.

LEGAL REFS.: M.G.L. 30A:22; 66:10  
Town Charter and Bylaws

CROSS REF.: KDB, Public's Right to Know

## **PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS**

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires members of the Natick school community to attend its meetings so that they may become better acquainted with the operations and the programs of the Natick Public Schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of members of the Natick school community on matters within the scope of their authority. These matters include the budget for the Natick Public Schools, the performance of the Superintendent, and the educational goals and policies of the Natick Public Schools.

In order that all who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted consistent with state and federal free speech laws:

1. At the start of each regularly scheduled School Committee meeting, individuals or group representatives who have signed up to speak will be invited to address the Committee during its 15-minute public comment period, which shall be known as Public Speak. Public Speak shall occur prior to discussion of Agenda items, unless the Chair determines that there is a good reason for rearranging the order at a public meeting that is unrelated to deterring participation in Public Speak.
2. All speakers are encouraged to present their remarks in a respectful manner.
3. Speakers must begin their remarks by stating their name, town or city of residence, and affiliation. All remarks will be addressed through the Chair of the meeting.
4. Public Speak shall concern items that are not on the School Committee's agenda, but which are within the scope of the School Committee's authority. Therefore, any comments involving staff members or students must concern the educational goals, policies, or budget of the Natick Public Schools, or the performance of the Superintendent.
5. Assuming that four (4) or fewer speakers sign up to engage in public comment, each speaker will be allowed three (3) minutes each to present their material. If five (5) or more speakers sign up to engage in public comment, then each speaker will be allowed two (2) minutes each to present their material. No more than six (6) speakers will be accommodated at any individual meeting.
6. Large groups addressing the same topic are encouraged to consolidate their remarks and/ or select a spokesperson to comment at Public Speak.
7. Speakers may not assign their time to another speaker, and in general, extensions of time will not be permitted. However, speakers who require reasonable accommodations on the basis

of a speech-related disability or who require language interpretation services may be allotted a total of five (5) minutes to present their material. Speakers must notify the School Committee by telephone or email at least 48 hours in advance of the meeting if they wish to request an extension of time for one of these reasons.

8. The Chair of the meeting may not interrupt speakers who have been recognized to speak, except that the Chair reserves the right to terminate speech which is not Constitutionally protected because it constitutes true threats, incitement to imminent lawless conduct, comments that were found by a court of law to be defamatory, and/ or sexually explicit comments made to appeal to prurient interests. Verbal comments will also be curtailed once they exceed the time limits outlined in paragraphs 5 and 7 of this policy and/ or to the extent they exceed the scope of the School Committee's authority.
9. Disclaimer: Public Speak is not a time for debate or response to comments by the School Committee. Comments made at Public Speak do not reflect the views or the positions of the School Committee. Because of constitutional free speech principles, the School Committee does not have the authority to prevent all speech that may be upsetting and/ or offensive at Public Speak.

Adopted and approved by the Natick School Committee on January 28, 2019.

## **SCHOOL COMMITTEE POLICY DEVELOPMENT**

The School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.

The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the school system. Through the study and evaluation of reports concerning the execution of its policies, the School Committee will exercise its control over school operation.

The School Committee accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.

The policies of the School Committee are framed, and are meant to be interpreted, in terms of state law, regulations of the Massachusetts Board of Education, and other regulatory agencies of the various levels of government.

## **POLICY ADOPTION**

Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the Committee in the following sequence:

1. Information item - distribution with agenda
2. Discussion item - reading of the proposed policy or policies; response from Superintendent; report from any advisory Committee assigned responsibility in the area; Committee discussion and directions for any redrafting
3. Action item - discussion, adoption or rejection.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Committee so directs.

The School Committee may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

## **POLICY REVISION AND REVIEW**

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a regular basis.

The Committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.

The Superintendent is given the continuing commission of calling to the Committee's attention all policies that are out of date or for other reason appear to need revision.

The School Committee directs the Superintendent to periodically recall all policy and regulations manuals for administrative updating and Committee review.



## **POLICY DISSEMINATION**

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Committee and the regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the Committee, and, insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

All policy manuals distributed to anyone will remain the property of the Committee and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary for purposes of updating.

The School Committee's official policy manual will be considered a public record and will be available for inspection at the Superintendent's office.

## **SUSPENSION OF POLICIES**

The operation of any section or sections of School Committee policies not established by law or contract may be temporarily suspended by a two-thirds vote of Committee members present at any regular or special meeting. Any action to suspend policy must be reviewed at the next scheduled meeting and will be so noted on the agenda for that meeting.

## **SCHOOL COMMITTEE REVIEW OF PROCEDURES**

It is expected that the Superintendent and administrative staff will need to issue procedures implementing policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Committee.

The Committee may review the procedures developed by the Superintendent for the school system whenever they appear inconsistent with policy, goals, or objectives of the District, but it will revise or veto such procedures only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

The Committee will not officially approve procedures except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a regulation to have the Committee's advance approval.

### **Rules Pertaining to Staff and Student Conduct**

Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." Codes of discipline, as well as procedures used to develop such codes, shall be filed with the Dept. of Elementary and Secondary Education for information purposes only. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee.

LEGAL REF.: M.G.L. 71:37H

## **SCHOOL COMMITTEE-STAFF COMMUNICATIONS**

The School Committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

### **Staff Communications to the School Committee**

All communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the Committee's deliberations on problems of staff concern.

### **School Committee Communications to Staff**

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.

### **Visits to Schools**

Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be carried out only under Committee authorization.

## **USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS**

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), Internet web forums, and Internet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials containing public business may be considered public records. Therefore, in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee, or the district shall provide district e-mail addresses, which are archived. These copies shall be retained by the central office in the same fashion as any other School Committee records.

LEGAL REF.: M.G.L.4:7; 30A:18-25, 23B; 66:10

## **NEW SCHOOL COMMITTEE MEMBER ORIENTATION**

In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given the following materials:

- A. A copy of the School Committee policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the Conflict of Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and contracts
- F. Student and staff handbooks

Each new member shall also receive any other materials the Chair and/or the Superintendent determine to be necessary.

The Chair and/or Superintendent shall also clarify policy:

- A. arranging visits to schools or administrative offices
- B. requesting information regarding school district operations
- C. responding to community requests/complaints concerning staff or programs
- D. handling confidential information

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established School Committee policy.

LEGAL REF.: M.G.L. 71:36A

## **SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES**

The School Committee shall serve without compensation, except by vote of the town meeting. No member of the Natick School Committee shall be eligible to the position of teacher, or Superintendent of the Natick Public Schools.

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Committee, members may be reimbursed from school funds.

Reimbursable expenses may include the cost of attendance at conferences of school committee associations and other professional meetings or visitations when such attendance and expense payment has had prior School Committee approval.

LEGAL REFS.: M.G.L. 40:5; 71:52

CROSS REF.: BIBA, School Committee Conferences, Conventions, and Workshops

## **SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS**

To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. The recording secretary will maintain a calendar of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system. At least annually, the Committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel reimbursement policy.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

LEGAL REFS.: M.G.L. 40:5

CROSS REFS.: BID, School Committee Member Compensation and Expenses  
DKC, Expense Reimbursements



## **SCHOOL COMMITTEE LEGISLATIVE PROGRAM**

The School Committee, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the Committee is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

To this end:

1. The Committee will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.
2. The Committee will work with its legislative representatives (both state and federal), with the Massachusetts Association of School Committees, and other concerned groups in developing an annual, as well as a long-range, legislative program. One of the major objectives of the Committee's legislative program will be to seek full funding for all state and federally mandated programs.
3. The Committee will annually designate a person--who may or may not be a member of the Committee--to serve as its legislative representative. This person will be authorized to speak on the Committee's behalf with respect to legislation being considered by the Massachusetts Legislature or the United States Congress or their respective committees. In all dealings with individual elected representatives, the Legislature or Congress, the Committee's representative will be bound by the official positions taken by the School Committee.

## **SCHOOL COMMITTEE MEMBERSHIPS**

The Committee may maintain memberships in the national, state and regional School Committees (boards) associations and take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations, which the executive officer and Committee find to be of benefit to members and personnel.

The materials and benefits of institutional memberships will be distributed and used to the best advantage of the Committee and the staff.

## **SECTION C**

### **GENERAL SCHOOL ADMINISTRATION**

<b>CA</b>	<b>ADMINISTRATION GOALS</b>
<b>CB</b>	<b>SCHOOL SUPERINTENDENT</b>
<b>CB-E</b>	<b>SUPERINTENDENT</b>
<b>CBD</b>	<b>SUPERINTENDENT'S CONTRACT</b>
<b>CBI</b>	<b>EVALUATION OF THE SUPERINTENDENT</b>
<b>CCB</b>	<b>LINE AND STAFF RELATIONS</b>
<b>CE</b>	<b>ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES</b>
<b>CH</b>	<b>POLICY IMPLEMENTATION</b>
<b>CHC</b>	<b>PROCEDURES DISSEMINATION</b>
<b>CHCA</b>	<b>APPROVAL OF HANDBOOKS AND DIRECTIVES</b>
<b>CHD</b>	<b>ADMINISTRATION IN POLICY ABSENCE</b>
<b>CL</b>	<b>ADMINISTRATIVE REPORTS</b>
<b>CM</b>	<b>SCHOOL DISTRICT ANNUAL REPORT</b>

## **ADMINISTRATION GOALS**

It is the intent of the School Committee that the District employ qualified personnel to administer the school system efficiently and that the Superintendent organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of school business. In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. Channels will be established so that the recommendations and decisions of each group can be heard and reviewed by the chief administrative officer concerned, and, where appropriate, by the Superintendent and School Committee.

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committee. This means that a staff member, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

For the schools to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to his/her area of operation.

## **SCHOOL SUPERINTENDENT**

The Committee shall employ a Superintendent of Schools and fix his/her compensation. The Superintendent shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committee may determine. He/she shall also prepare such reports as may be required by the State Dept. of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the Board of Selectmen in sufficient time for printing in the annual report.

LEGAL REFS:        M.G.L. 71:59, 72:3

## **SUPERINTENDENT**

State law states that:

"...The School Committee... shall employ a superintendent of schools and fix his (or her) compensation. (The) Superintendent... shall manage the system in a fashion consistent with state law and the policy determinations of that School Committee...."

LEGAL REFS.:        Constitution of Massachusetts, Part II, Chapter V, Section II  
                         M.G.L. 41:1; 71:1; 71:37; 71:59, 59B  
                         Town of Natick Charter Section 3-3

CROSS REF.:        BB, School Committee Legal Status

## **SUPERINTENDENT'S CONTRACT**

The Committee, upon the election of a candidate or upon reelection of the incumbent Superintendent, will enter into a written contract with the Superintendent which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent.

LEGAL REFS.:       M.G.L. 71:41; 71:42

## **EVALUATION OF THE SUPERINTENDENT**

Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

1. Clarify for the Superintendent his/her role in the school system as seen by the School Committee.
2. Clarify for all Committee members the role of the Superintendent in light of his/her job description, priorities, goals, and responsibilities as agreed upon by the Committee and the Superintendent.
3. Develop harmonious working relationships between the School Committee and Superintendent.
4. Provide administrative leadership of excellence for the school system.

The School Committee will annually develop with the Superintendent a set of performance objectives (goals) based on the needs of the school system. The Superintendent's performance will be reviewed at least annually in accordance with these specified goals. Additional objectives will be established at intervals agreed upon with the Superintendent.



## **LINE AND STAFF RELATIONS**

The School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

It is expected that the established lines of authority will serve most purposes. But all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures or other established protocols.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

## **ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES**

The Superintendent may establish such permanent or temporary councils, cabinets, and committees as he/she deems necessary for assuring staff participation in decision making, for implementing policies and procedures and for the improvement of the educational program.

, All councils, cabinets and committees created by the Superintendent may make recommendations for submission to the School Committee through the Superintendent. Such groups will function in an advisory capacity and exercise no inherent authority. Authority for establishing policy remains with the Committee and authority for implementing policy remains with the Superintendent.

The membership, composition and responsibilities of administrative councils, cabinets and committees will be defined by the Superintendent and may be changed at his/her discretion. However, the School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the school system, but only within budgetary allotments and when approved in advance by the Superintendent.

If the creation of such a body is directed by the School Committee, or if the body will report directly to the School Committee, the body will be subject to the provisions of the Open Meeting Law.

CROSS REFS.:       BDF, Advisory Committee to the School Committee

## **POLICY IMPLEMENTATION**

The Superintendent has responsibility for carrying out, through procedures, the policies established by the School Committee.

The policies developed by the Committee and the procedures developed to implement policy are designed to increase the effectiveness and efficiency of the school system. Consequently, it is expected that all School Committee employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and procedures and for seeing that they are implemented in the spirit intended.

## **PROCEDURES DISSEMINATION**

It will be the responsibility of the Superintendent to see that mandated procedures to implement Committee policies and to administer the school system are appropriately coded and included as procedures in the School Committee's policy manual.

A regulation concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the regulation.

SOURCE: MASC

## **APPROVAL OF HANDBOOKS AND DIRECTIVES**

The law directs that in each school building containing the grades nine to twelve, inclusive, the Principal, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect in September.

It is essential that the contents of all handbooks conform to School Committee policies. It is also important that all handbooks bearing the name of the school system or one of its schools be of a quality that reflects credit on the school department. Therefore, the Committee expects handbooks requiring approval to be approved prior to publication by the Committee and/or the Superintendent.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of Committee-approved policy or regulation. The Superintendent will use his/her judgment as to whether other specific handbooks need Committee approval; however, all handbooks published will be made available to the Committee for informational purposes.

LEGAL REFS.:       M.G.L. 71:37H

## **ADMINISTRATION IN POLICY ABSENCE**

When action must be taken about which the Committee has provided no guides for administrative action, the Superintendent will have the power to act. The Superintendent's decisions, however, will be subject to review by the Committee.

## **ADMINISTRATIVE REPORTS**

The School Committee will require reports from the Superintendent concerning conditions of efficiency and needs of the schools.

School building administrators will be required to keep such records and make reports as the Superintendent may direct or require.

Upon receipt of the Superintendent's reports, the Committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system.

Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all required statistical and other information.

## **SCHOOL DISTRICT ANNUAL REPORT**

An annual report required by the Department of Elementary and Secondary Education covering the diversified activities of the school system and the administration's recommendations for their improvement will be prepared by the Superintendent and presented to the School Committee as an informal item. Upon Committee approval, the report will be made available to the public and used as one means for informing the parents/guardians, citizens, Commissioner of Education and others of the programs and conditions of the town's public schools.

Established by law and Committee policy

LEGAL REFS.: M.G.L. 72:4



**SECTION D**  
**FISCAL MANAGEMENT**

<b>DA</b>	<b>FISCAL MANAGEMENT GOALS</b>
<b>DB</b>	<b>ANNUAL BUDGET</b>
<b>DBC</b>	<b>BUDGET DEADLINES AND SCHEDULES ON HOLD</b>
<b>DBD</b>	<b>BUDGET PLANNING</b>
<b>DBG</b>	<b>BUDGET ADOPTION PROCEDURES ON HOLD</b>
<b>DBJ</b>	<b>BUDGET TRANSFER AUTHORITY</b>
<b>DD</b>	<b>FUNDING PROPOSALS AND APPLICATIONS</b>
<b>DGA</b>	<b>AUTHORIZED SIGNATURES</b>
<b>DH</b>	<b>BONDED EMPLOYEES AND OFFICERS</b>
<b>DI</b>	<b>FISCAL ACCOUNTING AND REPORTING</b>
<b>DIE</b>	<b>AUDITS</b>
<b>DJ</b>	<b>PURCHASING</b>
<b>DJA</b>	<b>PURCHASING AUTHORITY</b>
<b>DJB</b>	<b>FOOD PURCHASES</b>
<b>DJE</b>	<b>BIDDING REQUIREMENTS</b>
<b>DJG</b>	<b>VENDOR RELATIONS</b>
<b>DK</b>	<b>PAYMENT PROCEDURES</b>
<b>DKC</b>	<b>EXPENSE REIMBURSEMENTS</b>

## **FISCAL MANAGEMENT GOALS**

The quantity and quality of learning programs are directly dependent on the effective, efficient management of allocated funds. It follows that achievement of the school system's purposes can best be achieved through excellent fiscal management.

As trustee of local, state, and federal funds allocated for use in public education, the Committee will fulfill its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the school system take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept will be incorporated into Committee operations and into all aspects of school system management and operation.

In the school system's fiscal management, it is the Committee's intent:

1. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To establish levels of funding that will provide high quality education for the students.
3. To use the best available techniques for budget development and management.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

## **ANNUAL BUDGET**

The annual budget is the financial expression of the educational program of the school department, and it mirrors the problems , difficulties, and opportunities that confront the school system.

The budget then is more than just a financial instrument and requires on the part of the Committee, the staff, and the community orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objectives of the school system.

Public school budgeting is regulated and controlled by legislation, state and town regulations, and local School Committee requirements. The operating budget for the school system will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements.

The Superintendent will serve as budget officer but he/she may delegate portions of this responsibility to members of his/her staff, as he/she deems appropriate. The three general areas of responsibility for the Superintendent as budget officer will be budget preparation, budget presentation, and budget administration.

LEGAL REFS.:        M.G.L. 71:34; 71:37 and 71:38N

## **BUDGET DEADLINES AND SCHEDULES**

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date: the annual town meeting held on the last Monday in April. Dependent on the date thus set, the following will be scheduled:

Two weeks or more before the annual town meeting –

Publication of the budget for the meeting, by the Selectmen

Not less than 30 days before the annual town meeting –

Finance committee holds a public hearing on its proposed recommendations for the articles in the budget to be published as above.

Whatever dates assigned the above, the final date for the submission of the budget to the Selectmen will be arranged cooperatively with the School Committee and finance committee. The Selectmen have authority to impose a date as early as December 31.

In reaching its decision on the budget amount that it will submit to the Selectmen, the School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

Established by law and charter

LEGAL REFS.:      M.G.L. 71:38N  
                         Town Charter

## **BUDGET PLANNING**

The major portion of income for the operation of the public schools is derived from local property taxes, and the School Committee will attempt to protect the valid interest of the taxpayers. However, the first priority in the development of an annual budget will be the educational welfare of the children in our schools.

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision-making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school system's goals and objectives.

In the budget planning process for the school system, the School Committee will strive to:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high quality education for all our students.
3. Use the best available techniques for budget development and management.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

## **BUDGET ADOPTION PROCEDURES**

Authority for adoption of the final school budget lies with the citizens who comprise, and who are entitled to vote at, the town meeting. The school budget is presented as part of the total town budget for action at the annual town meeting.

Established by law and charter

LEGAL REFS.:      M.G.L. 71:34  
                         Town Charter

## **BUDGET TRANSFER AUTHORITY**

The annual budget is the financial plan of the Natick Public Schools and reflects the educational goals of the Committee. The Committee recognizes the need to modify the expenditure plan during the budget year and as budget officer the Superintendent is charged with the responsibility and may transfer (ingress or egress) funds up to \$10,000 between major account codes.\* The Committee will be informed of such transfers. Transfers of funds over \$10,000 must be approved by the School Committee. Additions or deletions of personnel positions from the budget can only be made with Committee approval.

The School Committee will receive quarterly financial statements from the superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or Administration will be presented as found desirable.

\*Major budget codes are defined as follows:

- 1000 Administration
- 2000 Instruction
- 3000 Other School Services
- 4000 Operation and Maintenance
- 7000 Acquisition, Improvement or Replacement of Fixed Assets
- 9000 Programs with other School Districts

## **FUNDING PROPOSALS AND APPLICATIONS**

The School Committee will direct the administration to seek all possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in our schools.

The Superintendent will keep informed of all possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the Committee for approval, if appropriate.

The Superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.

LEGAL REFS.:       M.G.L.44:53A  
                          P.L. 874 Impact Aid  
                          Board of Education 603 CMR 32:00; 34:00



**AUTHORIZED SIGNATURES**

The Chairman of the School Committee or designee and the Superintendent or designee will sign payrolls presented for approval.

The town treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid.

LEGAL REF.:        M.G.L. 41:52

## **BONDED EMPLOYEES AND OFFICERS**

Each employee of the school system who is assigned the responsibility of receiving and dispensing school funds will be bonded individually or covered by a blanket bond. The town will pay the cost of the bond.

LEGAL REFS.:      M.G.L. 40:5

## **FISCAL ACCOUNTING AND REPORTING**

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school system.

The accounting system used will conform with state requirements and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive periodic financial statements from the Superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable.

LEGAL REF.:           Board of Education 603 CMR 10:00

## **AUDITS**

An audit of the school department's accounts should be conducted annually. In addition, the Committee may request a private audit of the school system's accounts at its discretion.

The Committee will consider recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

## **PURCHASING**

The School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of materials, equipment and services will be centralized in the Superintendent's office of the school system.

The Superintendent will serve as purchasing agent. He/she will develop and administer the purchasing program for the schools in keeping with legal requirements and with the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent, with such exceptions as may be made by the latter for emergency purchases.

LEGAL REFS.:       M.G.L. 7:22A; 7:22B; 30B; 71:49A

## **PURCHASING AUTHORITY**

Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent through the detailed listing of such items during the budget-making process.

The purchase of items and services on such lists requires no further Committee approval except when by law or Committee policy the purchases or services must be put to bid.

LEGAL REF.: M.G.L. 30B

CROSS REF.: DJE, Bidding Requirements

## **FOOD PURCHASES**

The purchase of meals or light refreshments for meetings is subject to Natick Public School Policy for Food Purchases.

### **Exception**

Procedures in this section apply to purchases made with all general fund monies. Use of non-general fund monies for meals and light refreshments is subject to prior approval of the Superintendent and/or the Assistant Superintendent of Schools for Finance.

### **Prior Approval**

A Purchase Requisition is required to obtain prior approval to pay for meals or light refreshments. The responsible administrator must complete and submit the purchase requisition at least five working days before the event.

### **List of Attendees**

The purchase requisition must include a list of participants, indicating each participant's relationship to the school district, e.g., employee, official, guest.

NOTE: When seeking approval for refreshments, this list may include the names of the participating organizations or groups when the number of participants is large or when the names of participants are unknown.

### **Conditions:**

Light refreshments are allowable when a meeting is scheduled to last three hours or longer.

Meals are allowable if the meeting is scheduled to last six hours or longer or if the meeting is conducted during, normal meal times and precludes individuals from leaving to purchase an individual meal.

## **MEALS**

The meal must be an essential part of the official school meeting or training session.

The purpose of the event must be to conduct official school business or to provide formal training to school employees.

Meals will be purchased and not to exceed the following maximum per person costs:

- ❖ Breakfast - up to \$5
- ❖ Lunch – up to \$10
- ❖ Dinner – up to \$15

Schools are encouraged to utilize the district's food service provider to provide meals/refreshments. Outside vendors may be used but must be an approved vendor with the town. Requests for personal reimbursement for food purchases from non-vendors must receive prior approval from the Assistant Superintendent of Schools for Finance.

**Non-allowable:**

The cost of meals may not be supported by school district monies when the purpose of the meeting is to conduct one of the following kinds of activities:

- Normal daily business of school employees
- Staff meetings
- Anniversaries of individual employment (EXCEPTION: Such events which are a part of an official employee recognition program approved by the Superintendent may be supported by school district monies.)
- Retirements
- Social events

**REFRESHMENTS**

Light refreshments include nonalcoholic beverages and edible items commonly served between meals, but not intended to substitute for meals, e.g., coffee, soft drinks, doughnuts, sweet rolls, fruit, cheese.

Light refreshments will be purchased and reimbursed up to \$5 per person.

School district monies may be used to support the costs of light refreshments, subject to the following conditions:

**Purpose:**

The purpose of the meeting must be to conduct official school business or to provide formal training to school employees. The light refreshments must be essential for the completeness (i.e., an integral part) of an official school meeting or training session.

**Non-allowable:**

The cost of light refreshments may not be supported by school district monies when the purpose of the meeting is to conduct one of the following kinds of activities:

- Normal daily business of school employees
- Staff meetings
- Anniversaries of individual employment (EXCEPTION: Such events, which are a part of an official employee recognition program approved by the Superintendent, may be supported by school monies.)
- Retirements
- Receptions for employees
- Social events

Adopted by the Natick School Committee: November 18, 2019



## **BIDDING REQUIREMENTS**

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$35,000 will be based upon competitive bidding.

An effort will be made to procure multiple bids for all purchases in excess of \$35,000 except for exempted items. When recommending acceptance of a bid, the Superintendent will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school system. The Committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school system.

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B

CROSS REF.: DJA, Purchasing Authority

## **VENDOR RELATIONS**

Representatives of firms doing or hoping to do business with the school system will be acknowledged and interviews granted or not, depending on the circumstances. Personnel charged with the purchasing function will not be required to put their time at the indiscriminate use of sales personnel, who will limit their visits to staff members designated by school officials.

## **PAYMENT PROCEDURES**

All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the Committee will receive monthly lists of bills for payment from school department funds. The lists will be certified as correct and approved for payment by the School Committee and then forwarded to the town comptroller for processing and subsequent payment by the town treasurer. Actual invoices, statements, and vouchers will be available for inspection by the School Committee. Approval of payment of bills shall carry the signature of any four School Committee members.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school building administrators will be responsible for observing budget allocations in their respective schools.

LEGAL REFS.:        M.G.L. 41:41; 41:52 41:56

## **EXPENSE REIMBURSEMENTS**

Personnel and school department officials who incur expenses in carrying out their authorized duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the Internal Revenue Service.

LEGAL REFS.:       M.G.L. 40:5; 44:58

**SECTION E**  
**SUPPORT SERVICES**

<b>EB</b>	<b>ENVIRONMENTAL POLICY STATEMENT</b>
<b>EBA</b>	<b>SAFETY PROGRAM</b>
<b>EBAB</b>	<b>PEST MANAGEMENT POLICY</b>
<b>EBB</b>	<b>FIRST AID</b>
<b>EBC</b>	<b>EMERGENCY PLANS</b>
<b>EBCD</b>	<b>EMERGENCY CLOSINGS</b>
<b>EBCFA</b>	<b>FACE COVERINGS</b>
<b>EC</b>	<b>BUILDINGS AND GROUNDS MANAGEMENT</b>
<b>ECA</b>	<b>BUILDINGS AND GROUNDS SECURITY</b>
<b>ECAC</b>	<b>VANDALISM</b>
<b>EDC</b>	<b>AUTHORIZED USE OF SCHOOL-OWNED MATERIALS</b>
<b>EE</b>	<b>STUDENT TRANSPORTATION SERVICES</b>
<b>EEAA</b>	<b>WALKERS AND RIDERS</b>
<b>EEAE</b>	<b>SCHOOL BUS SAFETY PROGRAM</b>
<b>EEAEC</b>	<b>STUDENT CONDUCT ON SCHOOL BUSES</b>
<b>EEAG</b>	<b>STUDENT TRANSPORTATION IN PRIVATE VEHICLES</b>
<b>EEAJ</b>	<b>MOTOR VEHICLE IDLING ON SCHOOL GROUNDS</b>
<b>EFC</b>	<b>FREE AND REDUCED PRICE POLICY</b>
<b>EFDA</b>	<b>MEAL CHARGE POLICY</b>

## **ENVIRONMENTAL POLICY STATEMENT**

It is the policy of the Natick Public Schools to consistently seek out opportunities to reduce or eliminate, to the extent possible, the use of toxic chemicals and generation of wastes.

It is our goal to safeguard the environment and provide a safe and healthful work and learning environment for our employees and students while undertaking the Town's responsibility to serve the residents of our Town.

A priority of the Natick Public School's is to integrate pollution prevention into all its activities appropriate to the Town's goal of preventing pollution at the source. Where waste cannot be avoided, we will seek, to the extent possible, to use environmentally preferable purchasing, reuse, recycling, treatment and disposal in ways that minimize undesirable impacts to air, water and land.

## **SAFETY PROGRAM**

The School Committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school plant, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will include accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the school system. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

LEGAL REF.: M.G.L. 71:55C and Acts of 1985c 614 Sec 1  
Board of Education 603 CMR 36:00

CROSS REFS.: EEAE, School Bus Safety Program  
GBGB, Staff Personal Security and Safety  
IHAM, Health Education  
JLI, Student Safety

## PEST MANAGEMENT POLICY

The Natick Public Schools are committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the School District will implement integrated pest management procedures for its buildings and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education and evaluation.

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

### I. OVERVIEW AND GOALS

- A. The Natick Public Schools shall develop and implement an integrated pest management program.
- B. An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
- C. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
- D. The integrated pest management program shall strive to:
  - 1. Reduce any potential human health hazard.
  - 2. Reduce loss or damage to school structures or property.
  - 3. Minimize the risk of pests from spreading in the community.
  - 4. Enhance the quality of facility use for school and community.
  - 5. Minimize health, environmental and economic risks.

### II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

- A. When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.
- B. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.



### III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parent/guardians, staff and students and will also be posted in a common area and the school website.
- B. When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors and the schools website. A contact person will also be listed.
- C. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be notified in writing with students in the affected building at least 5 days prior to application.

### IV. RECORD-KEEPING

- A. The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- B. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

### V. STAFF RESPONSIBILITIES AND EDUCATION

- A. Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out.
- B. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

LEGAL REF.: Chapter 85 of the Acts of 2000, "An Act to Protect Children and Families from Harmful Pesticides."

## **FIRST AID**

The school attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if necessary, activate the Emergency Medical System (911) and prepare for transport to hospital.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home to a physician, or sent to the emergency room. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid. The school nurse is required to assess the student for all clinic visits.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian immediately.
3. No student will be dismissed from school due to illness or injury without parental/guardian authorization, unless the student requires emergency care in which case Emergency Medical Services (911) will be contacted.
4. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
5. The nurse completes an accident report on all students who go to the emergency room, are referred to their physician, or suffer a substantial injury.
6. All injuries involving students and staff members that require interventions greater than first aid will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee. Injuries are evaluated on an individual basis and those injuries that require further evaluation for treatment or are done with intent are reported to the Principal, nurse leaders, and the Superintendent.

LEGAL REFS.: M.G.L. 71:55A; 71:56

CROSS REF.: JLC, Student Health Services and Requirements

## **EMERGENCY PLANS**

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

Building Principals will meet all requirements for conducting fire drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

CROSS REF.:       EBCD, Emergency Closings

## **INTERIM POLICY ON ISSUES RELATED TO THE COVID-19 PANDEMIC**

The School Committee establishes an emergency, interim policy for the duration of the COVID-19 pandemic that will:

- promote public safety and the safety of students, faculty, and staff;
- maintain the district's commitment to an inclusive, equitable education;
- ensure support for all students, including those at highest risk educationally, socially, and/or economically;
- adhere, to the extent possible, to the guidance of the Department of Elementary and Secondary Education (DESE), MA Department of Public Health and other agencies of state and federal government; and expedite, in collaboration with the Natick Board of Health, the COVID-19 health and safety protocols.

The School Committee will authorize the Superintendent to act expeditiously in executing COVID-19 related school plans for students, their families, and the community.

### **Interim changes to policies affected by the pandemic**

The Superintendent, with the advice and consent of the School Committee, may suspend or modify individual district policies to address the COVID-19 emergency.

The goal of emergency pandemic policies shall be to:

- ensure the safety and health of students, faculty, staff, and all persons who may come in contact with them;
- provide the most effective education across all learning models, to the extent possible under the circumstances;
- authorize changes to operating protocols, as needed, to open and operate schools effectively from various venues or platforms;
- conduct the business and operational functions of the district as efficiently as possible;
- allow the Superintendent and staff to act quickly to carry out a schooling plans; and
- facilitate the re-establishment of a safe and productive school day and year.

The development and implementation of school operations and procedures falls under the purview of the Superintendent. Per policy File BGD - School Committee Review of Procedures, the School Committee may review procedures developed by the Superintendent for the school system, but does not officially approve procedures and operations except when inconsistent with policies adopted by the Committee, required by state law, or other necessary circumstances. In order to allow the Superintendent to make COVID-related changes to operating protocols that would have been inconsistent with current policy, the School Committee is temporarily amending selected policy subsections.

## **Added/Amended Sections to the Policy Manual**

The following sections of the NPS Policy Manual are hereby added or amended to address the COVID-19 pandemic.

- Face masks and face coverings (File: EBCFA)

A face mask or face covering that covers the nose and mouth must be worn by all individuals in school buildings, and on school transportation, even when social distancing is observed.

Face masks or face coverings may be removed only during school-designated periods for mask breaks and eating or drinking breaks, and while outside whenever permitted by school staff. During mask breaks, individuals must still maintain appropriate social distancing.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by NPS staff in consultation with the school nurse, Director of Health Services, or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

Visitors in violation of this policy will be denied entry to the school/district facility.

- Operations and plant maintenance and security (File EC, ECA)

Subject to the provisions of law, regulation and collective bargaining agreements, the Superintendent may suspend or amend current policy to ensure the efficient operation of business functions and maintenance of school buildings, and other such offices as the district maintains.

- Transportation and busing (File EE, EEAE EEAEC, EEAG)

Subject to current law and regulation, the Superintendent may suspend or modify policies related to the transportation of students by the school district. Legal requirements relating to IEP's that contain transportation for students shall not be altered without the appropriate family consent. These modifications shall be consistent with the district return to school plan.

- School calendar/school year (File IC/ICA)

Subject to the provisions of law, regulation, and collective bargaining agreements, the Superintendent may revise the school calendar with the approval of the School Committee.

- Time on learning and length of school day (File IC/ICA and ID)

Subject to the provisions of law, regulation, and collective bargaining agreements, the Superintendent may suspend or amend requirements for time on learning and may alter daily school hours as needed.

- Home-bound instruction (File IHBF)

The district shall provide remote instruction for students who are temporarily homebound due to illness, quarantine, or disability.

- Student assignment to schools (File JCA)

Subject to the provisions of law, regulation, and collective bargaining agreements, the Superintendent may alter or revise the assignment of students to schools.

- Student absences (File JH)

Subject to operative law and regulations, the Superintendent may suspend or modify policies related to student attendance.

- Discipline and Suspension/Expulsion (File JIC, JK)

The Superintendent, subject to the approval of the School Committee, shall adopt protocols for serving students who are disciplined or suspended during the pandemic emergency. The schools must include opportunities for students to make academic progress during that time. Students may elect to remain at home under the provisions of the policies related to homeschooling.

- Students at risk (JIE, JL, JLC, JLCC)

During the COVID pandemic, the Superintendent or principal of a school may revise or suspend provisions of policy to facilitate the education of students who are at risk, have special physical needs, or play a role as their family caregivers. This includes, but is not limited to, caring for or educating students with disabilities, illness, pregnancy, child rearing responsibilities, or special education needs consistent with law and regulation.

- Eligibility for participation in extracurricular activities including programs outside of the school day, school and school club-sponsored events, and school-sponsored athletics.

Subject to law, regulation, and standards established by the appropriate and legitimate regulatory body, the Superintendent may propose changes to district protocols for participation in extracurricular activities, including programs outside of the school day, school and school club-sponsored events, and school sponsored athletics subject to the rules established by the Massachusetts Interscholastic Athletic Association.

For the 2021-2022 school year, FDA approved vaccination against SARS-CoV-2 is required for all age-eligible students to participate in extracurricular activities, events and athletics that occur outside of the school day.

1. Age-eligible students
  - a. Students who participate in extracurricular activities including programs outside of the school day, school and school club-sponsored events, and school sponsored athletics. are required to be vaccinated except as outlined in b (below) .
  - b. Students who are unvaccinated are required to participate in state-sponsored testing through Natick Public Schools or submit evidence of a weekly negative COVID-19 PCR test delivered on the same timeline and due dates as the Natick Public Schools program.
2. Age-ineligible students
  - a. Students are required to participate in state-sponsored pooled, test and stay and symptomatic testing through Natick Public Schools or submit evidence of a negative COVID-19 PCR test delivered on the same timeline and due dates as the Natick Public Schools program.

- Exemptions from health and safety requirements for particular groups of students (File JL)

The Superintendent shall provide protocols to principals and educators teachers regarding students who may require special exemptions from health and safety standards during the pandemic emergency. Such protocols may address, for example, exemptions on the use of masks for the youngest children and/or high risk students.

- Illness and contact tracing (File JLCC)

The Superintendent may establish protocols for tracking student contacts as a means of locating others from whom students may contract or expose other persons to the COVID-19 virus. Such protocols will be consistent with law and regulation and be consistent with standards to protect the privacy of students, their families, and other persons.

- Privacy of Students (File JRA, JRA-R, JRD)

During the pandemic, the rights to privacy held by students and their families shall not be abridged by the public schools. Such rights extend to the confidentiality of student academic records, health data, economic status, and other such information as may be considered confidential by law.

Massachusetts law prohibits the recording of individuals without their permission. Similarly, students may not be recorded in classrooms by audio, visual, or remote means without the permission of parents or, if of age, by individual students. During periods of remote learning, the privacy of students participating in on-line classes shall not be violated by recording them without appropriate permissions.

- Visitors in schools and buildings (File KI)

Subject to current emergency declarations, the Superintendent may propose suspension or modification of district policies regarding visitors to school buildings during the school day and after school hours.

REFS.: Commonwealth of Massachusetts, Declaration of State of Emergency To Respond to Covid-19

Commonwealth of Massachusetts, COVID-19 Order No. 31

Center for Disease Control and Prevention Considerations for Wearing Masks

CROSS REF.: [BGD](#) - School Committee Review of Procedures

Adopted and Approved by School Committee on September 20, 2021



## EMERGENCY CLOSINGS

The Superintendent may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with School Committee policy in reporting for work.

LEGAL REFS.: M.G.L. 71:4; 71:4A

CROSS REF.: EBC, Emergency Plans

## **FACE COVERINGS**

The Natick School District is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, in clinics and on school transportation, even when social distancing is observed.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- has trouble breathing;
- is unconscious;
- in incapacitated;
- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced:

- during mask breaks;
- while eating or drinking;
- while outside.
- When staff are alone in classrooms or offices and more than 10 minutes before a visitor or class joins the person in the space.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

LEGAL REF.:

**Massachusetts Department of Public Health**

<https://www.mass.gov/doc/updated-advisory-regarding-masks-and-face-coverings-july-30-2021-0/download>

**Center for Disease Control and Prevention – Guidance for Covid-19 Prevention in K-12 Schools Updated August 5, 2021 -**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.htm>

**Center for Disease Controls – Guidance for Covid-19 Prevention on Public Transportation**

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html>

**Massachusetts Department of Elementary and Secondary Education – Fall 2021 Covid-19 Guidance**

<https://www.doe.mass.edu/covid19/on-desktop/2021-0730fall-2021-covid19-guidance.pdf>

## **BUILDINGS AND GROUNDS MANAGEMENT**

The School Committee's most important function is to provide for the education of children, and it recognizes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent. He will work with other town departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.

The Superintendent will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the Natick Public Schools; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness, and safekeeping of school property.

Within the separate schools, the building administrator will be responsible for proper care, maintenance, and cleanliness of buildings, equipment and grounds.

LEGAL REFS.:       M.G.L. 71:68  
                      Town Charter

## **BUILDINGS AND GROUNDS SECURITY**

Public school buildings and grounds are one of the greatest investments of the town. It is deemed in the best interest of the school department and town to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to authorized users. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

Funds and valuable records will be kept in a safe place and under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Employment of watchmen may be approved in situations where special risks are involved.

## **VANDALISM**

The School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Committee will support various programs aimed at reducing the amount of vandalism.

Every citizen of the town, staff members, students, and members of the police department are urged by the School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to him/her and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Parents and students will be made aware of the legal implications involved. Reimbursement will be sought for all or part of any damages.

## **AUTHORIZED USE OF SCHOOL-OWNED MATERIALS**

The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Therefore, permission to use school equipment may be granted by the Superintendent upon request by responsible parties or organizations.

Staff members may use school equipment when the use is related to their school employment. Students may use school equipment when it is to be used in connection with their studies or extracurricular activities.

Proper controls will be established by the Superintendent to assure the user's responsibility for, and return of, all school equipment.

## **STUDENT TRANSPORTATION SERVICES**

The major purpose of the Natick Public School's transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner.

The Natick Public Schools may contract for transportation services. Contracts will be awarded on a competitive bid basis by the school committee. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

1. specifications for school bus design and equipment
2. inspection of buses
3. qualifications and examinations of bus drivers
4. driving regulations
5. small vehicle requirements, if applicable
6. insurance coverage
7. adherence to local regulations and directives as specified in bid contracts

The Superintendent, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

LEGAL REFS.: M.G.L.4:4, 40:5; 71:7A, B and C; 71:37D; 71:48A; 71:68; 71:71A; 71B:4; 71B:5;  
71B:8; 74:8A/76:1; 76:12B1; 76:14



### **WALKERS AND RIDERS**

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms with applicable provisions of the Massachusetts General Laws. Students will be entitled to transportation to and from school for a fee when applicable provisions of the Massachusetts General Laws do not grant town paid transportation.

Additionally, the Committee will provide town paid transportation for students as follows:

Grades K - 6:	Students living more than two miles from the school they are entitled to attend.
---------------	--

Additionally, the Committee will provide fee-based transportation for students as follows:

Grade K - 6:	Students living two miles or less from the school they are entitled to attend; or
Grade 7-12:	Any Student regardless of mileage or grade will be transported to the school that he/she is entitled to attend.

Additionally, the Committee shall not provide transportation to a student who resides outside of the attending school boundary.

It is the policy of the Natick School Committee not to allow unauthorized students to ride buses. All students assigned to a school bus will be issued a bus pass and must present the pass to the bus driver upon request.

LEGAL REFS.: M.G.L. 40:5; 71:7A; 71:68; 71B:5

## **SCHOOL BUS SAFETY PROGRAM**

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Elementary Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.
4. Seatbelts will be provided on all school buses that transport students from their bus stop to school and back.
5. Security camera systems may be installed on regular buses.

LEGAL REFS.: M.G.L. 90:7b as amended by Ch. 246 Acts of 1986  
M.G.L. 990:1 et seq.; 713.2; 713:7L  
Highway Safety Program Standard No. 17

CROSS REF.: EB, Safety Program

## **STUDENT CONDUCT ON SCHOOL BUSES**

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

The Code of Conduct as outlined in the student handbook applies to all students on school busses and/or at school bus stops.

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the Superintendent of Schools.
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personal liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more.
3. The parents/guardians of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.

SOURCE: MASC

Revised and Approved by the Natick School Committee on May 2, 2022

## **MOTOR VEHICLE IDLING ON SCHOOL GROUNDS**

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the Natick School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Natick School District shall erect and maintain in a conspicuous location on school grounds "NO IDLING" signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

### **NO IDLING PENALTIES OF \$100 FOR FIRST OFFENSE AND \$500 FOR SECOND AND SUBSEQUENT OFFENSES M.G.L. C. 90, § 16B AND 540 CMR 27.00**

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the Natick School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies.

LEGAL REFS.: M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00

## **FREE AND REDUCED PRICE POLICY**

The Natick Public Schools will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

A media release in compliance with USDA guidelines will be issued near the beginning of each school year to notify the public that the Natick Public Schools will participate in the National School Lunch Program.

A letter to households and an application will be distributed by the first day of school and accepted throughout the year. Determination of eligibility to receive free or reduced meals will be made by either a school principal or vice principal in accordance with the current Income Eligibility Guidelines. Schools will notify parents/guardians of their determination. Students may also qualify through the DESE Direct Certification Process. Families who qualify through this process will be notified by letter from the Business Office.

The Natick Public Schools will abide by the nondiscrimination practices in accordance with Federal Law and USDA policy and the fair hearing procedures as established by the USDA.

To prevent overt identification of children receiving free or reduced price meals, Natick Public Schools uses a ticketing system for elementary students and a numbering system for secondary students.

Notice will be provided to households selected for verification and determination of verification results will be mailed to households.

As required by state and federal regulations, the Natick Public Schools will annually apply to the State Department of Education to participate in the National School Lunch program.

LEGAL REFS:       National School Lunch Act, as amended (42 USC 1751-1760)  
                          Child Nutrition Act of 1966  
                          P.L. 89-642, 80 Stat. 885, as amended  
                          M.G.L. 15:1G; 15:1L; 69:1C; 71:72

## **MEAL CHARGE POLICY**

On behalf of Natick Public Schools, we recognize that it is important to provide healthy and nutritious meals to all students. The purpose of this policy is to establish a clear and consistent approach to meal account procedures.

### **Methods of Payment**

Natick Public Schools can accept payment for meals upon purchase in the form of cash at the register, by debit or credit card through the on-line payment system for school lunches, or by check sent to the Food Service Director. Any of these payment methods may be used to create a pre-payment of lunches to a student's account.

It is recommended that families and staff maintain on account a minimum balance equivalent to 5 school lunches for those who participate in the food service program. It is strongly encouraged that families and staff make on-line payments and register for alerts when balances are low.

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

### **Policy Administration**

It is within the scope of responsibility between the Business Office and the Food Service Management Company (FSMC) to monitor students' meal accounts with the goal of eliminating negative balances. Upon conclusion of the school year, any uncollected foodservice debt must be covered by the school operating budget.

Students with a zero balance on their account will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

### **Refunds**

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

### **Delinquent Accounts/Collections**

*Natick Public Schools*

Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for his/her review. The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

### **Policy Communications**

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL [71:72](#); USDA School Meal Program Guidelines May 2017

Approved by the Natick School Committee on: September 17, 2018



## **SECTION F**

### **FACILITIES DEVELOPMENT**

<b>FA</b>	<b>FACILITIES DEVELOPMENT GOALS</b>
<b>FA-E</b>	<b>FACILITIES DEVELOPMENT GOALS</b>
<b>FCB</b>	<b>RETIREMENT OF FACILITIES</b>
<b>FF</b>	<b>NAMING POLICY</b>

## **FACILITIES DEVELOPMENT GOALS**

The School Committee believes that any educational program is influenced greatly by the environment in which it functions. The development of a quality educational program and school facilities that help to implement the program must go hand in hand.

Therefore, it is the Committee's goal to provide the facilities needed for the number of students in the school system as well as future enrollment projections, and to provide the kind of facilities that will best support and accommodate the current and future educational program and student population.

In planning facilities, the Committee recognizes that capital outlay funds are limited, and that priorities must be established to make the best use of the school building dollar. The Committee's first objective will be to develop a plan that eliminates overcrowding and minimizes the need for extended day programs and double sessions. Whenever possible, the cultural as well as educational needs of the community will be considered in planning facility expansions.

Architects retained by the Committee are expected to design an education facility that fully supports the educational program and meets the standards and expectations of the community.

LEGAL REF.:           963 CMR 2.00

## **FACILITIES DEVELOPMENT GOALS**

### Facilities

- (1) Every new school which is to be constructed and every addition to an existing school or program for modernization of an existing school shall be designed or planned so as to ensure that the educational opportunities to be offered within that school following its construction, expansion or reconstruction will be available equally to all students thereof without regard to the race, color, sex, religion, sexual orientation, gender identity, disability or national origin of any such student.
- (2) The goal of each school shall be to provide males and females with equal facilities and conveniences within a school which are separated for reasons of privacy, e.g. showers, locker rooms, changing rooms, toilets and lavatories. Any school to be constructed shall make such provision and any plan for the expansion or modernization of an existing school shall include whatever provision is necessary in order to achieve compliance with 603 CMR 26.07.

LEGAL REF.: 963 CMR 2.00

## **RETIREMENT OF FACILITIES**

When, in the opinion of the Superintendent in consultation with the School Committee, a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, the building should be considered for a comprehensive closing study. The Superintendent will recommend to the School Committee, which facilities appear to justify further analysis.

The School Committee may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. This will permit the public, which originally acquired the property, to benefit from its recycling or retirement.

A retirement study will include direct involvement by those neighborhoods considered in the study and will be concerned with all or some of the following factors:

1. Age and current physical condition of the facilities, its operating systems, and program facilities
2. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions
3. Reassignment of children, including alternative plans according to Committee policy
4. Transportation factors, including numbers of children bused, time, distance, and safety
5. Alternative uses of the building
6. Cost/Savings
  - a. Personnel
  - b. Plant Operation
  - c. Transportation
  - d. Capital Investment
  - e. Alternative Use
7. Continuity of instructional and community programs

In the event the School Committee approves the retirement of an existing school building, written notice will be given to the Town in accordance with Town Charter provisions.

LEGAL REFS.:       Natick Town Charter

## NAMING POLICY

Naming a school facility (e.g. building, structure, or property) is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in this process. The Natick School Committee has the sole authority to approve the naming and renaming of facilities and subsections (e.g. classrooms, auditoriums, and gymnasiums) located on school property.

Names and/or wording associated with school facilities shall be consistent with school policies and promote messages aligned with the goals of the Natick Public Schools.

To the extent possible, approved names and/or wording should not restrict the use or function of a space.

The following is a recommended procedure for naming requests:

- Submission of a name for a school facility may be made by any Natick resident, business organization, individual school community, or the Superintendent in writing and should be made to the Chairman of the Natick School Committee.
- The written request should specify the intent of the requestor and the reasons why this particular name would fit with the facility. It should offer appropriate background information on the person or organization in the request. An offer of a financial contribution to the Natick Public Schools is welcomed but not required.
- For any naming request accompanied by a financial contribution, a standard gift agreement between the donor and the School Committee must be drawn up and approved at the same time as the name is voted. The standard agreement will specify the specific area named, the duration of the naming period, specific placement of naming materials, as well as the payment terms. These agreements will be considered part of the public record and kept on file by the School Administration for access by the public.
- The School Committee will introduce, discuss and vote according to the following practice, permitting room on the agenda
  - Upon receipt, the request will be sent to the School Committee Members.
  - The request will be announced at the next School Committee meeting and be made available to the public for review.
  - The request will then be presented as an agenda item at the following full School Committee meeting.
  - At the following meeting, the request will be presented as an agenda item and voted upon.
  - The timeline could be extended if high priority items do not allow sufficient time on the agenda for adequate discussion.

### **Ring of Honor:**

The Natick School Committee has established the “Ring of Honor” to recognize special members of the Natick community who have given tirelessly to benefit the Natick Public Schools, its students, and programs. The goal of the “Ring of Honor” is to recognize individuals who have made extraordinary efforts that distinguish them. The “ring” itself consists of standardized plaques located on the field house

*Natick Public Schools*

at Memorial Field. Nominations for this special honor should be submitted in writing to School Committee with a detailed explanation of why the particular individual should be considered for inclusion. The process otherwise follows the same one for naming requests described above.

**Memorials for Deceased Students and/or Staff:**

The School Committee recognizes that the death of a student or member of the staff is deeply felt by the school community. As places designed primarily to support learning, school facilities should not serve as the main venue for permanent memorials for students or staff.

Permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships.

Any permanent memorials in existence before this policy was adopted can only be removed by a vote of the School Committee.

Approved by the Natick School Committee: November 6, 2017

## **SECTION G**

### **PERSONNEL**

<b>GA</b>	<b>PERSONNEL POLICIES GOALS</b>
<b>GBA</b>	<b>EQUAL EMPLOYMENT OPPORTUNITY</b>
<b>GBAA</b>	<b>SEXUAL HARASSMENT OF EMPLOYEES</b>
<b>GBD</b>	<b>SCHOOL COMMITTEE-STAFF COMMUNICATIONS</b>
<b>GBEA</b>	<b>STAFF ETHICS/CONFLICT OF INTEREST</b>
<b>GBEB</b>	<b>STAFF CONDUCT</b>
<b>GBEBC</b>	<b>ACCEPTANCE AND USE OF GIFTS, GRANTS AND DONATIONS</b>
<b>GBEC</b>	<b>DRUG-FREE WORKPLACE POLICY</b>
<b>GBED</b>	<b>TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS</b>
<b>GBEE</b>	<b>STAFF AND ELECTED OFFICIALS/COMMITTEE APPOINTMENTS RESPONSIBLE USE POLICY</b>
<b>GBEEA</b>	<b>STAFF AND ELECTED OFFICIALS/COMMITTEE WRITTEN INFORMATION SECURITY POLICY</b>
<b>GBEF</b>	<b>(INTERIM) STAFF COVID-19 VACCINATION POLICY</b>
<b>GBEG</b>	<b>CELL PHONE POLICY</b>
<b>GBGB</b>	<b>STAFF PERSONAL SECURITY AND SAFETY</b>
<b>GBI</b>	<b>STAFF PARTICIPATION IN POLITICAL ACTIVITIES</b>
<b>GBJ</b>	<b>PERSONNEL RECORDS</b>
<b>GBK</b>	<b>STAFF COMPLAINTS AND GRIEVANCES</b>

<b>GCBB</b>	<b>EMPLOYMENT OF PRINCIPALS</b>
<b>GCBBA</b>	<b>MERIT POLICY</b>
<b>GCBC</b>	<b>PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS</b>
<b>GCCBAA</b>	<b>ADMINISTRATOR'S SICK LEAVE BANK</b>
<b>GCCC</b>	<b>FAMILY AND MEDICAL LEAVE</b>
<b>GCF</b>	<b>PROFESSIONAL STAFF HIRING</b>
<b>GCG</b>	<b>PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT</b>
<b>GCGC</b>	<b>PROFESSIONAL STAFF JOB SHARING</b>
<b>GCI</b>	<b>STAFF DEVELOPMENT</b>
<b>GCIA</b>	<b>PHILOSOPHY OF STAFF DEVELOPMENT</b>
<b>GCJ</b>	<b>PROFESSIONAL TEACHER STATUS</b>
<b>GCK</b>	<b>PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS</b>
<b>GCL</b>	<b>PROFESSIONAL STAFF TIME SCHEDULES</b>
<b>GCO</b>	<b>EVALUATION OF PROFESSIONAL STAFF</b>
<b>GCQD</b>	<b>RESIGNATION OF PROFESSIONAL STAFF MEMBERS</b>
<b>GCQE</b>	<b>RETIREMENT OF PROFESSIONAL STAFF MEMBERS</b>
<b>GCQF</b>	<b>SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS</b>
<b>GCRD</b>	<b>PRIVATE TUTORING FOR PAY</b>
<b>GDA</b>	<b>SUPPORT STAFF POSITIONS</b>
<b>GDB</b>	<b>SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS</b>



<b>GDB</b>	<b>SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS</b>
<b>GDBC</b>	<b>SUPPORT STAFF SUPPLEMENTARY PAY PLANS</b>
<b>GDC</b>	<b>SUPPORT STAFF LEAVES AND ABSENCES</b>
<b>GDD</b>	<b>SUPPORT STAFF VACATIONS AND HOLIDAYS</b>
<b>GDE</b>	<b>SUPPORT STAFF RECRUITING/POSTING OF VACANCIES</b>
<b>GDF</b>	<b>SUPPORT STAFF HIRING</b>
<b>GDI</b>	<b>SUPPORT STAFF PROBATION</b>
<b>GDJ</b>	<b>SUPPORT STAFF ASSIGNMENTS AND TRANSFERS</b>
<b>GDK</b>	<b>SUPPORT STAFF TIME SCHEDULES</b>
<b>GDO</b>	<b>EVALUATION OF SUPPORT STAFF</b>
<b>GDP</b>	<b>SUPPORT STAFF PROMOTIONS</b>
<b>GDQC</b>	<b>RETIREMENT OF SUPPORT STAFF MEMBERS</b>
<b>GDQD</b>	<b>SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS</b>

## **PERSONNEL POLICIES GOALS**

The District's specific personnel goals are:

1. To develop and implement those strategies and procedures for personnel recruitment, screening, and selection that will result in the employment and retention of individuals with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the system's learning program.
2. To develop a general staff assignment strategy that will contribute to the learning program, and to use it as the primary basis for determining staff assignments.
3. To provide positive programs of staff development that contribute both to improvement of the learning program and to each staff member's career development aspirations.
4. To provide for a genuine team approach to education.
5. To develop and use for personnel evaluation positive processes that contribute to the improvement of both staff capabilities and the learning program.

LEGAL REF.: 603 CMR 26:08 paragraphs 3,7,8,9

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Natick Public Schools believes in the dignity of all people and of their labors and will take action to ensure that any individual within the district who is responsible for hiring and/or personnel supervision understands that applicants are recruited, considered, and employed and staff is assigned, promoted and terminated without regard to their race, creed, disability, pregnancy or pregnancy related conditions, color, age, sex, gender identity, national origin or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of education, training and experience, along with their ability to meet the requirements established and necessary for the performance of the job.

CONTRACTUAL REFS.:   Units A,B & C Article II  
                                  Title I, Article II  
                                  Teacher Assistants, Article III, Section 6  
                                  Secretaries, Article II, Section 4  
                                  Custodians, Article I, Section 3  
                                  Cafeteria Workers, Article II, Section 3

Revised by the Natick School Committee: April 9, 2018

## **SEXUAL HARASSMENT OF EMPLOYEES**

### **SECTION I**

The Natick Public Schools, in accordance with the provisions of state and federal law (42 U.S.C.A., Section 2000(e) - Title VII of the Civil Rights Act and MGL, Ch. 15 IB, Section 4, paragraph 16A), recognizes sexual harassment as unlawful and also recognizes that retaliation for either filing a complaint or cooperating in an investigation is unlawful.

### **SECTION II**

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- (2) Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive employment environment.

Sexual harassment is illegal and, in some cases, may be subject to prosecution under criminal sexual conduct statutes.

### **SECTION III**

Sexual harassment may include, but is not limited to:

- a. Assault, inappropriate touching, intentionally impeding movement, continuing comments, gestures or written communications of a suggestive or derogatory nature involving or because of sex;
- b. Questioning or complementing someone about his/her body or sexual behavior, sexually oriented jokes or continuing to express sexual interest after being informed that the interest is unwelcome;
- c. Any sexual or gender-based gestures, noises, remarks, suggestions, jokes, leering, gesturing, voyeurism;
- d. Displaying sexually suggestive pictures or objects anywhere in the workplace.

Sexual harassment may include conduct by men towards women, men towards men, women towards men, women towards women, employees towards supervisors, supervisors towards employees, employees towards employees, employees towards citizens or vendors, and citizens or vendors towards employees. It may also include consensual sexual conduct by co-workers that is offensive or disadvantageous to a third party employee.

In addition, an employee's mistreatment of another employee away from work may be, or may become, prohibited conduct if it is in any way associated with workplace conduct. Such mistreatment could include any conduct towards an employee outside of the workplace that would be prohibited in the workplace. Conduct including but not limited to following that employee home without her or his consent, making repeated unwelcome sexual overtures by telephone or sending unwelcome sexual materials through the mail, may be prohibited conduct.

The above examples are not all inclusive. The individual's feelings and reactions to inappropriate behavior determine whether sexual harassment has taken place. Conduct not described in these examples might constitute sexual harassment. A common sense question to ask yourself about any conduct is, "Would I want my spouse, child, sister, brother or parent to have to experience, see or listen to something like this?". If the answer is "No" then the conduct should be stopped.

#### SECTION IV

No form of sexual harassment will be tolerated by the Natick Public Schools. Anyone found to have committed any form of sexual harassment will be disciplined, up to and including termination. Employees found to have knowingly made false accusations of sexual harassment will be disciplined up to and including discharge.

All supervisors are expected to be alert to any possible sexual harassment and to take appropriate steps to eliminate and report the same. Supervisors found to have tolerated or condoned sexual harassment, or found to have failed to take appropriate actions to prevent sexual harassment will be disciplined.

Retaliation against any individual for reporting sexual harassment or cooperating in an investigation will not be tolerated and will be treated with the same strict discipline as the harassment itself.

#### SECTION V

In the case of employees covered by the EAN Unit A, Unit B (Administrators), Unit C (Nurses), Teacher Assistants or Secretaries and Clerks contracts, employees who wish to file an internal complaint should refer to the sexual harassment grievance procedure article of their contract. Non-represented employees and members of bargaining units without a sexual harassment grievance procedure in their contract may follow the procedure below:

**PURPOSE:** As established by federal and state regulations, the purpose of this grievance procedure is to facilitate compliance with the law, provide prompt and equitable resolution of complaints and promote a means for mutual problem solving and understanding. Any individual(s) who feel(s) that his/her/their rights, under Title DC, or other pertinent laws or regulations concerning sex discrimination have been violated by any individual, group of individuals, practice or policy may file a complaint.

#### **PROCEDURE**

- A. The complainant or his/her representative must address the respondent in the situation. If no resolution is achieved within ten (10) student days of the time the respondent was addressed, the complainant may proceed to the Principal, supervisor or administrator within ten (10) additional student days. If the Principal, supervisor or administrator is a respondent, the complainant may proceed to any administrator that he/she is comfortable with.

Once the Principal, supervisor or administrator receives the complaint, he/she shall notify the Personnel Manager of same and conduct an appropriate investigation of the complaint. At his/her discretion, the administrator may request that the Personnel Manager conduct or assist in conducting the investigation.

Such investigation may consist of, but may not be limited to, the following actions:

1. Interview(s) with the grievant;
  2. Interview(s) with the individual alleged to be the harasser;
  3. Interviews with other employees or witnesses;
  4. Interviews with other individuals at the discretion of the investigator;
  5. Review of pertinent records.
- B. If no resolution is achieved within ten (10) student days of the meeting with the Principal, supervisor or administrator of choice, the complainant may proceed to the Superintendent within ten (10) additional student days.

#### **ADDITIONAL PROVISIONS**

1. At any time, a complainant or respondent may choose a person to advise, assist, mediate or represent him/her during the procedure from a list supplied by the Chapter 622/Title IX Committee. Records will be kept from the moment any Sexual Harassment Grievance Procedure Representative is involved.
2. All proceedings relative to sexual harassment complaints will be held in closed session and all discussions held in strict confidence.
3. Parties may mutually agree to extend or condense time limits; such agreement must be reduced to writing.
4. If, at any time after an apparent resolution of a complaint, sexual harassment reoccurs, the complainant may reactivate the complaint at the level at which the complaint was apparently resolved.
5. Anyone named in the file will have the right to inspect the file under conditions of controlled access. There will be no other access, unless or until there is a subsequent complaint involving any of the named individuals. Access at any such subsequent time shall be limited to persons involved in the investigation, or litigation of that subsequent complaint.

#### **SECTION VI**

You may file an internal complaint with any of the following individuals on the attached list, or ask them to advise, assist, mediate or represent you in the process.

The Personnel Manager must be notified immediately by the Principal, supervisor or administrator of all complaints filed (651-7110).

You may also file a complaint with one of the agencies listed in Section VII.

SECTION VII

Individuals wishing to contact a state or federal employment discrimination enforcement agency may write or call one of the following:

Equal Employment Opportunity Commission  
One Congress Street  
Boston, MA 02114  
(617)565-3200

Massachusetts Commission Against Discrimination  
One Ashburton Place  
Room 601  
Boston, MA 02108  
(617)727-3990

As directed by M.G.L. C 151B S3A, the Natick School Committee will include its sexual harassment of employees policy in the staff manual which is distributed each year to each employee and a copy to every new employee upon hire.

## **SCHOOL COMMITTEE-STAFF COMMUNICATIONS**

The School Committee will maintain open communication with the staff.

### Staff Communications to the School Committee

All official communications or reports to the Committee or any of its subcommittees from principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. Staff members are encouraged to attend and participate in all School Committee meetings.

### School Committee Communications to Staff

All official communications, policies, and directives of staff concern will be communicated to staff members through the Superintendent.



## **STAFF ETHICS / CONFLICT OF INTEREST**

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the school system.

No employee of the Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Town or District Clerk at least two weeks prior to executing the hiring in accordance with the law.

LEGAL REFS.:       M.G.L. 71:52; 268A:1 et seq.

## **STAFF CONDUCT**

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the School Committee, and the regulations designed to implement them.

In the area of personal conduct, the School Committee expects that all District employees will conduct themselves in a manner that not only reflects positively on the school system but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities in accordance with the applicable district Performance Standards.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the School Committee and their implementing regulations and school rules with regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

LEGAL REFS.: M.G.L.71:37H; 264:11; 264:14

## ACCEPTANCE AND USE OF GIFTS, GRANTS AND DONATIONS

### Gifts

The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than \$50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20 value is the same as 1 gift of \$80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc), handpicked flowers, and handmade gifts worth less than \$10 (ten) dollars.

### Class Gifts

There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

### Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

### Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

### Faculty and Employee Fundraising

The School Committee recognizes that easy access to social media has given rise to many opportunities for employees of the school district to raise money for a myriad of worthy causes for

### ***Natick Public Schools***

our schools and children and the School Committee supports these efforts. The School Committee has concerns, however, that the school district might be portrayed, unintentionally, in a less than positive light, where the money is ultimately flowing through, and whether or not the building principal/Superintendent have approved of the activity. The School Committee, therefore, directs the following:

1. Any employee of the school district, before engaging in any fund-raising activity through the internet, social media, crowd sourcing websites and/or web site access will first fill out the "Permission to Fund-Raise" form, available at each school and on the Natick Public Schools' website, and submit for approval by both the building principal AND the Superintendent of Schools. The activity may proceed only after procurement of BOTH signatures.
2. The employee must list any percentage that the fundraising website takes as part of gross revenues.
3. The employee must write out exactly the wording to be used on the website or social media tool for the fund-raising activity. All monies collected must be accounted for by each building principal.
4. Anything donated to a school or school employee is considered property of Natick Public Schools and must go to School Committee for acceptance.

This policy is meant to provide protection for both the school district and the employee, and refers only to those fund-raising activities that are undertaken by staff in their capacity as an employee of the school district. This policy is in no way meant to limit fund-raising activities that are personal in nature and are not connected to the school system or a particular school.

Legal Ref: M.G.L. 268A:3; 268A:23; 930 CMR 5.00

CROSS REFS.: KHA, Public Solicitations in the Schools  
JP, Student Donations and Gifts  
LEGAL REFS.: M.G.L. 268A et al

Approved by the Natick School Committee: June 19, 2017

## **DRUG-FREE WORKPLACE POLICY**

The School Committee will make a good faith effort to continue to maintain a drug free workplace and certifies the following:

### **1. NOTICE**

That it will notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the district's workplace and specify the actions that will be taken against employees for violation of such prohibitions.

### **2. EDUCATION/ASSISTANCE**

That it will establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the district's policy of maintaining a drug-free work place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.

### **3. EMPLOYEES WHOSE EMPLOYMENT IS FUNDED BY A FEDERAL GRANT**

- a. That it will give each employee whose employment is funded by a federal grant a copy of the legally required statement.
- b. That it will notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- c. That it will notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
- d. That it will take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.

LEGAL REFS.:           The Drug-Free Workplace Act of 1988

CROSS REFS.:           JICH, Drug and Alcohol Use by Students

Drug Free Schools and Communities Act of 1989 as per handbook p.V-1

**TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS**

Smoking or the use of tobacco within school buildings, the school facilities or on school property or buses by any individual, including school personnel, is prohibited.

Staff members who violate this policy will be referred to their immediate supervisor.

LEGAL REF.:        M.G.L. 71:37H

## **Natick Public Schools Staff and Elected Officials/Committee Appointments Responsible Use Policy**

### **Purpose**

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

NPS uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor user online activities and access, review, copy, and store or delete any communications or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of NPS equipment, network, and/or Internet access or files, including email and whether using NPS equipment, network and/or Internet access or files for official or non-official purposes.

All employees and school officials/appointees are required to use their school-issued accounts for all communications with students or when conducting all school business. This will ensure compliance with the Commonwealth's public records laws M.G.L. c. 66, & 10(b) and archiving regulations. The law requires public employees or officials who send, receive or maintain records in their capacity as public employees or officials, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. This law applies whether or not the record is in the form of a paper document or an electronic communication. When public employees or officials communicate through school-based resources such records are retained according to the Municipal Public Records Retention Schedule. If, however, an employee or official communicates outside of these resources, such information is not retained, and the burden then falls on the employee or official to comply with public records laws when using personal email or social network accounts to communicate with students, community members, and/or parents and guardians. The employee or official should understand that the NPS has a right to receive a copy of communications on personal email or social networks for school business at any time.

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

## **Summary**

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

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

All staff and officials/appointees are responsible for practicing positive Digital Citizenship. Positive Digital Citizenship includes appropriate behavior and contributions on websites, use of [cell phones](#), [social media](#), discussion boards, media sharing sites, and all other electronic communications, including new technology. It is important, to be honest in all digital communications without disclosing sensitive personal information. Employees and officials/appointees should also reference the [Educator Ethics Protocol](#) which provides a useful framework for decision making around what is and is not responsible for ethical conduct.

## **Responsible Use Guidelines for Employees and Officials/Appointees**

If you are supervising students using technology, be vigilant in order to ensure students are meeting the provisions outlined in the RUP.

## **Digital Citizenship**

- ☐ I understand all employees and officials/appointees are responsible for modeling and actively practicing positive digital citizenship.
- ☐ I understand any employee and officials/appointees using classroom technology are explicitly required to teach students about positive digital citizenship.
- ☐ I understand what employees and officials/appointees do and post online must not disrupt school activities or compromise school safety and security.
- ☐ I will not gamble using the NPS network.

## **Privacy**

- ☐ I will not share personal information about students or employees including, but not limited to, names, home addresses, date of birth, telephone numbers, student ID numbers, employee numbers, and visuals.
- ☐ I understand the transfer of student information shall be only through approved district information systems. Email is not a secure method for transmitting student data.
- ☐ I will be aware of privacy settings on websites that I visit.
- ☐ I am aware that I am responsible for protecting student's data privacy by only using software applications and third-party websites that have been fully vetted by the school district. Please refer to <https://natickps.learnplatform.com/>



- ☐ I will abide by all laws, this Responsible Use Policy, and all district data privacy and security policies.

### **Passwords**

- ☐ I understand that under no circumstances are school or district passwords to be shared with others, including other district staff or students.
- ☐ I will log out of unattended equipment and accounts in order to maintain privacy and security.

### **Professional Language**

- ☐ I will use professional language in all work-related communications including email, social media posts, audio recordings, conferencing, and artistic works.
- ☐ I will not use NPS technology for commercial activities, product advertisement or political lobbying, including lobbying for office, when not directly related to the educational purposes of the NPS.

### **Cyberbullying**

- ☐ I understand bullying in any form, including cyberbullying, is unacceptable both in and out of school.
- ☐ I will report all cases of bullying to the building principal or district administrator.

### **Inappropriate Material**

- ☐ I will not seek out, display, or circulate material that is hate speech, discriminatory, harassing, sexually explicit, or violent while at school or while identified as a District employee.
- ☐ I understand exceptions may be made in an appropriate educational context.
- ☐ I understand the use of the district network for illegal, political, or commercial purposes is strictly forbidden.
- ☐ I understand transmitting large files that are unrelated to district business and disruptive to the district network is prohibited.

### **Security**

- ☐ I understand all users are responsible for respecting and maintaining the security of district electronic resources and networks.
- ☐ I will not use the district network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.
- ☐ I will not try to bypass security settings and filters, including through the use of proxy servers.
- ☐ I will not install or use illegal software or files, including unauthorized software or apps, on any district computers, tablets, smartphones, or new technologies.
- ☐ I will notify the District if I observe any security concerns, such as that websites should be blocked or the filtering system is not working appropriately.

### **Equipment and Network Safety**

- ☐ I will take all reasonable precautions when handling district equipment.

### ***Natick Public Schools***

- ☐ I will report any technical issues I am experiencing to the Technology Services Department in a timely fashion.
- ☐ I will use caution when downloading files, opening emails, clicking on links or opening attachments as these could be a phishing attack and contain viruses or malware.
- ☐ I understand vandalism in any form is prohibited and must be reported to the appropriate administrator and/or technical personnel.

### **Data Storage**

- ☐ I understand the school district provides me with a Google account to save and store all my data and files.
- ☐ I understand I should not save or store personal data or files on any device.
- ☐ I understand that the school district may re-image any computer at any time to maintain the equipment in good working order.

### **Copyright and Trademarks**

- ☐ While there are fair use exemptions (<http://www.copyright.gov/fls/fl102.html>), I understand I must respect intellectual property.
- ☐ I will follow all copyright guidelines (<http://copyright.gov/title17/>) when using the work of others.
- ☐ I will not download illegally obtained music, software, apps, and other works.
- ☐ I understand all NPS trademarks, logos and symbols are for school district use only. Please refer to [http://www.natickps.org/contact/communications/district\\_logos](http://www.natickps.org/contact/communications/district_logos) for approval directions.

### **Public Records Law**

- ☐ I will use only school provided resources and accounts when communicating with students, staff or conducting all school business to comply with the Commonwealth's public records laws M.G.L. c. 66, & 10(b).
- ☐ I will use my school issued email account for daily communications.
- ☐ I will use Google Hangouts/Chat feature when I need to communicate urgently with other staff or in a time sensitive manner. Imessage does not comply with archiving regulations.
- ☐ I will use Blackboard Connect when I need to target communications to students or families in mass attending the Natick Public Schools.
- ☐ I will use Constant Contact when communicating general information with the Natick Community at large.

### **Consequences for Irresponsible Use**

Misuse of NPS ODT may result in restricted access or account cancellation. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against employees and officials/appointees, including personnel action and/or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

### ***Natick Public Schools***

## **Disclaimer**

NPS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from the use of the network or District accounts. Users are responsible for any charges incurred while using District devices and/or network.

NPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the District, its affiliates, ~~or~~ employees, and officials/appointees.

Adopted and approved by the Natick School Committee on June 17, 2019

## **Natick Public Schools Written Information Security Policy for Faculty, Staff, and Elected Officials/Committee Appointments**

### **I. OBJECTIVE:**

The objective of the Natick Public Schools in the development and implementation of this comprehensive Written Information Security Policy (“WISP”), is to create effective administrative, technical and physical safeguards for the protection of personal information of our students and our staff.

### **II. PURPOSE:**

The purpose of the WISP is to better: (a) ensure the security and confidentiality of personal information; (b) protect against any reasonably anticipated threats or hazards to the security or integrity of such information; and (c) protect against unauthorized access to or use of such information in a manner that creates a substantial risk of identity theft or fraud.

### **III. SCOPE:**

In formulating and implementing the WISP, the Natick Public Schools has addressed and incorporated the following protocols:

- (1) identified reasonably foreseeable internal and external risks to the security, confidentiality, and/or integrity of any electronic, paper or other records containing personal information;
- (2) assessed the likelihood and potential damage of these threats, taking into consideration the sensitivity of the personal information;
- (3) evaluated the sufficiency of existing policies, procedures, and other safeguards in place to control risks;
- (4) designed and implemented a WISP that puts safeguards in place to minimize those risks, consistent with the requirements of compliance with all applicable state privacy statutes, including the FERPA, PPRA, COPPA, IDEA, 603 C.M.R. 23.00, 603 CMR 28.00, and Massachusetts General Law, Chapter 71, Sections 34D to 34H; and
- (5) implemented regular monitoring of the effectiveness of those safeguards.

### **IV. DATA PRIVACY TEAM:**

The Natick Public Schools has established a Data Privacy Team to implement, supervise and maintain the WISP.

Our Data Privacy Team acts as stewards in all data privacy and protection decisions and consists of the following positions:

Superintendent  
Assistant Superintendent of Teaching, Learning & Innovation  
Assistant Superintendent of Student Services  
Director of Technology  
Director of Digital Learning  
Director of Finance  
Director of Human Resources  
Director of Communications

Emailing [dataprivacy@natickps.org](mailto:dataprivacy@natickps.org) will send a message to the entire Data Privacy Team. Please do so with any questions, concerns, complaints, or to report a data privacy or security issue. Any disputes concerning the processing of the PII will be responded to within three (3) weeks.

All updates regarding data privacy and security are located on our website at [http://www.natickps.org/about/data\\_privacy](http://www.natickps.org/about/data_privacy)

This team will be responsible for the following:

- Implementation of the WISP including all provisions outlined in Section VII: Daily Operational Protocol;
- Training of all employees;
- Regular testing of the WISP's safeguards;
- Evaluating the ability of any of our third party service providers to implement and maintain appropriate security measures for the personal information to which we have permitted them access, and requiring such third party service providers by contract to implement and maintain appropriate security measures;
- Reviewing the scope of the security measures in the WISP at least annually, or whenever there is a material change in our school or district practices that may implicate the security or integrity of records containing personal information;
- Conducting an annual training session for all faculty, long and short term subs, coaches, administrators, staff, including temporary and contract employees, and elected officials/committee appointees who have access to personal information on the elements of the WISP. All attendees at such training sessions are required to certify their attendance at the training, and their familiarity with our requirements for ensuring the protection of personal information.

## **V. INTERNAL RISK MITIGATION POLICIES:**

To guard against internal risks to the security, confidentiality, and/or integrity of any electronic, paper or other records containing personal information, and evaluating and improving, where necessary, the effectiveness of the current safeguards for limiting such risks, the following measures are mandatory and are effective immediately:

- We will only collect personal information of students or employees that is necessary to accomplish our legitimate school or district business or to comply with any and all federal, state or local regulations.
- Access to records containing personal information shall be limited to those employees whose duties, relevant to their job description, have a legitimate need to access said records, and only for this legitimate job-related purpose.
- Written and electronic records containing personal information shall be securely destroyed or deleted at the earliest opportunity consistent with school or district needs or legal retention requirements and with notice provided to parents/legal guardians and/or students in accordance with state law.
- A copy of the WISP will be distributed electronically to each current employee and to each new employee on the beginning date of their employment. It shall be the employee's responsibility for acknowledging, and electronically signing, that he/she has received a copy of the WISP and will abide by its provisions. Employees are encouraged and invited to advise the Data Privacy Team of any activities or operations which appear to pose risks to the security of personal information. If any member of the Data Privacy Team is involved with these risks, employees are encouraged and invited to advise any other school or district leaders.
- Mandatory annual training for all current employees will be held at the start of each school year to detail the provisions of the WISP.
- All employment contracts, where applicable, will be amended to require all employees to comply with the provisions of the WISP and to prohibit any nonconforming use of personal data as defined by the WISP.
- Terminated employees must return all records containing personal data, in any form, in their possession at the time of termination. This includes all data stored on any portable device and any device owned directly by the terminated employee.
- A terminated employee's physical and electronic access to records containing personal information shall be restricted at the time of termination. This shall include remote electronic access to personal records, voicemail, internet, and email access. All computer equipment, keys, keycards, access devices, badges, company IDs, business cards, and the like shall be surrendered at the time of termination.
- Disciplinary action will be applicable to violations of the WISP, irrespective of whether personal data was actually accessed or used without authorization.
- All security measures including the WISP shall be reviewed at least annually to ensure that the policies contained in the WISP are adequate and meet all applicable federal and state regulations.
- Should our school or district practices change in a way that impacts the collection, storage, and/or transportation of records containing personal information the WISP will be reviewed to ensure that the policies contained in the WISP are adequate and meet all applicable federal and state regulations.

- The Data Privacy Team shall be responsible for all review and modifications of the WISP and shall fully consult and apprise the School Committee of all reviews including any recommendations that improves security arising from the review.
- All building principals or his/her designee shall maintain a secured and confidential master list of all lock combinations, codes, and keys. The list will identify which employees possess keys, keycards, or other access devices and that only approved employees have been provided access credentials.
- The Data Privacy Team shall ensure that access to personal information is restricted to approved and active user accounts.
- Current employees' user ID's and passwords shall conform to accepted security standards. All passwords shall be changed at least annually, more often as needed. Employees should not use the same passwords for school accounts as for personal accounts. Any user suspecting that his/her password may have been compromised must report the incident to their supervisor and change all passwords immediately. Users should not disclose their passwords to anyone as stated in RUP.
- Employees are required to report suspicious or unauthorized use of personal information to a supervisor or the Data Privacy Team.
- Whenever there is an incident that requires notification pursuant to the Security Breach Notifications of Massachusetts General Law Chapter 93H: "Security Breaches", the Data Privacy Team shall host a mandatory post-incident review of events and actions taken, if any, in order to determine how to alter security practices to better safeguard personal information.

## **VI. EXTERNAL RISK MITIGATION POLICIES:**

- Firewall protection, operating system, security patches, and all software products shall be reasonably up-to-date and installed on any computer that stores or processes personal information.
- Personal information shall not be removed from school or district premises in electronic or written form absent legitimate school or district need and use of reasonable security measures, as described in this policy.
- All system security software including, anti-virus, anti-malware, and internet security shall be reasonably up-to-date and installed on any computer that stores or processes personal information.
- There shall be secure user authentication protocols in place that:
  - Controls user ID and other identifiers;
  - Assigns passwords in a manner that conforms to accepted security standards, or applies use of unique identifier technologies;
  - Controls passwords to ensure that password information is secure.

## **VII. DAILY OPERATIONAL PROTOCOL:**

This section of our WISP outlines our daily efforts to minimize security risks to any computer system that processes or stores personal information, ensures that physical files containing

personal information are reasonable secured and develops daily employee practices designed to minimize access and security risks to personal information of our students and/or employees.

The Daily Operational Protocol shall be reviewed and modified as deemed necessary at a meeting of the Data Privacy Team and personnel responsible and/or authorized for the security of personal information. Any modifications to the Daily Operational Protocol shall be published in an updated version of the WISP. At the time of publication, a copy of the WISP shall be distributed to all current employees and to new hires on their date of employment.

- A. Recordkeeping Protocol:** We will only collect personal information of students and employees that is necessary to accomplish our legitimate school or district business or to comply with any and all federal and state and local laws.
- Any personal information stored shall be disposed of when no longer needed for school or district purposes or required by law for storage and pursuant to disposal notice requirements under federal and state law. Disposal methods must be consistent with those prescribed by the WISP.
  - Any paper files containing personal information of students or employees shall be stored in a locked filing cabinet. Only building leaders, district leaders, department heads or employees that require access to do their primary job function will be assigned keys to filing cabinets and only those individuals are allowed access to the paper files. Individual files may be assigned to employees on an as-needed basis by the department supervisor.
  - All employees are prohibited from keeping unsecured paper files containing personal information in their work area when they are not present (e.g. lunch breaks).
  - At the end of the work day, all files containing personal information are to be returned to the locked filing cabinet.
  - Paper or electronically stored records containing personal information shall be disposed of in a manner that complies with M.G.L. c. 93I sec. 2 and as follows:
    - - (a) paper documents containing personal information shall be either redacted, burned, pulverized or shredded so that personal data cannot practicably be read or reconstructed;
      - (b) electronic media and other non-paper media containing personal information shall be destroyed or erased so that personal information cannot practicably be read or reconstructed.
  - Electronic records containing personal information shall not be stored or transported on any portable electronic device, sent or transmitted electronically to any portable device, or sent or transported electronically to any computer, portable or not, without being encrypted. The only exception shall be where there is no reasonable risk of unauthorized access to the personal information or it is technologically not feasible to encrypt the data as is and where



transmitted. If encryption software is needed, please contact our technology services help desk at X5555 for assistance.

- If necessary for the functioning of individual departments, the department head, in consultation with the Data Privacy Team, may develop departmental rules that ensure reasonable restrictions upon access and handling of files containing personal information and must comply with all WISP standards. Departmental rules are to be published as an addendum to the WISP.

**B. Access Control Protocol:**

- All our computers shall restrict user access to those employees having an authorized and unique log-in ID assigned by the school district.
- Any employee leaving sight of their computer while it is on must lock it requiring a password to regain access, or configure their computer to automatically lock after 5 minutes of inactivity and require re-log-in.
- Access to electronically stored records containing personal information shall be electronically limited to those employees having an authorized and unique log-in ID assigned by the Data Privacy Team.
- Where practical, all visitors (including all third party vendors) who are expected to access areas other than public spaces such as information technology closets or computer rooms, or granted access to office space that may contain personal information should be required to sign-in with a Photo ID at a designated reception area where they will be assigned a visitor's ID or guest badge unless escorted at all times. Visitors are required to wear said visitor ID in a plainly visible location on their body, unless escorted at all times.
- Where practical, all visitors are restricted from areas where files containing personal information are stored. Alternatively, visitors must be escorted or accompanied by an approved employee in any area where files containing personal information are stored.
- Cleaning personnel (or others on site after normal school hours and not also authorized to have access to personal information) are not to have access to areas where files containing personal information are stored.
- All computers with an internet connections or any computer that stores or processes personal information must have a reasonably up-to-date version of software providing virus, anti-spyware and anti-malware protection installed and active at all times.
- An inventory of all school or district computer devices authorized for local personal information storage is contained in district technology inventory system, which shall be made known only to the Data Privacy Team and other managers on a "need to know" basis.
- The District will utilize industry standards and current best practices to segment internal computer networks based on the data they contain. This will be done to prevent unauthorized users from accessing services unrelated to their job duties and minimize potential damage from other compromised systems.

**C. Third Party Service Provider Protocol:** Any service provider or individual that receives, stores, maintains, processes, or otherwise is permitted access to any file containing personal information (“Third Party Service Provider”) shall be required to sign a Data Privacy Agreement (“DPA”) prior to providing the service. (Examples include third parties who provide off-site backup storage copies of all our electronic data; paper record copying or storage service providers; contractors or vendors working with our students or employees and having authorized access to our records):

- It shall be the responsibility of the Data Privacy Team to obtain reasonable confirmation that any Third Party Service Provider is capable of meeting security standards consistent with all applicable state privacy statutes, including the FERPA, PPRA, COPPA, IDEA, 603 C.M.R. 23.00, 603 CMR 28.00, and Massachusetts General Law, Chapter 71, Sections 34D to 34H.
- If a vendor will not sign the DPA, the District will seek parent/guardian consent for the information to be shared with a vendor and provide the vendor’s privacy policy to the parents/guardians.

#### **VIII. Breach of Data Security Protocol:**

Should any employee know of a security breach at any of our facilities, or that any unencrypted personal information has been lost or stolen or accessed without authorization, or that encrypted personal information along with the access code or security key has been acquired by an unauthorized person or for an unauthorized purpose, the following protocol is to be followed:

- Employees are to notify the Data Privacy Team or department head in the event of a known or suspected security breach or unauthorized use of personal information.
- The Data Privacy Team shall be responsible for drafting a security breach notification to be provided to the Massachusetts Office of Consumer Affairs and Business Regulation and the Massachusetts Attorney General’s office, to the extent there is a “data breach.” A “data breach” is the unauthorized acquisition or use of sensitive personal information that creates a substantial risk of identity theft or fraud. Sensitive personal information is “resident’s first name and last name or first initial and last name in combination with any 1 or more of the following data elements that relate to such resident:
  - Social Security number;
  - driver’s license number or state-issued identification card number; or
  - financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to a resident’s financial account.
- The security breach notification for a “data breach,” shall include the following:
  - A detailed description of the nature and circumstances of the security breach or unauthorized acquisition or use of personal information;
  - The number of Massachusetts residents affected at the time the notification is submitted;

- The steps already taken relative to the incident;
  - Any steps intended to be taken relative to the incident subsequent to the filing of the notification; and
  - Information regarding whether law enforcement officials are engaged in investigating the incident.
- In the case of a “data breach”, the Data Privacy Team will notify affected individuals about:
  - Consumer's right to obtain a police report
  - Information on how to request a security freeze at no charge
  - Information needed to request a security freeze
  - Information on complimentary credit monitoring services.
  - Name of the parent organization and subsidiary organizations affected

Adopted and Approved by the Natick School Committee on June 17, 2019

## **GBEF - (INTERIM) STAFF, VENDOR AND CONSULTANT**

### **COVID-19 VACCINATION POLICY**

The District is committed to providing a safe environment for the 2022-2023 school year during the COVID-19 pandemic. According to public health experts, vaccination continues to be the leading prevention strategy to end the COVID-19 pandemic, prevent hospitalizations and severe disease, and keep members of our school community safe. To mitigate the impact of absences due to COVID-19 on school building operations, the district, consistent with public health guidance, we shall require all staff to demonstrate that they have received full COVID-19 vaccination and maintain full vaccination as a condition of employment. A person is fully vaccinated two (2) weeks after the final dose of vaccination (1 dose for Johnson & Johnson and 2 doses for Pfizer and Moderna. This policy reflects the current CDC definition of “fully vaccinated.” This policy will remain linked to the CDC definition of “fully vaccinated” and shall be negotiated should the CDC revise its definition.

**STAFF:** This policy applies to all existing and newly hired employees and staff. Staff must demonstrate that they are fully vaccinated with an FDA approved or emergency use authorized COVID-19 vaccine by August 30, 2022. Only those staff who have been granted medical exemptions under the Americans with Disabilities Act ("ADA") or have an exemption for a sincerely held religious belief, practice, or observance (Title VII) will be exempt from this mandate. (This section is subject to collective bargaining negotiations relative to implementation and impact).

Staff who are granted an exemption must either participate in NPS provided weekly asymptomatic COVID-19 testing when provided by NPS OR provide official proof of weekly negative COVID-19 tests as a condition of employment.

Natick Public School administration will establish processes for verifying staff vaccination status, the exemption process, and testing protocols necessary to implement this policy.

**OTHER CONTRACTED AND CONSULTING EMPLOYEES WORKING IN CLOSE CONTACT WITH STUDENTS** (see definition of close contact below).

The above policy also includes all contracted employees and outside vendors, including food service, transportation, visiting or consulting practitioners who will be in close contact with students, during the school day or advising clubs or athletic teams on a regular basis (i.e. at least one time a week) regardless of whether the employee contracted employee/vendor has been diagnosed with COVID-19 in the past.

This policy will remain in place until rescinded by the School Committee or the conclusion of the 2022-23 school year, whichever comes first. This Policy may be reviewed and revised in response to issuance of public health and medical recommendations regarding vaccination, including but not limited to booster shots.

#### **REFERENCES:**

Governor Baker's Executive Order No. 595

<https://www.mass.gov/doc/august-19-2021-executive-department-employee-vaccination-order/download>

Massachusetts Department of Public Health

<https://www.mass.gov/info-details/massachusetts-covid-19-vaccine-information>

Center for Disease Control and Prevention Vaccine Information

Vaccines for COVID-19

Center for Disease Control and Prevention - Guidance for Covid-19 Prevention  
in K-12 Schools Updated August 5, 2021

Guidance for COVID-19 Prevention in K-12 Schools and ECE Programs

Massachusetts Department of Elementary and Secondary Education and  
Department of Public Health

DESE/DPH COVID-19 Guidance for Districts and Schools: Fall 2021 - July 30,  
2021

Approved by the Natick School Committee on June 13, 2022

## **CELL PHONE POLICY**

Use of a cell phone by an employee is permitted only during non-instructional time, unless previously approved by the school principal.

When on an approved call, employees should withdraw to an non-instructional, non-student area where the conversation will not be overheard. Employees should ensure that their friends and family members are aware of this policy.

Ringers and audible alerts should be turned off in the classroom.

Employees should not communicate with students from their personal cell phone, except when authorized by the principal or athletic director.

The NPS is not responsible for the loss of personal cell phones brought into the workplace.

Employees who are required to drive to various locations during the workday are expected to refrain from using their phone while driving. Safety must come before all other concerns. Employees should make every effort not to use their phone when driving on school property. Regardless of the circumstances, employees are strongly encouraged to pull off to the side of the road and safely stop their vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, and keep their eyes on the road. Special care should be taken in situations where there is traffic; inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees required to place themselves at risk to fulfill business needs. Employees who are charged with violations of this policy resulting from the use of their phone while driving will be solely responsible for all liabilities that result from that action.

Adoption Date: June 19, 2017

## **STAFF PERSONAL SECURITY AND SAFETY**

Through its overall safety program and various policies pertaining to school personnel, the Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

Employees offered a position as a custodian, maintenance worker or food service worker must successfully pass a pre-employment physical examination (provided at School Committee cost) prior to the date of employment.

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the school system whenever that employee's health appears to be a hazard to children or others in the school system or when a doctor's certificate is legally required to verify need for sick leave.

School employees, their families and members of their household are eligible to use the confidential services provided by the town's employee assistance program.

LEGAL REFS.: M.G.L. 71:54; 71:55C

CROSS REFS.: EB, Environmental and Safety Program  
GCBD, Professional Staff Fringe Benefits  
GDBD, Support Staff Fringe Benefits

Contractual references: Units A, B and C Article XIII (Health and Safety)  
Association of Secretaries and Clerks - Side Letter

## **STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

The School Committee recognizes that employees of the school system have the same fundamental civic responsibilities and privileges as other citizens. Among these are signing nomination papers, petitioning the general court or appearing before its committees, to the extent that such rights, except voting, are not exercised on the school premises during school hours, or when their exercise would actually interfere with the performance of school duties, and campaigning for an elective public office and holding an elective or appointive office.

In connection with campaigning, an employee will not: use school system facilities, equipment or supplies; discuss his/her campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes. Under no circumstances will students be pressured into campaigning for any staff member, or any political candidate.

LEGAL REF.:           M.G.L. 71:44



## **PERSONNEL RECORDS**

Information about staff members is required for the daily administration of the school system, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel file for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.
2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.
4. Each employee will have the right, upon written request, to review the contents of his/her own personnel file.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Further, no negative comment will be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include his/her written response in the file.
6. Lists of school system employees' names and home addresses will be released only to governmental agencies as required for official reports or by the laws.

LEGAL REFS.:      Family Educational Rights and Privacy Act, Sec. 438, P.L. 90-247  
                         Title IV, as amended  
                         88 Stat. 571-574 (20 U.S.C. 1232g) and regulations  
                         M.G.L. 4:7; 71:42C  
                         Teachers' Agreement

CONTRACT REF.:   All Agreements

CROSS REF.:        KDB, Public's Right to Know

## **STAFF COMPLAINTS AND GRIEVANCES**

Grievance procedures will provide for prompt and equitable adjustment of differences at the lowest possible administrative level. Each employee will be assured an opportunity for an orderly presentation and review of complaints and concerns.

Employees covered by a collective bargaining agreement will follow the grievance procedure prescribed therein.

Employees not covered by a collective bargaining agreement may submit their complaint(s) in writing to their immediate supervisor (then the intermediate supervisor if applicable). If the complainant is not satisfied by the supervisor's decision, the employee may submit their complaint(s) in writing to the Superintendent. If the complainant is not satisfied by the Superintendent's decision, the employee may request the opportunity to present the complaint(s) to the School Committee, except where prohibited by law.

LEGAL REFS.: M.G.L. 150E:5; 150E:8; 71:59; 71:59B

CONTRACT REFS.: Units A , B & C: Article VIII  
Title I: Article VII  
Teacher Assistants: Article V  
Secretaries and Clerks: Article VI  
Custodians: Article VI  
Cafeteria: Article VI

## **PROFESSIONAL STAFF SALARY SCHEDULES**

### Teachers

The School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

### Principals and Administrators

Salaries will be reviewed annually prior to July 1. The Superintendent may, upon the request of the Committee, survey other school systems to determine salaries being paid for comparable positions in each system. The survey will include the effective date of the specified salary.

LEGAL REFS.: M.G.L. 71:40; 71:43

CONTRACT REF.: Teachers' Agreement

## **EMPLOYMENT OF PRINCIPALS**

Principals shall be employed by the Natick Public Schools under individual contracts of employment. Said contracts shall be discussed with the School Committee for their approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the Principal. The compensation/benefit levels, above referenced, may be exceeded only with the approval of the School Committee.

Initial contracts issued to Principals may be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the School Committee, provided that the Superintendent may employ a Principal under the terms and conditions of the previous contract of employment.

The length of second and subsequent contracts of employment for Principals shall be in accordance with state law.

As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually must submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

## **MERIT COMPENSATION FOR ADMINISTRATIVE STAFF**

The Natick School Committee recognizes the importance of administrators to the success of students and the school system. It also recognizes the fundamental connection between authority and accountability. The authority that administrators are given in the discharge of their duties must be accompanied by accountability for the attainment of specified outcomes. Consistent with this, the Committee establishes, as a matter of policy, performance as the sole basis for the evaluation and compensation of administrators.

Accordingly, the Superintendent of Schools is hereby directed and authorized to develop and implement a performance-based evaluation and compensation program for all building level and system-wide non-bargaining unit administrators. The primary goal of this program will be to create an environment in which the administrative team is motivated to attain higher performance levels, both as a group and as individuals, in order to provide opportunities for all students to succeed to the very best of their ability.

Salary ranges, experience levels, and conditions of employment are to be regionally competitive so as to attract and retain the best administrators available. Degree of responsibility and job complexity are to be factors in establishing these ranges, and provisions are to be made for periodic review and adjustments based on regional market and economic conditions. The performance-based evaluation and compensation program is to be a merit system, with performance on job accountabilities and the attainment of mutually accepted goals as the sole merit increases. Provisions are also to be made to encourage innovation and furnish opportunities for special contributions to the school system, through the designation of exemplary performance.

Adopted and approved by the Natick School Committee on June 17, 2019

## **PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS**

Certain assignments require extra responsibility or extra time over and above that required of other staff members who are on the same position on the basic salary schedule. When such supplemental assignments require extra time and responsibility beyond that regularly expected of teachers, they will be rewarded with extra compensation.

Assignments that are to be accorded extra compensation will be designated by the Committee. **Appointments to positions will be made by the Superintendent for District-wide positions or by the Principal with the approval of the Superintendent for building based personnel.**

A teacher who is offered and undertakes a supplementary pay assignment will receive a supplementary contract specifying the pay, duration and terms of the assignment. Upon termination of the assignment, the supplementary pay will cease. All appointments that receive stipends expire at the end of the fiscal year. Staff may re-apply each year for the supplementary pay assignments.

LEGAL REF.:            Collective Bargaining Agreement

## **ADMINISTRATORS' SICK LEAVE BANK**

The School Committee has approved a Sick Leave Bank for use by non-represented salaried employees in Central Office and Instructional Technology, Principals, Assistant Directors of Student Services, Nurse Leader, METCO Director and the Administrative Assistant for Human Resources whose sick leave accumulation is exhausted due to prolonged illness or accident. The Superintendent or designee will ensure procedures are published in appropriate manuals.

Each member will make a minimum initial contribution of 3 days and may choose to contribute up to 10 days.

If the Sick Leave Bank is exhausted during the school year, it shall be renewed by the contribution of one (1) additional sick leave day by each member from his or her annual sick leave allowance. To the extent that such additional day or days have not been used at the conclusion of the school year, these days will accumulate for the subsequent school year.

Administrators new to the Natick School System will contribute one (1) day to the Sick Leave Bank but shall not qualify for consideration of extended-illness leave within the framework of the Sick Leave Bank before completing six months of employment.

Sick Leave Bank days shall only be available after the employee has exhausted his/her entire personal sick leave, both annual and accumulated.

No days may be withdrawn from the Sick Leave Bank for any reason other than prolonged illness or accident of the employee. Days may not be withdrawn to permit an individual to stay at home to care for a member of the family.

The Sick Leave Bank shall be administered by a committee of five (5) employees. Three members of the committee shall be designated by the employees and two (2) by the School Committee. Each party shall notify the other of their representatives on the committee and any changes therein. The Sick Leave Bank committee shall determine the eligibility for members requesting leave from the bank and the amount of leave to be granted. The following criteria shall be used by the Sick Leave Bank Committee in determining eligibility:

- A. The initial grant shall not exceed fifteen (15) days.
- B. The Sick Leave Bank Committee shall consider:
  - 1. Adequate medical evidence of serious illness;
  - 2. Prior utilization of all eligible sick leave;
  - 3. Propriety in the use of sick leave;
  - 4. Length of service in the Natick School System.

Upon completion of the initial fifteen (15) day period, additional grant may be extended by the Sick Leave Bank Committee in its discretion upon the demonstration of need by the applicant.

Any sick leave granted under this Article that is not used during the time period for which it was requested shall revert back to the Sick Leave Bank.

The decision of the Sick Leave Bank committee with respect to eligibility and grant shall be final and binding and not subject to appeal.

Records of the operation of the Sick Leave Bank shall be available for review by the School Committee at any time, provided reasonable notice is given, but in no event less than once annually.

Employees who are granted leave from the Bank shall be required to repay the days withdrawn at a rate of one-half (1/2) of their future sick leave allowance until all days used have been repaid. If an employee leaves the service of the Employer for any reason other than death or disability retirement before he/she has fulfilled his/her repayment obligation, he/she shall recompense the Committee at his/her per-diem rate for each day not repaid. Such repayment shall be deducted from the employee's final paycheck. Upon vote of the membership of the committee at a duly convened meeting, this provision for repayment may be waived.

When a grant is awarded to an employee, the employee shall sign a receipt acknowledging the grant and further agreeing to the repayment of any unfulfilled repayment obligation from the employee's final paycheck in the event that he/she leaves the service of the Committee for any reason other than death or disability retirement.



## **FAMILY AND MEDICAL LEAVE**

The School System shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall issue, and from time to time amend, regulations setting forth the rights and procedures granted by the Act, and shall ensure compliance with those regulations either personally or by delegation, or by some combination of personal oversight and delegation.

LEGAL REFS.:      P.L. 103-3 "Family and Medical Leave Act of 1993"  
                         29 U.S.C. S 2601 et seq.  
                         Department of Labor Regulations, 29 C.F.R. Part 825  
                         Va. Code S 22.1-303

Contractual Refs.:      Units A, B and C: Article XXVI  
                         Teacher Assistants: Article XIX  
                         Title I: Article XX  
                         Secretaries: Article XII  
                         Custodians/Maint.: Article XII  
                         Cafeteria: Article XV

## **PROFESSIONAL STAFF HIRING**

Through its employment policies, the district will strive to recruit, hire and retain the best candidates for all professional positions. The Superintendent is responsible for ensuring that persons considered for employment in the schools possess appropriate license, provide requested transcripts from a fully accredited educational institution and are otherwise eligible for employment.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, creed, race, color, gender identity, national origin, disability, pregnancy or pregnancy related conditions, sexual orientation or place of residence.
2. The administrator responsible for the hiring of a staff member\* will establish a representative screening committee (for example, staff, parents, secondary level students, community members). The administrator has the final say in determining who will be recommended for hire to the Superintendent, but it is expected that the screening committee's input will be a factor in the decision.

\* In the case of district-wide positions, for the position of principals, it is the Superintendent. For building-based personnel, it is the Principal, with the approval of the Superintendent.

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45; 71:55B, 151B  
Massachusetts Board of Education Requirements for Certification of Teachers,  
Principals, Supervisors, Directors, Superintendents and Assistant  
Superintendents in the Public Schools of the Commonwealth of  
Massachusetts, revised 1994

Revised by the Natick School Committee: April 9, 2018

## **PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

### Part-Time Teachers

Teachers may be employed on a part-time basis. The salary of part-time teachers will bear the same ratio to the step of the salary schedule that the teacher would earn if employed full-time as the hours worked bear to the hours the teacher would work if employed full-time (for example, a teacher employed for half the number of hours would receive half the salary of a full-time teacher).

### Substitute Teachers

Each building Principal will have the authority to employ as many substitute teachers as may be necessary to take the place of teachers who are temporarily absent. The Director of Human Resources will recruit substitute teachers as needed. No person shall substitute in a classroom without first having been interviewed by the Director of Human Resources or a building Principal. All substitutes will submit a completed background check form prior to their name being added to the substitute list.

The Principal is responsible for securing the necessary substitutes for his/her building on a daily basis,

To the extent possible, the school system will employ substitute teachers who possess a Bachelor's degree and meet the requirements for teacher appointments. Every effort will be made to appoint long term substitutes who possess Massachusetts certification in the field to which they are being assigned. Substitute teachers will be assigned by the Principal on the basis of their areas of competence and preference. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The District will set the daily rate of pay for substitute teachers, including long term substitutes. The latter will be granted such additional benefits as approved by the District.

## PROFESSIONAL STAFF JOB-SHARING

Final approval of all job-sharing agreements rests with the Superintendent.

Criteria:        Certification at appropriate grade level  
                     2 years of satisfactory evaluations  
                     Compatible teaching styles

1. Both teachers will jointly attend Open House night.
2. All duties (e.g. staff development, staff meetings, planning, report cards, progress reports, parent teacher conferences) will be shared equally with the specifics to be determined by the Team (comprised of the two teachers and the building Principal, and/or department head) according to the building schedule.
3. The school-year schedule of each partner will be determined by the Team and the Superintendent in consideration of what is deemed to be in the best interest of the students.
4. Both teachers will meet with the Principal as necessary.
5. The Team will meet to review the effectiveness of the job sharing arrangement annually for the first three years. Beginning with the fourth year the program will be reviewed biannually. If the Principal deems it in the best interest of the students, he/she may terminate the arrangement at any time, with a minimum of two weeks notice to the partners.
6. In the event one partner takes a leave of absence, the remaining teacher will be offered the full-time responsibilities of the classroom position. If the remaining teacher is unable to assume full-time teaching, then a long-term substitute teacher will be appointed. Upon entering into a job-sharing agreement the Team will agree which member will assume the full-time teaching responsibility should the arrangement be terminated for any reason.
7. The job-sharing teachers will remain on their regular evaluation cycle.
8. Both teachers will receive the following:

Compensation will be based on each partner's Full Time Equivalent. Sick leave will be prorated based on each partner's FTE. Seniority will be prorated based on each partner's FTE. Personal time will be prorated based on each partner's FTE. Full step credit will be granted for each year of part-time service.

All members of the Team and the Superintendent will sign off annually on the above provisions.

## **STAFF DEVELOPMENT**

All staff members will be encouraged to seek opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from peers and supervisors.

Opportunities for professional growth may be provided through such means as the following:

1. Planned in-service programs and workshops offered within the school system; these may include participation by outside consultants.
2. Membership on curriculum development committees drawing personnel from within and outside the school system.
3. Approved release-time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
4. Leaves of absence for graduate study, research, and travel.

The Superintendent has authority to approve or deny release-time for conferences and visitations, and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

LEGAL REFS.: M..G.L. 71:38G

Contractual Refs: Units A &B Article XXI, XXIII, XXIV  
Unit C: Article XX, XXII, XXIII  
Title I: Article XVI, XVII, XVIII

## **PHILOSOPHY OF STAFF DEVELOPMENT**

All staff members will be encouraged in and provided with suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors.

Opportunities for professional growth may be provided through such means as the following:

1. Planned in-service programs and workshops offered within the school system from time to time; these may include participation by outside consultants.
2. Membership on curriculum development committees drawing personnel from within and without the school system.
3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
4. Leaves of absence for graduate study, research, and travel.
5. Partial payment of tuition for approved courses.

The Superintendent will have authority to approve or deny released time for conferences and visitations and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

## PROFESSIONAL TEACHER STATUS

**Teachers and certain other professional employees who have served in the School District for three consecutive years shall be entitled to professional teacher status.** The Superintendent, upon recommendation of the Principal, may award such status to a teacher who has served in the Principal's school for not less than one year or a teacher who has obtained such status in any other public school district in the Commonwealth. The Superintendent will base his/her decisions on the results of evaluation procedures conducted according to Committee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by **June 15** or at an earlier date if required by a collective bargaining agreement.

A teacher who attains professional teacher status will have continuous employment in the service of the school system. A teacher with professional teacher status whose position is abolished by the School Committee may be continued in the employ of the school system in another position for which he/she is legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which he/she is not legally qualified.

Established by law and Committee policy

LEGAL REFS.: M.G.L. 71:38; 71:38G; 71:38H; 71:41; 71:42; 71:43

## **PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

The basic consideration in the assignment of professional staff members will be the needs of the students and the instructional program.

Therefore, the assignment and transfer of professional staff members will be accomplished by the Superintendent on the basis of the employee's qualifications, the needs of the school system, and the employees' expressed desires.

Care will be exercised by the Superintendent to assure that all schools are staffed with effective teachers.

Within an individual school, the building administrator will have the authority to assign classes and courses, provided this is done with full regard for the teacher's area of certification and the policies delineated above.

CONTRACT REF.: Teachers' Agreement



## **PROFESSIONAL STAFF TIME SCHEDULES**

### Administrators

The nature of the duties and responsibilities of administrators and supervisors will require their hours of work to vary and extend as necessary to fulfill the requirements of their positions.

During the course of their contract year, all administrators will be expected to work during the hours and on the days that the Superintendent's office is open unless special arrangements have been made with the Superintendent. On days schools are closed because of bad weather or other emergencies, all staff members, except those who work only on teacher work days, are required to report to work as soon as they are able to do so.

The working year for administrators will be established individually through their contracts.

### Teachers

Teachers' work day and work year will be as defined in the applicable collective bargaining agreement.

On days when opening of school is delayed due to weather conditions, teachers are required to report to work as soon as they are able to do so.

The working year for teachers will be established with The Education Association of Natick in conjunction with the Committee's adoption of the school calendar.

LEGAL REF.: M.G.L. 71:80

CONTRACT REF.: Units A and B Article XII  
Unit C Article XI  
Title I Article XI

## **EVALUATION OF PROFESSIONAL STAFF**

In order to assure a high quality of teacher and administrator performance and to advance the instructional programs of the schools, a continuous program for teacher and administrator evaluation will be established by the School Committee. The evaluation process will provide a positive and beneficial experience for teachers and administrators and will enhance the learning environment for students.

The evaluation process will include:

1. The development and periodic review of techniques and procedures for evaluating professional staff.
2. Interpretation of the information gained in the evaluative process in terms of the objectives of the instructional program.

Evaluation of staff covered by a collective bargaining agreement will be conducted according to the applicable provisions therein.

Administrative staff (i.e. principals and central office administrators) will be evaluated every 2 years. New administrative staff will be evaluated every year for the first three years of employment.

CONTRACT REF.: Units A and B Article XIV  
Unit C Article XH  
Title I Article XII

LEGAL REFS.: M.G.L. 69:1B; 71:38; 71:38Q; 150E; 152B  
603 CMR 35:00

## **RESIGNATION OF PROFESSIONAL STAFF MEMBERS**

Professional staff members may discontinue their service in the school system during the school year by submitting a written notice of intent to resign to the appropriate hiring authority.

Such written notice of intent to resign will be given to the Superintendent. The staff member will be notified in writing of the Superintendent's action on the resignation.

When a resignation is accepted by the Superintendent the employee may be expected to continue in service at his or her assigned duties for a period of 30 days after submission of the resignation.

## **RETIREMENT OF PROFESSIONAL STAFF MEMBERS**

Annually, the Superintendent will inform the Committee of the professional staff members who have indicated their intention to retire at the end of the current school year. No further School Committee action is necessary unless approval is needed for the payment of or participation in continued local benefits.

LEGAL REF.:           Age Discrimination in Employment Law, P.L. 95-256

CONTRACT REF.:   Teachers' Contract

## SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

The Superintendent will strive to assist personnel to perform their duties efficiently. However, the **Superintendent** may dismiss any employee in accordance with state law. Further, the Committee recognizes the constitutional rights of the District's employees and assures them the protection of due process of law. To guarantee such rights, a system of constitutionally and legally sound procedures will be followed in each case of suspension or dismissal of an employee.

When the Superintendent or a Principal determines that sufficient cause exists that a professional employee be suspended or dismissed from service in the school system, he or she will:

1. Be certain that each such case is supported by defensible records.
2. Determine if the individual is to be suspended immediately with the understanding that the suspension will be subject to restoration of salary and position if an appeal is decided in favor of the individual.
3. Follow the procedures for dismissal or suspension that are contained in applicable laws as well as those included in the current agreement with the teachers' bargaining unit.
4. Provide the individual involved with a written statement that will:
  - a. Indicate whether the action the Superintendent is taking is dismissal or suspension.
  - b. State the reason for the suspension or dismissal.
  - c. Guarantee that all procedures will be in accordance with due process of law.
  - d. Inform employees who have a right to request a hearing under appropriate laws that they may be represented at such a hearing by counsel of their choice.

LEGAL REFS.: M.G.L. 71:42; 71:42D

## **PRIVATE TUTORING FOR PAY**

Definition: "Tutoring" means giving private instruction or help to an individual or group for which the teacher receives remuneration other than through the School Committee.

Tutoring is not to be recommended for a student unless the appropriate teacher of the student involved is consulted and agrees that it will be of real help. If tutoring seems advisable, the Principal may give the parents/guardians a list of persons who are willing to tutor. This list may include teachers, but not the student's teacher of the subject in which he/she or she is to be tutored.

Tutoring for pay is not to be done in the school building.

## **SUPPORT STAFF POSITIONS**

Education is a cooperative enterprise in which all employees of the school system must participate intelligently and effectively for the benefit of the children. This school system will employ support staff members in positions that function to support the education program.

All support staff positions will be established initially by the School Committee. In each case, the Superintendent will submit for the School Committee's consideration and approval, a job description including wages and benefits for the position.

Although positions may remain temporarily unfilled, or the number of persons holding the same type of position reduced or increased due to system needs, only the Committee may abolish a position it has created.

**NOTE: Support staff job descriptions and job specifications are available for review in the Superintendent's office.**

## **SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS**

In establishing rates of compensation for support staff, the School Committee will take into account the responsibilities of the position, the qualifications needed, past experience and years of service in the school department.

Compensation plans for support staff will be reviewed at least once every three years. Such review, where applicable, will be carried out in connection with negotiations with representatives of recognized bargaining units. The master agreements with these units will be considered appendices to this manual and will have the full force of School Committee policy.

The rates of pay for staff not covered by collective bargaining agreements will be initially set by the School Committee and reviewed annually.

LEGAL REF.: M.G.L. 71:38

CONTRACT REFS.:     Teacher Assistants Unit ARTICLE XII  
                          Association of Secretaries and Clerks ARTICLE VII  
                          Maintenance and Custodial Employees ARTICLE VII  
                          Cafeteria Employees ARTICLE VII

CROSS REF.:         GDB subcodes (all relate to compensation)



## **SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS**

In establishing rates of pay and levels of compensation for support staff personnel, the School Committee will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the school department.

Compensation plans will be reviewed annually for all categories of staff. Such review, where applicable, will be carried out in connection with negotiations with representatives of recognized bargaining units. The master agreements with these units will be considered appendices to this manual and will have the full force of School Committee policy.

The School Committee will set the rates of pay for personnel not covered by collective bargaining agreements.

### Overtime

Support staff employees will be paid overtime wages for work performed in excess of 40 hours in a work week.

In counting hours for the purpose of allowing overtime work and pay, supervisors will consider sick leave, vacation time, and holidays as time worked.

Every effort must be made to minimize overtime by scheduling duties during the regular workday. Overtime will be authorized only by the Superintendent and only to cover emergency situations. All such work will be assigned on a fair and equitable basis.

LEGAL REF.: M.G.L. 71:38

CONTRACT REFS.: All Contracts

## **SUPPORT STAFF SUPPLEMENTARY PAY PLANS**

Support staff employees will be paid overtime wages for work performed in excess of 40 hours in a work week as per the Fair Labor Standards Act. Support staff employees may also be eligible for contractual overtime as per the conditions of their collective bargaining agreement.

Every effort must be made to minimize overtime by scheduling duties during the regular work day. Overtime will be authorized only by the Superintendent. All such work will be assigned on a fair and equitable basis.

LEGAL REF'S: Fair Labor Standards Act  
455 CMR Section 2.01(4) and 2.03(3)

CONTRACTUAL REF'S: Teacher Assistants Unit ARTICLE XII  
Association of Secretaries and Clerks ARTICLE VII  
Maintenance and Custodial Employees ARTICLE VII  
Cafeteria Employees ARTICLE VII

## **SUPPORT STAFF LEAVES AND ABSENCES**

Leaves and absences accorded to the support staff will be for the purposes of helping them maintain their physical health, take care of family and other personal emergencies and discharge important and necessary obligations.

All requests for long-term leaves of absence will be submitted to the Superintendent.

Support staff will be granted leaves in accordance-with the terms of the agreements with recognized bargaining units.

Leave benefits granted to employees who are not members of a recognized bargaining unit will be listed on a benefit sheet specific to the particular position. Every effort will be made to ensure such benefits are comparable to those granted employees in similar positions that are covered by collective bargaining agreements.

LEGAL REF.: M.G.L. 149:105D; 71:41A

CONTRACT REFS.: Teacher Assistants Unit ARTICLE XVI, XVII, XVIII, XX  
Association of Secretaries and Clerks ARTICLE VIII, X, XVI, XVII, XVIII.  
Maintenance and Custodial Employees ARTICLE VII, VIII, XL  
Cafeteria Employees ARTICLE IX, X, XII

## **SUPPORT STAFF VACATIONS AND HOLIDAYS**

### Holidays

The school calendar, as adopted by the School Committee, establishes holidays and school recess periods for school-year employees.

School year and full-year employees will be granted paid holidays as provided in any applicable collective bargaining agreement.

Leave benefits granted to non-represented employees will be listed on benefit sheets specific to the particular position. Every effort will be made to ensure such benefits are comparable to those granted employees in similar positions that are covered by collective bargaining agreements.

Employees are expected to report to work during school recess periods unless days during these periods are considered official and designated as paid holidays by the School Committee.

### Vacations

Full-year employees are eligible for paid vacation time as per the provisions of their applicable collective bargaining agreement. Non represented employees will be granted vacation comparable to that granted employees in similar positions that are covered by collective bargaining agreements.

CONTRACTUAL REF'S:     Association of Secretaries and Clerks: ARTICLE XIII,XIV  
                                 Maintenance and Custodial Employees ARTICLE IX, X  
                                 Cafeteria Employees ARTICLE XI

LEGAL REFS.:            M.G.L. 4:7; 136:12

## **SUPPORT STAFF RECRUITING/POSTING OF VACANCIES**

The School Committee will establish support staff positions in the school system on the basis of need. The recruitment and selection of candidates for such positions will be the responsibility of the Principal, for building based positions and the Superintendent for district-wide positions.

All support staff vacancies will be made known to all support staff as per the conditions of any applicable collective bargaining agreement.

CONTRACTUAL REF'S:   Teacher Assistants Unit ARTICLE X  
                                  Secretaries and Clerks ARTICLE IX  
                                  Maintenance and Custodial Employees ARTICLE V  
                                  Cafeteria Employees ARTICLE VIII

## **SUPPORT STAFF HIRING**

All candidates will be considered on the basis of their merits, qualifications, and the needs of the school system. In each instance, the Superintendent and others playing a role in the selection process will seek to employ the best qualified person for the job.

Vacancies in positions will be filled by the Superintendent and/or the Principal in accordance with the law and in compliance with the applicable collective bargaining agreement.

CONTRACTUAL REFS:     Teacher Assistants Unit Article X  
                                 Association of Secretaries and Clerks Article IX  
                                 Maintenance and Custodians Article V  
                                 Cafeteria Employees Article VIII

LEGAL REFS.:             M.G.L. 71:55B; 71:59B; 264:14

## **SUPPORT STAFF PROBATION**

The probationary period for employees covered by a collective bargaining agreement will be as provided therein.

Employees not covered by a collective bargaining agreement are, at all times, employees at-will except to the extent their right to employment may be protected by federal or state statute or by a written individual employment contract signed by both the employee and an authorized representative of the School District. The first six months any such employee spends in a position will be an adaptive period during which time the employee will be assisted and supervised in adapting to the job and his/her ability to so adapt will be monitored. Should the employee at any such time during this six month period not make satisfactory progress in adapting, a new employee will be released and an employee transferred from another position will normally be returned to that position if available.

CONTRACTUAL REFS.:   Teacher Assistants, ARTICLE XXI  
                              Secretaries and Clerks ARTICLE IX  
                              Custodians and Maintenance ARTICLE V  
                              Cafeteria Employees ARTICLE VIII

## **SUPPORT STAFF ASSIGNMENTS AND TRANSFERS**

The Superintendent will make district-wide assignments and transfers of support staff members for the efficient operation of the school department.

The Principal is responsible for assigning support staff in his/her own building.

The preferences of employees will be taken into consideration in making assignments and transfers; however, the best interests of students and the school system will be given priority.

CONTRACT REFS.:	Cafeteria Employees ARTICLE II, VIII
	Teacher Assistants ARTICLE III, X
	Custodians and Maintenance, ARTICLE II, V
	Secretaries and Clerks ARTICLE III, IX



## **SUPPORT STAFF TIME SCHEDULES**

The work day and the work year for members of the support staff will be as set forth in any applicable collective bargaining agreement.

Specific time schedules for support staff members will be set by the appropriate administrators. Administrators will inform the Superintendent of the assigned schedules.

CONTRACTUAL REFS.:   Teacher Assistants ARTICLE VIII  
                              Secretaries and Clerks, ARTICLE XV  
                              Custodians and Maintenance, ARTICLE XI  
                              Cafeteria Employees, ARTICLE VII

## **EVALUATION OF SUPPORT STAFF**

The purpose of the Natick Public Schools' performance evaluation process for support staff is to ensure the periodic communication between an employee and supervisor in order to improve performance. Support staff are evaluated annually by their immediate supervisor and the building Principal. Goals are set by the employee and supervisor for each school year and reviewed at the end of the evaluation cycle. The evaluation year begins on the first teacher day of the school year and ends on the day prior to the first teacher day of the subsequent school year.

A copy of each evaluation report shall be furnished to the employee who shall have the right to discuss same with the evaluator(s). The employee shall sign the evaluation to indicate receipt, but such signature shall in no way indicate agreement with the content thereof.

CONTRACTUAL REF'S:   Teacher Assistants Article IX

## **SUPPORT STAFF PROMOTIONS**

The School District encourages non-represented employees to pursue promotional opportunities. When hiring, preference will be given to qualified applicants from within the school system, provided their qualifications are equal to those of other applicants. However, the best qualified person from among all who apply within and without the school system will be selected.

## **RETIREMENT OF SUPPORT STAFF MEMBERS**

All full-time non-instructional personnel are required to participate in the Commonwealth of Massachusetts Retirement System.

Periodically, the Superintendent will present to the Committee the names of support staff members who have indicated their intentions to retire.

LEGAL REFS.: Age Discrimination in Employment Law, P.L. 95-256

## **SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS**

Support staff employed by the School District may be terminated by the Principal of the building in which they serve, with the approval of the Superintendent. However, employees may request the Superintendent to review the circumstances of their termination.

In the event of failure to perform as required, the Superintendent may immediately suspend or terminate employment depending upon agreement language.

Support staff employees may or may not be given prior notice of their dismissal depending upon the circumstances.

The Superintendent, or the Principal, with the approval of the Superintendent, may also suspend/remove employees from their individual assignments.

SOURCE: MASC September 2016

Revised and Approved by the Natick School Committee on May 2, 2022

**SECTION H**  
**NEGOTIATIONS**

<b>HA</b>	<b>NEGOTIATIONS GOALS</b>
<b>HB</b>	<b>NEGOTIATIONS LEGAL STATUS</b>
<b>HF</b>	<b>SCHOOL COMMITTEE NEGOTIATING AGENTS</b>

## **NEGOTIATIONS GOALS**

The School Committee recognizes that education is a public trust; it therefore is dedicated to providing the best possible educational opportunities for the young people of this community. In negotiations, this objective may be best attained if there is a climate of mutual trust and understanding between the negotiating parties.

The School Committee believes that the best interests of public education will be served by establishing procedures that provide an orderly method for the School Committee and representatives of the staff to discuss matters of common concern.

It is further recognized that nothing in negotiations will compromise the School Committee's legal responsibilities nor will any employee's statutory rights and privileges be impaired.

## **NEGOTIATIONS LEGAL STATUS**

All negotiations between the School Committee and recognized employee groups are conducted subject to Chapter 150E of the Massachusetts General Laws. The legal status of negotiations is denned in part by Section 2 of that chapter, as follows:

Employees shall have the right of self-organization and the right to form, join, or assist any employee organization for the purpose of bargaining collectively through representatives of their own choosing on questions of wages, hours, and other terms and conditions of employment, and to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection, free from interference, restraint, or coercion. An employee shall have the right to refrain from any or all of such activities, except to the extent of making such payment of service fees to an exclusive representative as provided in section twelve.

Basic to all employer/employee negotiations is the concept of "bargaining in good faith." It is the legal responsibility of both the School Committee and employee organizations to bargain in good faith as they conduct negotiations. However, such obligation does not compel either party to agree to a proposal or make a concession.

Established by law

LEGAL REF.:       M.G.L. 150E:1 et seq.  
                      M.G.L. 150E:12



## **SCHOOL COMMITTEE NEGOTIATING AGENTS**

The School Committee is responsible for negotiations with recognized employee bargaining units and for appointing members of administration to serve on the negotiating team. For purposes of collective bargaining, the Town Administrator shall participate and vote as a member of the School Committee. However, because of the expertise and time required for negotiations, the School Committee may hire a negotiator to bargain in good faith with recognized bargaining units to help assure that mutually satisfactory agreements on wages, hours, and other terms and conditions of employment will be developed.

The School Committee will appoint the negotiator and the fee or salary for his/her services will be established in accordance with the law at the time of appointment.

The duties of the negotiator will be as follows:

1. To negotiate in good faith with recognized bargaining units to arrive at a mutually satisfactory agreement on wages, hours and working conditions of employees represented by the units.
  - a. The negotiator may recommend members of the administration to serve on the negotiating team. They will not be members of any unit that negotiates with the Committee and their participation in negotiations must be recommended by the Superintendent and approved by the School Committee.
  - b. He/she will direct accumulation of necessary data needed for negotiations, such as comparative information.
  - c. He/she will follow guidelines set forth by the School Committee as to acceptable agreements and will report on the progress of negotiations.
  - d. He/she will make recommendations to the School Committee as to acceptable agreements.
2. The negotiator will interpret the signed negotiated contracts to administrators and may be called upon to offer advice on various aspects of contract administration during the terms of the contracts with employee organizations.

LEGAL REF.:           M.G.L. 71.37E  
                              M.G.L. Ch. 150E, Section 1

**SECTION I**  
**INSTRUCTION**

<b>IB</b>	<b>ACADEMIC FREEDOM</b>
<b>IC/ICA</b>	<b>SCHOOL YEAR/SCHOOL CALENDAR</b>
<b>ICFA</b>	<b>LEVELED COURSES POLICY</b>
<b>ID</b>	<b>SCHOOL DAY</b>
<b>IE</b>	<b>ORGANIZATION OF INSTRUCTION</b>
<b>IGA</b>	<b>CURRICULUM DEVELOPMENT</b>
<b>IGB</b>	<b>SUPPORT SERVICES PROGRAMS</b>
<b>IGD</b>	<b>CURRICULUM ADOPTION</b>
<b>IHA</b>	<b>BASIC INSTRUCTIONAL PROGRAM</b>
<b>IHAE</b>	<b>PHYSICAL EDUCATION</b>
<b>IHAI</b>	<b>OCCUPATIONAL EDUCATION</b>
<b>IHAM</b>	<b>HEALTH EDUCATION</b>
<b>IHAM-R</b>	<b>HEALTH EDUCATION</b>
<b>IHAMA</b>	<b>SEX EDUCATION NOTIFICATION</b>
<b>IHAMB</b>	<b>TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS</b>
<b>IHB</b>	<b>SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS</b>
<b>IHBA</b>	<b>PROGRAMS FOR STUDENTS WITH DISABILITIES</b>
<b>IHBAA</b>	<b>OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS</b>
<b>IHBD</b>	<b>COMPENSATORY EDUCATION</b>
<b>IHBEA</b>	<b>ENGLISH LANGUAGE LEARNERS</b>
<b>IHBF</b>	<b>HOMEBOUND INSTRUCTION</b>
<b>IHBG</b>	<b>HOME SCHOOLING</b>

<b>IHBH</b>	<b>ALTERNATIVE SCHOOL PROGRAMS</b>
<b>IHCA</b>	<b>SUMMER PROGRAMS IJ INSTRUCTIONAL MATERIALS</b>
<b>IJ</b>	<b>INSTRUCTIONAL MATERIALS</b>
<b>IJ-R</b>	<b>RECONSIDERATION OF INSTRUCTIONAL RESOURCES</b>
<b>IJJ</b>	<b>INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION</b>
<b>IJK</b>	<b>SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION</b>
<b>IJL</b>	<b>LIBRARY MATERIALS SELECTION AND ADOPTION</b>
<b>IJLA</b>	<b>LIBRARY RESOURCES</b>
<b>IJM</b>	<b>SPECIAL INTEREST MATERIALS SELECTION AND ADOPTION</b>
<b>IJND</b>	<b>CURRICULUM AND INSTRUCTION – ACCESS TO ELECTRONIC MEDIA</b>
<b>IJNDB</b>	<b>STUDENT RESPONSIBLE USE POLICY</b>
<b>IJNDC</b>	<b>STUDENT DATA PRIVACY POLICY</b>
<b>IJNDD</b>	<b>SOCIAL MEDIA AND ONLINE COMMUNICATION POLICY OF THE NATICK PUBLIC SCHOOLS</b>
<b>IJOA</b>	<b>FIELD TRIP POLICY</b>
<b>IJOB</b>	<b>COMMUNITY RESOURCE PERSONS/SPEAKERS</b>
<b>IJOC</b>	<b>SCHOOL VOLUNTEERS</b>
<b>IK</b>	<b>STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS</b>
<b>IKB</b>	<b>HOMEWORK POLICY</b>
<b>IKE</b>	<b>PROMOTION AND RETENTION OF STUDENTS</b>
<b>IKF</b>	<b>GRADUATION REQUIREMENTS</b>

<b>IL</b>	<b>EVALUATION OF INSTRUCTIONAL PROGRAMS</b>
<b>ILBA</b>	<b>DISTRICT ASSESSMENTS</b>
<b>IMB</b>	<b>TEACHING ABOUT CONTROVERSIAL ISSUES/ CONTROVERSIAL SPEAKERS</b>
<b>IMD</b>	<b>SCHOOL CEREMONIES AND OBSERVANCES</b>
<b>IMG</b>	<b>ANIMALS IN SCHOOL</b>

## **ACADEMIC FREEDOM**

The School Committee seeks to educate students in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.

Fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate example the basic objectives of a democratic society as set forth in the Constitutions of the United States and the Commonwealth.

LEGAL REF.: Constitution of the Commonwealth of Massachusetts

## **SCHOOL YEAR/SCHOOL CALENDAR**

The school calendar for the ensuing year will be prepared by the Superintendent and submitted to the School Committee for approval annually. The number of days and/or instructional hours scheduled for the school year will be determined in accordance with the following standards set by the Massachusetts Board of Education:

1. Elementary schools will operate for a minimum of 180 days and a minimum of 900 hours per school year of learning time. Structured learning time, as defined in 603 CMR 27.02, will be the focus of that time. Time scheduled for school lunch, passing between classes, homeroom and recess will not count toward meeting the minimum learning time requirement.
2. Middle and High Schools will operate for a minimum of 180 days and a minimum of 990 hours per school year of learning time (as defined in 603 CMR 27.02).

For the information of staff, students, and parents, the calendar will set forth the days the Natick Schools will be in session; federal/state holidays and vacation periods; major religious holidays; staff development days; and parent conferences.

LEGAL REFS:        M.G.L 4:7; 15:1G; 71:1; 71:4A; 71:73; 136:12  
                         603 CMR 27.02

Cross Ref:        IKB, JHA

Adopted by the Natick School Committee – February 27, 2023

## **LEVELED COURSES POLICY**

For any class that is leveled below the 9<sup>th</sup> grade, the administration shall ensure that two sets of qualifying criteria are established. One shall be Placement Criteria, and the other shall be Override Criteria. Placement Criteria shall be used to determine the recommended placement of students. Override Criteria shall be used to authorize students and their families to override the placement recommendation in order for the student to be placed in a more accelerated or advanced level. The Override Criteria shall be set so as to allow override choices to all students for whom analysis of historical data, or in the absence of historical data the professional judgment of a task force of teachers and administrators, indicates a preponderant prospect of success at the accelerated level.

## **SCHOOL DAY**

The length of the school day is established in the collective bargaining agreements with the various school unions. The specific opening and closing times of the schools will be recommended by the Superintendent and set by the Committee.

The Superintendent is authorized to make minor changes in opening and closing times to simplify transportation scheduling; however, major changes in schedules will be subject to Committee approval.

Parents and guardians will be informed of the opening and closing times set by the Committee. To help insure the safety of all children, parents will also be notified that students will not be admitted into the school building until 20 minutes prior to the start of the official day unless bus schedules require earlier admittance.

LEGAL REFS.:       M.G.L. 15:1G; 69:1G; 71:59  
                          Board of Education Regulations for School Year and Day, effective 9/1/75



## **ORGANIZATION OF INSTRUCTION**

The District offers a diversified educational program compatible with the needs of the community and state standards.

The organizational plan is designed to facilitate the philosophy of educating every student, each to his/her fullest potential.

The structure will consist of multiple levels (for example, Primary/Elementary, Middle and Secondary levels).

The Primary/Elementary level includes schools with kindergarten through grade four. The Middle level consists of schools for grades five, six, seven and eight. The Secondary level consists of schools with grades nine, ten, eleven, and twelve.

Special education services are integrated across each grade level in all schools.

The organization is designed to meet the standards established within the Common Core Standards as required by the State Dept. of Elementary and Secondary Education and to serve the needs of all students.

## **CURRICULUM DEVELOPMENT**

Constant adaptation and development of the curriculum is necessary if the District is to meet the needs of the students in its schools. To be successful, curriculum development must be a collaborative enterprise involving staff and administrators utilizing their professional expertise.

The Committee expects its faculty and administration to regularly evaluate the education program and to recommend modifications of practice and changes in curriculum content as well as the addition or deletion of courses to the instructional program.

LEGAL REF.:       M.G.L. 69:1E  
                      603 CMR 26:05

## **SUPPORT SERVICES PROGRAMS**

To support the classroom activities and other instructional needs of the District, various educational services as listed shall be provided. The Support Services staff will work in cooperation with building staff and the administration of the District in (1) the coordination and the supervision of the curriculum implementation of the instructional program, and (2) support services programs.

### Curricular Supervision and Coordination

Coordinating personnel for specific curricular areas shall be assigned by the administration. These coordinators shall assist in the organization, supervision, and coordination of subject material and activities in the schools.

### Support Services

The designated administrator responsible for pupil services shall be responsible for all services for students who are not eligible for special education assistance, such as psychological services, speech correction, homebound and hospital teaching and such other programs as may be assigned.

CROSS REF.:           ACE, Nondiscrimination on the Basis of Handicap

## **CURRICULUM ADOPTION**

The School Committee will rely on its professional staff to design and implement instructional programs and courses of study that will forward the educational goals of the school system.

The Superintendent will have authority to approve new programs and courses of study after they have been thoroughly studied and found to support educational goals. The Committee itself will consider, and officially adopt, new programs and courses when they constitute an extensive alteration in instructional content or approach.

The Committee wishes to be informed of all new courses and substantive revisions in curriculum. It will receive reports on changes under consideration. Its acceptance of these reports, including a listing of the high school program of studies, will constitute its adoption of the curriculum for official purposes.

LEGAL REF.:           M.G.L. 71:1; 69:1E

## **BASIC INSTRUCTIONAL PROGRAM**

State law requires that schools:

. . . shall give instruction and training in orthography, reading, writing, the English language and grammar, geography, arithmetic, drawing, music, the history and Constitution of the United States, the duties of citizenship, health education, physical education and good behavior...

The law further states that American history and civics, including the Constitution of the United States, the Declaration of Independence, the Bill of Rights, local history and government will be taught as required subjects in the public schools.

Physical education is compulsory for all students, except that no student will be required to take part in physical education exercises if a physician certifies in writing that such exercises would be injurious to the student.

### The Fundamental Skills

The business of the schools is to equip all children with the skills, tools, and attitudes that will lay the basis for learning now and in the future. This means giving highest priority to developing skills in reading, writing, speaking, listening, and solving numerical problems.

The first claim of the community's resources will be made for the realization of these priorities. School dollars, school talent, school time, and whatever innovation in program is required must be concentrated on these top-ranking goals. No student should be bypassed or left out of the school's efforts to teach the fundamental skills. Schooling for basic literacy must reach all students, in all neighborhoods, and from all homes.

LEGAL REFS.:       M.G.L. 71:1,2,3; 71:13  
                      603 CMR 26:05

## **PHYSICAL EDUCATION**

The School Committee will attempt to provide every student with an opportunity for wholesome and enriched educational experiences. It is the Committee's belief that the following basic aims and objectives of the physical education program will contribute to this goal:

1. To aid the development of the entire student so that a well trained mind may function properly in a healthy body.
2. To encourage student participation in vigorous physical activity while in school, and to teach the skills of those activities so that they will have a carry-over value for later activities in every day life.
3. To increase appreciation of physical fitness and its importance in regard to good health.
4. To impress upon students the importance of integrating one's mind, body and attitude in preparing to face the obligations of a complex society.

LEGAL REFS.: M.G.L. 71:1; 71:3  
Board of Education Regulations Pertaining to Physical Education, adopted  
4/25/78, effective 9/1/78  
603 CMR 26:05

## **OCCUPATIONAL EDUCATION**

The School Committee recognizes that students in kindergarten through grade 12 should:

1. Be afforded the opportunity to be informed about the world of work.
2. Be aware of the many vocations available to them.
3. Develop a respect for the dignity of work.
4. Be allowed the opportunity to develop an understanding regarding the technical, consumer, occupational, recreational and cultural aspects of industry and technology; they should also be afforded the opportunity to develop skills related to such aspects through creative problem solving experiences.

LEGAL REFS.:       M.G.L. 71:37K; 71:38A, 38C, 38D, 38F; 74:1 et seq.  
                          Board of Education Chapter 74 Regulations, adopted 6/28/77, effective 9/1/77  
                          603 CMR 26.04

## **HEALTH EDUCATION**

Good health depends upon continuous life-long attention to scientific advances and the acquisition of new knowledge.

The School Committee believes that the greatest opportunity for effective health education lies within the public schools because of their potential to reach children at the age when positive, lifelong health habits are best engendered and because the schools are equipped to provide qualified personnel to conduct health education programs.

The School Committee is committed to a sound, comprehensive health education program as an integral part of each student's general education. Health education will be taught as a separate academic discipline in grades K through 6 and as a separate class in grade 7 and 10.

The health education program will emphasize a contemporary approach to the presentation of health information, skills, and the knowledge necessary for students to understand and appreciate the functioning and proper care of the human body. Students also will be presented with information regarding complex social, physical and mental health problems, which they might encounter in society. In an effort to help students make intelligent choices on alternative behavior of serious personal consequence, health education will examine the potential health hazards of social, physical and mental problems existing in the larger school-community environment.

In order to promote a relevant, dynamic approach to the instruction of health education, the School Committee will continue to stress the need for curricular, personnel, and financial commitments that are necessary to assure the high quality of the system's health education program.

LEGAL REF.: M.G.L. 71:1

Revised & Approved by the Natick School Committee: September 17, 2018



**HEALTH EDUCATION  
(Exemption Procedure)**

Exemption will be granted from a specific portion of health education curriculum on the grounds that the material taught is contrary to the religious beliefs and/or teachings of the student or the student's parent/guardian.

A request for exemption must be submitted in writing to the Principal in advance of instruction in that portion of the curriculum for which the exemption is requested. The request must state the particular conflict involved.

The Principal will confer with the teacher to determine the length of time a student will be exempt. The teacher will develop an alternative activity for which the student will receive credit.

The Principal will inform the parent/guardian of disposition of the request within a reasonable number of school days of receipt of the request.

LEGAL REF.:        M.G.L. 71:1

## **SEX EDUCATION NOTIFICATION**

The Natick Public Schools comprehensive health education curriculum for grades K-12 was developed by our professional staff under the direction of the Director of Health and Physical Education. The overall goal of the curriculum is to promote the health and well being of our students to help them make informed decisions about themselves and others.

Sex education is part of the health education curriculum in grades 5-9 and 10. It includes topics such as puberty, dating, relationships and communication skills, pregnancy, pregnancy options, birth control, sexual harassment, sexual orientation, prevention of HIV/AIDS and other sexually transmitted diseases, and prevention of sexual abuse. Sexuality topics may also be included in other disciplines such as Family Living, Child Development, Biology, and Human Anatomy and Physiology. The instructional materials used in the courses include curriculum packages and videos, guest speakers, and assemblies. The curriculum and materials used may be reviewed by calling the Principal of your child's school or the Director of Health and Physical Education. During the courses and units, students will be able to ask questions which will be answered factually and in an age-appropriate manner. Each student's privacy will be respected and no one will be asked to answer a question or reveal personal information that would cause the student to become embarrassed. Material will be presented in a balanced, factual way that makes it clear that people may have strong religious and moral beliefs about various issues and that those beliefs must be respected.

Under Massachusetts's law and School Committee policy, a parent or guardian may exempt your child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To receive an exemption for your child, simply send a letter to your child's Principal requesting an exemption for your child. No student who is exempted from this portion of the curriculum will be penalized. We may provide an alternative assignment to students who are exempted.

Revised and approved by the Natick School Committee: September 17, 2018

## **TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS**

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12.

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The policy, and any standards and rules enforcing the policy, shall be prescribed by the school committee in conjunction with the superintendent.

This policy shall be posted on the district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REFS.: M.G.L. 71:1;71:96

CROSS REFS: GBEC, Drug Free Workplace Policy  
JICH, Drug and Alcohol Use by Students

**SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS  
(PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)**

The goals of this school system's special education program are to allow each child to grow and achieve at his own level, to gain independence and self-reliance, and to return to the mainstream of school society as soon as possible.

The requirements of Chapter 71B and the Massachusetts General Laws (known as Chapter 766 of the Acts of 1972) and state regulations will be followed in the identification of children with special needs, in referrals for their evaluation, in prescribing for them suitable programs and in assessing their educational progress. In keeping with state requirements, all children with special needs between the ages of three through 21 who have not attained a high school diploma or its equivalent will be eligible for special education.

The School Committee believes that most children with special needs can be educated in the regular school program if they are given special instruction, accommodations and the support they need. These children should also be given the opportunity to participate in the school system's non-academic and extracurricular activities.

The Committee recognizes that the needs of certain children are so great that special programs, special classes or special schools may be necessary. When appropriate programs, services, or facilities are not available within the public schools, the Committee will provide these children with access to schools where such instruction and accommodations are available.

It is the desire of the Committee that the schools work closely with parents in designing and providing programs and services to children with special needs. Parents will be informed, and conferred with, whenever a child is referred for evaluation. In event of any disagreement concerning diagnosis, program plan, special placement, or evaluation, the parents will be accorded the right of due process.

The Committee will secure properly trained personnel to work with the children with special needs. Since the financial commitment necessary to meet the needs of all of these children is extensive, the Committee will make every effort to obtain financial assistance from all sources.

LEGAL REFS.:       The Individuals with Disabilities Ed. Act (PL 108-446, adopted 12/03/04)  
                          Rehabilitation Act of 1973  
                          M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)  
                          Board of Education Chapter 766 Regulations, adopted 10/74, as amended through  
                          7/1/81  
                          603 CMR 28:00 inclusive

## **PROGRAMS FOR STUDENTS WITH DISABILITIES**

In keeping with the intention of the state of Massachusetts to offer educational opportunities to all students that will enable them to lead fulfilling and productive lives, the District shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes.

LEGAL REF.: Rehabilitation Act of 1973, Section 504

## **OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS**

1. Parents/guardians' request to observe their child(ren), current program, or a potential placement must be made at least five days in advance with the Special Education Director or designee and/or Principal.
2. The Special Education Director or designee shall contact the parent/guardian(s) for initial scheduling conversation within five (5) days of receipt of the parents/guardians' request.
3. When a parent/guardian requests an observation of a special needs student or program, the Special Education Director or designee will seek approval from the Director of Special Education and the building principal before it is processed. Such approval may only be withheld for those reasons outlined within law and DESE regulation.
4. The Special Education Director or designee and/or Principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom).
5. The number, frequency, and duration of observation periods will be determined on an individual student basis in accordance with law and regulation. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption, the length of individual observation periods may be limited.
6. If the observer is not the parent/guardian, the parent/guardian must sign a release for the individual to observe.
7. The number of observers at any one time may be limited.
8. The observer will be informed that he/she is not to interfere with the educational environment of the classroom. If his/her presence presents a problem, he/she will be asked to leave. This notice is particularly important, since the presence of parents/guardians can influence both the performance of their child(ren) and those of others.
9. The observer will be asked to submit his/her report of the observation in advance of any follow-up TEAM meeting.
10. The observer will be informed that he/she is there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. He/she is not there to evaluate a teacher's ability to perform his or her contractual job duties.
11. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials which may be part of students' records from plain view. In the event that removal is not possible the observer may be asked to sign a non-disclosure agreement.

12. A school administrator, or designee, also will observe at the same time and take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period. This observation summary will be placed in the student's file and provided to the parent(s) prior to any follow-up TEAM meeting. .

LEGAL REF.: MGL 71B:3  
Massachusetts Department of Elementary and Secondary Education Technical  
Assistance Advisory SPED 2009-2 dated January 8, 2009

CROSS REF.: KI, Visitors to Schools

NOTE: The following quotes from the DESE Advisory are important points of understanding to the implementation of this policy.

“School districts and parents have reported that, typically, observations are between one and four hours. While useful as a general rule, the Department recommends that district policies and practices specify that the duration and extent of observations will be determined on an individual basis. Districts should avoid rigid adherence to defined time limits regardless of the student's needs and settings to be observed. The complexities of the child's needs, as well as the program or programs to be observed, should determine what the observation will entail and what amount of time is needed to complete it. Discussion between school staff and the parent or designee is a good starting point for resolving the issue.”

“The observation law states that districts may not condition or restrict program observations except when necessary to protect:

- the safety of children in the program during the observation;
- the integrity of the program during the observation;
- and children in the program from disclosure by an observer of confidential or personally identifiable information he or she may obtain while observing the program.”

**COMPENSATORY EDUCATION  
(Title 1)**

Title 1 funds shall be used to provide educational services that are in addition to the regular services provided for District students. By adoption of this policy, the School Committee ensures equivalence in the provision of curriculum materials and supplies.

LEGAL REF.: Title 1, Elementary and Secondary Education Act, as amended



## **ENGLISH LANGUAGE LEARNERS**

The District shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Dept. of Elementary and Secondary Education regulations and guidance.

The District shall identify students whose dominant language may not be English through home language surveys that identify a primary home language is other than English (PHLOTE), observations, intake assessments, and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language.

The District shall certify to the Massachusetts Dept. of Elementary and Secondary Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The District shall provide additional information as required by the Massachusetts Dept. of Elementary and Secondary Education to comply with the No Child Left Behind Act.

LEGAL REFS.:        20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in No Child Left Behind Act of 2001)  
                             42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)  
                             603 CMR 14.00

## **HOME/HOSPITAL INSTRUCTION**

A Natick public school student, who, due to documented medical reasons, is confined to home or a hospital for fourteen (14) school days or more during the school year, is entitled to receive home/hospital educational services as described under 603 CMR 28.03(3)(c). Students with chronic illnesses who have recurring home/hospital stays of less than 14 consecutive school days, when such recurrences have added up to or are expected to add up to more than 14 school days in a school year, are also eligible for home or hospital educational services if they are requested and the medical need is documented by the physician. In this context, "Natick public school student" means a student who is enrolled in Natick school district or a charter school, or a student who is being educated with public funds in an educational collaborative or an approved private day or residential special education school.

Once the student's personal physician determines that a student's medical condition will require either hospitalization or home care for not less than 14 school days, the physician must notify the school district responsible for the student in order to begin the home/hospital instruction process. The student's physician must complete a Department of Elementary and Secondary Education form 28R/3 (or equivalent signed statement) and submit it to the student's building principal or other appropriate program administrator. At a minimum, the physician's signed notice must include information regarding:

- The date the student was admitted to a hospital or was confined to home;
- The medical reason(s) for the confinement;
- The expected duration of the confinement; and
- Medical needs of the student that should be considered in planning the home or hospital education services

Revised and approved by the Natick School Committee: October 28, 2019

## HOME SCHOOLING

Massachusetts General Law requires the Natick School Committee to determine that a Home Schooling program meets with minimum standards established for the public schools in Massachusetts prior to approving such a program.

When a parent or guardian of a student between the ages of 6 and 16 wants to establish a home-based educational program for his/her child, the following procedures will be followed in accordance with the law:

- A. Before removing a student from the Natick Public Schools, the parent/guardian must submit written notification of the establishment of the home-based program to the Assistant Superintendent of Curriculum, Assessment and Instruction at least 14 days before the program is established.
- B. The parent/guardian must resubmit notification of the continuation of a home-based program on an annual basis as long as the child or children are being educated in a home-based environment.
- C. The parent/guardian must complete an attendance form provided by Natick delineating the name, age, place of residence, and number of hours of attendance of each child in the home-based program.

The Superintendent or designee will notify parents to produce documentation required by law if there is probable cause to believe the program is not in compliance with the law. Factors to be considered by the Assistant Superintendent in deciding whether or not to approve a home education proposal may be:

- A. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
- B. The competency of the parents to teach the children.
- C. The textbooks, workbooks and other instructional aids to be used by the children, and the lesson plans and teaching manuals to be used by the parents.
- D. Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards.

A student being educated in a home-based program in Natick may have access to public school activities of either a curricular or extra-curricular nature upon approval of the Superintendent or designee.

LEGAL REFS.: M.G.L 69:1D; 76:1, Care and Protection of Charles

## **ALTERNATIVE SCHOOL PROGRAMS**

Some children have great difficulty coping with the conventional school program and as a result will drop out of school. Some children require more support and direct supervision than is reasonably available in conventional school settings. And, some children, along with a highly structured academic experience, require a special focus on life skills and an appropriate vocational involvement.

The School Committee will provide alternative education programs where these needs have been identified, where establishment of such programs is feasible, and where the proposed programs fall within the function normally associated with the public school system.

These alternative educational programs will seek to provide an appropriate academic, social, and vocational experience to aid these young people either to reenter the regular school system, move into another educational setting, or prepare them for successful employment.

LEGAL REFS.:       M.G.L. 71:37I; 71:37J  
                          Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the  
                          Acts of 1974, Regarding Magnet School Facilities and Magnet Educational  
                          Programs, adopted 2/25/75

## SUMMER PROGRAMS

The Natick Public Schools will sponsor a summer program providing opportunities for enrichment and remedial instruction for students in grades 1 through 8, and for remedial instruction at the high school level. The Director of the Natick Summer School, in consultation with the Assistant Superintendent of Curriculum, Instruction and Assessment, will establish the curriculum and reflect the alignment of the Massachusetts Frameworks, whenever possible, and the needs of the students.

### A. Fees:

1. Nominal tuition fees for resident and nonresident pupils will be charged, and changes in those fees will be subject to School Committee approval, with the exception of programs funded by the Federal government and/or other outside agencies.
2. The summer school program will make every effort to provide opportunities for financial assistance; however, the summer school is self-supporting.
3. The Natick Summer School Director will have the right to cancel announced summer courses for insufficient enrollment and refund any fees involved. S/he will also have the right to dismiss a student for disciplinary reasons with no refund of fees; however, any student who has been dismissed from summer school will have the right to due process as outlined in the Summer School Student Handbook.
4. There will be no refunds issued after the first week of classes.

### B. Credits:

1. Remedial/make-up courses for middle and high school students will provide opportunities for students to qualify for promotion and/or credit in areas and subjects where previous work has not met promotional and/or credit standards. Courses taken for improvement of grades or original credit at summer school will have the grades and credits recorded on the Permanent Record Card, but the grades and credits will not be used in determination of Student Grade Point Average (GPA).
2. Teachers for credit courses will be certified and will be sought from among current staff members, whenever possible.

## INSTRUCTIONAL MATERIALS

The School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the School Committee subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the school system. Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the Committee:

1. They must present balanced views of international, national, and local issues and problems of the past, present and future.
2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.
3. They must help students develop abilities in critical reading and thinking.
4. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, physical disabilities, gender identity, or sexual preference.
6. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.
7. They must follow the standards established by the Department of Elementary and Secondary Education.

LEGAL REFS.: M.G.L. 71:48; 71:49; 71:50

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

## **RECONSIDERATION OF INSTRUCTIONAL RESOURCES**

Material that is challenged usually belongs to one of the three basic categories: religion, ideology, or profanity/obscenity. Board policies regarding these areas shall be as follows:

**Religion -- Factual, unbiased material on religions has a place in school libraries.**

**Ideologies -- Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life.**

**Profanity/obscenity -- Materials shall be subjected to a test of literary merit and reality in context using the criteria established.**

When a problem concerning instructional resources in a school arises, the disposition of the problem will be made in a reasonable period of time using District adopted procedures.

In accordance with the statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the students of the parents making the complaint, if they so desire.

If the decision of the School Committee is that the questioned instructional resource be retained, the District will not convene a Review Committee relative to the same complaint for a period of three years. If a substantially different point of view is advanced, it will be investigated. (The period of three years does not apply in this instance).

If an individual or a group undertakes action to keep material from the shelves by checking it out and failing to return it, or by taking turns in keeping it checked out so that it is not available for student use, the Superintendent shall request, in writing, the return of the material. If it is not returned within thirty (30) days, a bill for the current replacement cost of the item shall be rendered to the party holding the item.

After the School Committee has adopted new materials or approved certain methods, that decision will not be reconsidered for a period of three years beginning with the end of the school year when the adoption is made.

## **INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION**

Responsibility for the review and selection of textbooks to be purchased shall rest with Superintendent or designee. The Superintendent or designee is encouraged through the School Committee to establish a review committee to assist in the process to determine the textbooks that best meet the curriculum guidelines of the District. The review committee should include teachers who will use the texts and other staff members as found desirable. Students and parents will be encouraged to serve.

Principles that apply generally to the selection of instructional materials and library materials shall apply to textbooks. Additionally, basic textbooks and textbook support materials shall be chosen:

- To advance the educational objectives of the school system and particular objectives of the course program;
- To contribute toward continuity, integration, and articulation of the curriculum; and
- To establish a general framework for the particular course or program.

Because the instructional purposes of textbooks, as stated above, are of such importance, particular care shall be taken in their selection as to content.

Although many points must be examined, the School Committee directs the staff to be mindful of the following considerations:

- The needs of all learners must be provided for.
- Attention should be given to gender roles depicted in the materials.
- The textbook and textbook support materials should lead the student and teacher beyond the textbook into a wide variety of other materials and educational experiences.
- If the textbook deals with problems and issues of our times, it should present and encourage examination of varied points of view.
- Because textbooks are selected for several years' use, special attention also shall be given their physical characteristics, durability, format and price.

LEGAL REFS.: 71:48; 30B:7; 71:50  
603 CMR 26:05

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials



## **SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION**

The School Committee recognizes that knowledge is changing and expanding and that it may be necessary to use various types of supplementary materials in addition to the basic and fundamental textbooks.

For the purpose of this policy, supplementary materials shall be defined as any instructional materials other than textbooks including, but not limited to, books, periodicals, newspapers, pictures, diagrams, maps, charts, slides, filmstrips, films, records, audiotapes, and suitable technological applications which relate directly to the adopted curriculum.

The School Committee believes that teachers and administrators should have a large role in selection and recommendation of supplementary materials. Teachers are encouraged to use a wide range of learning aids, provided the expense incurred in purchasing these aids remains within the limits of the budget.

LEGAL REF.:           603 CMR 26:05

## **LIBRARY MATERIALS SELECTION AND ADOPTION**

The School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The librarian will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the building Principal subject to the approval of the Superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with Committee policy on complaints about instructional materials.

LEGAL REF.: 603 CMR 26:05

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

## **LIBRARY RESOURCES**

The primary objective of the library/media center is to implement its resources to enrich and to support the educational program of the school.

### Definition of Library Resources

Library resources are those materials, both print and non-print, found in school libraries which support curricular and personal information needs. Print items include books, magazines, newspapers, pamphlets, microfiche or microfilm. Non-print items include films, disc records, filmstrips, slides, prints, audiotapes, videotapes, compact discs, and computer software.

### Criteria for Selection of Library Resources

The criteria for selection of library resources in the District are:

- Needs of the individual student  
Based on knowledge of students  
Based on requests of parents and students
- Needs of the individual school  
Based on knowledge of the curriculum of the school  
Based on requests from the professional staff
- Provision of a wide range of materials on many levels of difficulty with a diversity of appeal and the presentation of different points of view.
- Provision of materials of high artistic quality.
- Provision of materials with superior format.
- Reputable, unbiased, professionally prepared selection aids are consulted as guides.

In accordance with the District's policy of providing instructional materials on opposing sides of controversial issues, it should be noted that neither the media centers nor the District serve as advocates for the ideas expressed in any materials, nor does the presence of any material indicate automatic endorsement of the ideas expressed therein.

### Disclosure of Information/Privacy of Circulation Records

Circulation records shall not be made available to anyone except pursuant to such process, order, or subpoena as may be authorized by law.

### Re-evaluation (Weeding) of Library Resources

The continuous review of library/media center materials is necessary as a means of maintaining a useful and active collection. As new materials are selected and added, some older materials are withdrawn. The responsibility for determining which materials are to be withdrawn rests with the professional staff.

Among the reasons for withdrawing an item are the following:

- Curricular changes have rendered superfluous some materials (or multiple copies of materials) formerly used but no longer in demand.
- Some materials contain factual material that is no longer accurate nor current.
- Some materials intended for recreational reading have become dated or unattractive and are no longer in demand. (Some such books, which are deemed “standards” or “classics”, will be retained even though they rarely circulate).
- Some materials have become worn out, damaged or physically deteriorated and have lost utility and/or appeal.
- Some materials have been superseded by newer items, which present the same information, but in superior format.

Withdrawn library/media center materials are processed in one or more of the following ways:

- Made available to be used as resource or supplementary material by teachers.
- Offered to other media centers in the District, as it is possible that a material, which lacks utility in one building, may have some usefulness in another.
- Contributed to appropriate charitable or educational agencies.
- Discarded, when warranted.

Continuing evaluation is closely related to the goals and responsibilities of library/media centers and is a valuable tool of collection development. This procedure is not to be used as a convenient or expedient means to remove materials presumed to be controversial or likely to be disapproved by segments of the community. Materials are not to be proscribed or removed because of actual or potential partisan or doctrinal disapproval, nor because of the origin, background or views of those contributing to their creation.

## **SPECIAL INTEREST MATERIALS SELECTION AND ADOPTION**

Organizations, institutions, and individuals at times develop materials that are offered to schools free or inexpensively. As a general rule, sponsored materials present a particular point of view, and extreme care must be exercised in evaluating and using them. The responsibility for using sponsored materials, including online resources, rests with the certified staff member who recommends its use. In any questionable instance, the Superintendent or designee should be informed and shall decide whether its use in the best interests of the students.

Sponsored materials must meet the same basic selection criteria as any other learning material, as well as the following special criteria.

Any expression of a point of view should be clearly identified.

Any advertising that appears on or with any material should be in good taste and unobtrusive.

The source of all material should be clearly identifiable.

LEGAL REF.: 603 CMR 26:05

## **CURRICULUM AND INSTRUCTION**

### **Access to Electronic Media**

The Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner.

#### **Safety Procedures and Guidelines**

The Superintendent or designee shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct or electronic communications;
- Preventing unauthorized access, including “hacking” and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors’ access to materials harmful to them.

The District shall provide public notice via handbooks and the internet of, its Internet safety measures.

#### **Permission/Agreement Form**

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

## **Employee Use**

Employees shall use electronic mail only for purposes directly related to work-related activities.

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password.

## **Community Use**

On recommendation of the Superintendent or designee, the Committee shall determine when and which computer equipment, software, and information access systems will be available to the community. Upon request to the Principal or designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent or designee.

## **Disregard of Rules**

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

## **Responsibility for Damages**

Individuals shall reimburse the Committee for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

## **Responding to Concerns**

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

## **Audit of Use**

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent or designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;

2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

LEGAL REFS: 47 USC § 254

CROSS REFS: IJNDB, Responsible Use Policy – Technology



## **Natick Public Schools Student Responsible Use Policy**

### **Student Responsible Use Guidelines**

I understand that the use of technology is a privilege for which I am responsible. When using any NPS Online and Digital Technologies (ODT); I will always be a good digital citizen. I acknowledge that I understand the following:

#### **I am responsible for being prepared for learning.**

- ☐ If issued a school computer, I will arrive at school each day with my computer, a fully charged computer battery, and my charger.
- ☐ I will report any breakage or technical issues to the Technology Services Department (Technology) when they occur and I will be provided a loaner if appropriate and available.
- ☐ While in class, I will free myself of personal distractions and only use technology when instructed by my teacher.

#### **I am responsible for practicing positive Digital Citizenship.**

- ☐ I will practice positive Digital Citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- ☐ I will be honest and respectful in all digital communication.
- ☐ I understand that what I do and post online must not disrupt school activities or compromise school safety and security.
- ☐ I will not spam NPS email lists, which includes creating or forwarding chain letters or pyramid schemes of any type.
- ☐ I will not gamble using the NPS network.
- ☐ While on school premises, I will not knowingly and willfully use any devices or tools (cell phones, hotspots, VPNs) to bypass the NPS network in order to gain access to the internet.
- ☐ I will use NPS technology to access only approved educational content whether on school premises or off.
- ☐ If I find internet content with educational value that is blocked, I will follow the process to request access to those sites:

- 1. Ask a faculty member to submit the unblock request to a Principal/Dean via email.*
- 2. Next, the Principal/Dean must review the site and either approve or deny the request.*

3. If the site is approved for unblocking, the Principal/Dean informs Technology [via email](#).
4. Technology will unblock the site and inform the requester via email once it's available.

- ☐ At the high school, I will only install software from Managed Software Center (MSC) unless otherwise approved. I will follow the process to request an application be added to MSC:

1. Submit a request to Technology [via email](#).
2. Next, Technology reviews the application request.
3. If the application is approved to be added to MSC, Technology will add it and inform the requester via email once it's available.

**I am responsible for keeping personal information private.**

- ☐ I will not share personal information about myself or others including, but not limited to, student ID number, names, home addresses, telephone numbers, birthdates, or visuals such as pictures, videos, and drawings.
- ☐ I will use caution when corresponding with people known only over the internet.
- ☐ I will be aware of privacy settings on websites that I visit.
- ☐ I will be aware that it is my responsibility to check the data privacy agreement of any software tool or website that asks me to set up my own personal account before providing any personally identifiable information.
- ☐ I am aware the school district will take responsibility for verifying the data privacy agreement of any third party system in which the school district creates my student account.
- ☐ I will abide by all laws, this Responsible Use Policy, and all district data privacy and security policies.

**I am responsible for my passwords and my actions when using school-issued accounts.**

- ☐ I will not share any school or district usernames and passwords with anyone.
- ☐ I will not access the account information of others.
- ☐ I will log out of unattended equipment and accounts in order to maintain privacy and security.

**I am responsible for my verbal, written, and artistic expression.**

- ☐ I will use school appropriate language in all electronic communications including but not limited to email, social media posts, audio recordings, video conferencing, and artistic works.
- ☐ I am responsible for treating others with respect and dignity, including, but not limited to their work.

- ☐ I will not send and/or distribute hateful, discriminatory, illicit, or harassing digital communications or any communication that constitutes a criminal offense.
- ☐ I understand that bullying in any form, including cyberbullying, is unacceptable.
- ☐ I will ensure that I am properly using and citing copyrighted software and materials.
- ☐ I will not download illegally obtained music, software, apps, and other works.
- ☐ I understand all NPS trademarks, logos and symbols are for school district use only. Please refer to [http://www.natickps.org/contact/communications/district\\_logos](http://www.natickps.org/contact/communications/district_logos) for approval directions.

**I am responsible for taking all reasonable care with the NPS network and NPS equipment.**

- ☐ I understand that all school-issued technology is the property of NPS.
- ☐ I understand that the school district may inspect, audit, and confiscate any NPS device at any point in time.
- ☐ I understand that vandalism in any form including stickers is prohibited. (If I want to personalize my device I will purchase a cover.)
- ☐ I will report to a Principal/Dean any known or suspected acts of vandalism.
- ☐ I will respect my and others' use and access to the NPS network and NPS equipment.
- ☐ I understand bringing in a personally owned home computer for school use is not allowed.
- ☐ I will ensure that my actions protect NPS technology.
- ☐ I understand that I should not tamper with, or attempt to bypass any of the controls in place (i.e., reinstall the operating system, modify the software image or disassemble the computer).

**I am responsible for the data I create and for protecting it.**

- ☐ I understand the school district provides me with a Google account to save and store all my data and files.
  - ☐ I understand that I will not have access to my school email and data after graduation or after leaving the district.
- Note:** Students should think about this before applying to colleges and providing contact info.
- Note:** To download your data prior to leaving school, students may use [Google Takeout](#).
- ☐ I understand it is my responsibility to save any data or files that I create. I understand I should not save or store personal data or files on any device.
  - ☐ I understand that the school district may reimage any computer at any time to maintain the equipment in good working order.

**There will be consequences for Irresponsible Use.**

Misuse of NPS Online Digital Technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary

and/or legal action against students including suspension, expulsion, or criminal prosecution by government authorities. The district will tailor any disciplinary action to the specific issues related to each violation.

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

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

### **Disclaimer**

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

NPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. Students under the age of 18 should only access NPS network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school. A great resource to help parents manage technology use is Common Sense Media (<https://www.common Sense media.org>)

Revised and approved by the Natick School Committee on June 17, 2019

## **Natick Public Schools Student Data Privacy Policy**

### **I. OBJECTIVE:**

The objective of the Natick Public Schools in the development and implementation of this Data Privacy Policy (“DPP”), is to be transparent with the community about the information we collect, how we use information, how we share information, how we protect information, how to contact us with questions, concerns or to report potential violations, and to comply with our obligations under all federal, state and local laws.

### **II. PURPOSE:**

The purpose of the DPP is to better: (a) understand what is “personally identifiable information” (“PII”), and the laws and requirements that govern its protection; (b) be aware of the types of data we collect, how we use it, and when not to use it; (c) understanding third parties are required to be fully vetted by the school district before given access to any student data; (d) and establish a process for asking questions or reporting any violations of this policy.

For purposes of this DPP, “personally identifiable information” (“PII”) for students is defined as any information that is not directly listed as directory information and whereby a “reasonable person in the school community” who does not have personal knowledge of the relevant circumstances could identify the student. It includes direct identifiers (such as a student’s or other family member’s name, or student id number) and indirect identifiers (such as a student’s date of birth, place of birth, or mother’s maiden name). It includes all information, including recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student’s name or in a way that such student may be individually identified,

Protecting students’ PII is to comply with our obligations under the Federal Educational Rights and Privacy Act (“FERPA”) at 20 U.S.C. 1232g and 34 CFR Part 99, Children’s Online Privacy Protection Act (“COPPA”), 15 U.S.C. 6501-6502; Protection of Pupil Rights Amendment (“PPRA”) 20 U.S.C. 1232h; the Individuals with Disabilities Education Act (“IDEA”), 20 U.S.C. §§ 1400 et. seq. and several Massachusetts student privacy laws, including Massachusetts student record regulations, 603 C.M.R. 23.00, Massachusetts General Law, Chapter 71, Sections 34D to 34H and 603 CMR 28.00.

### **III. INFORMATION WE COLLECT:**

We collect various types of information provided by families of students, including, but not limited to:

#### **Information Required for Student Enrollment**

We collect various personal information for each student that enrolls in the Natick Public Schools. This information includes but is not limited to:

- Biographical Information
- Parent/Legal Guardian Information

- Custodial Agreements
- Previous School Information (if any)
- Demographic Information
- Health & Medical Information
- Family Financial Information - if applying for financial assistance

#### **Information Created once a Student is Enrolled in School**

- Student ID Number
- Student Email Address
- Assessments, Grades / Transcripts
- Attendance Records
- Discipline Records
- Student Schedules
- Exams, Papers, Assignments, etc.
- Advising Records
- Individual Education Plans (“IEP”) & 504s
- Transportation Information
- Bank or Credit Card Information - POS or to pay any fees

#### **Other Information that is Collected**

**Student Web Searches:** A content filter is in place on the school network that tracks and blocks a student’s attempts to access inappropriate content and websites visited. The content filter overwrites this information every 7 days.

**Student Email:** All student email, using their school-issued email address, is archived. This information is collected in the event it is needed to investigate a student conduct issue or Student related concern. All investigations follow a protocol of approval or if required by local or federal laws. Archived information is purged annually, over the summer, for students no longer enrolled in the district.

**Video Surveillance:** This is used in or around a school to ensure a safe environment for our students, faculty & staff and to aid in any investigation or incident reported at a school. Video footage is retained for up to 30 days then overwritten unless preserved for any current investigation or incident.

**Tracking of School-Owned Devices:** All school-owned devices have location tracking enabled so the device can be found if reported lost or stolen, needs to be audited, or requires a Software update to perform at the level needed. Location is limited to the last known location.

#### **IV. HOW WE USE INFORMATION:**

We use the information provided by families and the data students create to provide the best possible educational opportunities for all of our students. This may include:

- Providing personalized educational services to help students achieve greater learning outcomes.
- Communicating with you, which may be to respond to inquiries or events happening at school.
- Providing you with information, including communications of interest based on email lists, text lists, or other electronic communications you joined.
- Improving, delivering, maintaining and protecting the learning environment we have created for our students, faculty & staff.
- Ensuring the safety, security, and integrity of all of our schools and the educational services we provide.
- Family financial information may be collected and used to determine the eligibility of local, state or federal financial assistance programs.
- Bank or credit card information may be collected by third-party vendors we partner with to provide school lunches or processing payment of fees.

#### **V. HOW WE SHARE INFORMATION:**

We share PII with school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement with the school district, and who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

We share PII with administrative office staff and clerical personnel, including operators of data processing, who are either employed by the district or are employed under a service contract, and whose duties require them to have access to student records for purposes of processing information for the student record.

We work with third-party vendors to deliver many of our educational programs and services that support our schools. We require all vendors that store, manage or have access to our student information to sign a Data Privacy Agreement (“DPA”). If a vendor will not sign the DPA, the District will seek parent/guardian consent for the information to be shared with a vendor and provide the vendor’s privacy policy to the parents/guardians. The goal of this DPA is to ensure all third parties:

- Follow all local and federal laws protecting students’ rights for data privacy - FERPA, CIPA, COPPA, and PPRA and state law.
- Ensure the school district retains ownership of all student data regardless of where the data resides.
- Provide the school district notification of a data breach, if one should occur, within a specific time frame.

- Not resell or use student information for any other purpose than the service it was intended.
- Provide the school district the right to audit the vendor for compliance.
- Ensure industry best practices are being followed with respect to data privacy and data security.

## **VI. HOW WE PROTECT INFORMATION:**

The Natick Public Schools takes data privacy very seriously. Ensuring student data is protected is not a one-time event but part of our ongoing efforts of implementing best practices throughout the district.

Data privacy, however, isn't possible without having the proper controls in place to ensure data security, along with raising awareness among with all faculty, staff, students, parents, vendors, and members of the community we serve. Below are steps the district has taken to ensure both data privacy and data security so students' private information remains protected:

- The Natick Public Schools transitioned from Acceptance Use Policies to [Responsible Use Policies](#) for our students, faculty, and staff. In these policies are specifics guidelines for digital citizenship, data privacy, and data security.
- Natick Public Schools has been working with the [Massachusetts Student Privacy Alliance](#) ("MSPA"), [The Education Cooperative](#) ("TEC"), and our legal counsel to develop a standardized [DPA](#) for all vendors that store any student information with PII. TEC represents a number of school districts across Massachusetts concerned with student data privacy. Utilizing TEC's partnership with other school districts puts us in a stronger position when negotiating contract terms than going it alone and sends vendors a strong message that data privacy is an important issue we need to work on together to solve.
  - [View a current list of executed vendor DPAs.](#)
- The Natick Public Schools has implemented an internal vetting process, so all new vendors get on-boarded only after a data privacy agreement is agreed to and fully executed. If a vendor will not sign the DPA, the District will seek parent/guardian consent for the information to be shared with a vendor and provide the vendor's privacy policy to the parents/guardians.
- The Natick Public Schools has a "Written Information Security Policy" ("WISP") and has adopted and conducted a self-assessment of the [Critical Security Control framework developed by the Center for Internet Security](#). These are ongoing efforts to ensure the implementation of best practices within all of our schools regarding data security.
- The school district is also implementing [COSN's Trusted Learning Environment](#) framework. This framework gets students, teachers, administrators and the entire community involved in our data privacy and data security initiative. The goal is not to earn COSN's seal of approval, but to raise awareness of the ongoing need for data privacy and data security, and change our behavior so data privacy and data security are a consideration in everything we do.



## **VII. DATA PRIVACY TEAM:**

Our Data Privacy Team acts as stewards in all data privacy and protection decisions and consists of the following positions:

Superintendent  
Assistant Superintendent of Teaching, Learning & Innovation  
Assistant Superintendent of Student Services  
Director of Technology  
Director of Digital Learning  
Director of Finance  
Director of Human Resources  
Director of Communications

Emailing [dataprivacy@natickps.org](mailto:dataprivacy@natickps.org) will send a message to the entire Data Privacy Team. Please do so with any questions, concerns, complaints, or to report a data privacy or security issue. Any disputes concerning the processing of the PII will be responded to within three (3) weeks.

All updates regarding data privacy and security are located on our website at [http://www.natickps.org/about/data\\_privacy](http://www.natickps.org/about/data_privacy)

Adopted and approved by the Natick School Committee on June 17, 2019

## **SOCIAL MEDIA AND ONLINE COMMUNICATION POLICY OF THE NATICK PUBLIC SCHOOLS**

### **1. Responsible Use Policy is enforced within this policy**

This policy is adopted in addition to, and not as a substitute for, the School District's Responsible Use Policy, which governs use of the school district's technological resources.

### **2. General Concerns**

Staff should always be mindful of how they present themselves to the world, online and otherwise.

The Natick Public Schools recognizes the proliferation and usefulness of online conversation between employees and students and/or their parents or guardians. However, due to the nature of social media sites, there exists a risk that, without care and planning, the lines between one's professional life and personal life will be blurred. If an employee "friend requests" a student on Facebook, follows a student's "Twitter" account, regularly engage in email "chat" with a student, exchanges text messages with students or engages in other electronic communication, the school district is concerned, and the educator should be concerned, that such activity may disrupt the learning environment by undermining the educator's authority to maintain discipline, encourage inappropriate behaviors, including but not limited to cyber-bullying, and compromise the educator's ability to remain truly objective with his or her students.

### **3. Public Records Law**

Staff must use only school-based resources and accounts to communicate with students in order to comply with public records law.

Any online communication using one's own personal resources, as opposed to school district resources, compromises the employee's, as well as the school district's, ability to retain public records in accordance with the requirements of the Commonwealth's public records laws [M.G.L. c. 66, § 10\(b\)](#). The law requires public employees who send, receive or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. This law applies whether or not the record is in the form of a paper document or an electronic communication. When public employees communicate through school-based resources, such as staff email or school sponsored web pages, such records are retained and archived through the school's information technology department. If, however, an employee communicates outside of these resources, such information is not retained, and the burden then falls on the employee to comply with public records laws when using personal email or social network accounts to communicate with students and/or parents and guardians.

### **4. Expectations of Staff**

With these concerns in mind, the Natick Public Schools has instituted this Social Media Policy, and announces its expectations for staff members' use of social networks and other electronic or technologically based communication systems.

1. **Professionalism** The Natick Public Schools expects employees to keep the line between their professional and personal life clearly drawn at all times. Employees are expected to use care and forethought to be sure that these lines never become blurred. No matter what medium of communication an employee selects, he/she should adhere to appropriate teacher/student boundaries. School employees are role models for students, not friends.

2. **Only district-provided instructional communication tools** should be used to communicate with students. This includes social media add-ins within testing, creative apps, or Web 2.0 tools. Interaction in online tools is viewed and treated in the same way as interaction in any educational realm. There should be no privately funded or private free tools that have a social media aspect that staff use that isn't controlled by school system.

3. **Privacy Settings** Before establishing any social media account, for personal or professional use, staff should familiarize themselves with the site's functions and activate the appropriate privacy features of any platform they choose to use.

For example, Facebook requires account holders to take deliberate steps to "privatize" the information they place online. Employees are expected to educate themselves about these features of Facebook, or any other social networking site selected. Employees will be held responsible, in the event that information intended to be "private" becomes "public" due to their own ignorance of the features of the social network they have decided to use or their failure to properly use such features. Here's how to set appropriate Facebook privacy settings.

4. **Expectation of Privacy** Employees must know that any information shared privately with a recipient could be re-distributed by such recipient, without the employee's knowledge or consent. The same principles applied to in-person communication should be applied to online conversation: use discretion, and do not place trust in individuals who have not proven themselves trustworthy. Understand that, in essence, nothing posted online is ever truly "private."

5. **Student Privacy Rights** At all times, and in the use of any form of communication, Natick Public School employees must always adhere to student privacy rights and the rights of all employees to have their personal and medical information kept confidential. Information that is protected by law from disclosure to third parties will not be communicated online in a way that unreasonably exposes such information to retrieval by those third parties. Be aware that even with the most stringent privacy settings, photo tagging and other tools may make personal information regarding students publicly available.

6. **Use of School-Based Communication Resources** Employees are expected to communicate with students and parents on educational matters only, and only through school-based resources, such as school-provided email or web portal accounts. Staff should inform their immediate supervisor whenever they are considering a new use of social media or digital communication in the classroom, and the tool will pass through the innovation team and central office vetting and funding procedures. Passwords, usernames and access codes for work-related social media accounts must be shared, in writing, with the employee's immediate supervisor.

7. **Employee Free Speech** This policy is not intended to infringe upon an employee's right to speak publicly on matters of public concern, so long as such communication adheres to appropriate time, place and manner restrictions and does not interfere with the performance of job duties. However, when

speaking via social networking sites or tools on matters *concerning their own job*, employees are considered to be speaking as an employee, not as a citizen, and restrictions may be placed upon their freedom to express themselves. Restrictions are intended to preserve student confidentiality, maintain one's status as an employee who should command and receive the respect of students and parents, be able to maintain order and discipline in the classroom, and remain objective with respect to students.

If a staff member is communicating online as an employee of the district, they must be aware that readers will assume they "speak for the school district." Therefore, all online communications, whether the employee is actually acting on behalf of the district, or creating the appearance of doing so, must be professional at all times and reflect positively on the Natick Public Schools.

**8. Appropriate Communication with Students** Employees should not use home telephones, personal cell phones, personal email accounts or personal Facebook accounts to communicate with students. All personal and work phones, tablets and computers should be password protected.

All staff communications with students, are within the jurisdiction of the school district to monitor, as they arise out of one's position as an employee. Any conduct, whether online or not, that reflects poorly upon the school district or consists of inappropriate behavior on the part of an employee, may result in discipline up to and including discharge. Even if they are not using a school telephone or computer to engage in contact with a student, employees must be aware that it is not outside of the school district's authority to take appropriate disciplinary action if necessary. If behavior is inappropriate, undermines the adult's authority to instruct or maintain control and discipline with students, compromises their objectivity, harms students, or puts their safety in jeopardy, the school district reserves the right to impose discipline for such behavior. Employees may also face individual liability for inappropriate online communications with students and/or parents and guardians, and may also be exposing the district to vicarious liability in certain instances.

At the same time, the district recognizes that, in limited cases, use of cell phone text messages or cell phone calls or emails outside of regular school hours may be reasonably necessary. For example, in connection with school sponsored events for which employees serve as duly appointed advisors, they may need to convey messages in a timely manner to students and may not have access to school-based email accounts, school-provided telephones or school-based web pages. In such very limited circumstances, the district expects that employees will make reasonable use of their own cell phones to convey time-sensitive information *in group messages only*.

Educators may use a non-personal Twitter account to communicate class information to students. Coaches may use a non personal Twitter account to send team information to athletes and their parents. Educators and coaches should not follow students on Twitter.

**All contact and messages by coaches** with team members shall be sent to *all* team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.

**9. Online Use of NPS Logo** In the use of a Facebook account or other social networking site, employees may not, without express permission from the superintendent of schools, use the school's logo, likeness or any school photographs or other property that belongs to the school.

**10. Application of this policy.** All online, electronic or computerized means of communication are subject to this policy. Given the rapid pace of technological change, it is not possible to identify all  
*Natick Public Schools*

proprietary or commonly named or identified means of such communications. Social Media, defined as any electronic tool that allows for social, interactive and connective learning, includes but is not limited to:

- Video and photo sharing (YouTube, SlideShare, Flickr, SnapChat, Instagram)
- Social Networking (Facebook, Ning, MySpace)
- Blog, Wiki, Micro-Blog, Podcasting (Twitter, tumblr, WordPress, Blogger, SoundCloud, iTunes)
- Instant Messaging (Google Chat, AOL Instant Messenger, Yahoo! Messenger, Facebook Messenger)
- Texting
- Web Conferencing (Skype, FaceTime)

11. **Responsibility for Accounts** Class Blogs, Wikis, Podcasts or other electronic tools must be monitored by the adult sponsoring the activity for proper online etiquette including (but not limited to) the absence of cyberbullying, appropriate language and image use, adherence to academic purpose and US copyright laws.

Use of public social networks for formal or informal school business through “official” team or academic accounts will be the responsibility of the adult in charge of that team, class or organization. All use of these networks will be strictly limited to appropriate and relevant communications for that team or activity.

12. **Power relationships** between adults and minors have the potential for misinterpretation, especially online, or the potential for sharing protected information. Employees are expected to exercise extreme caution with power balance, whether real or perceived.

Approved by the Natick School Committee: May 9, 2016

Sources:

MASS, MASC, Ball State University, Intel, Brebeuf Jesuit, University of Michigan, Casa Grande Elementary School District, Mashable.com, Madison Metropolitan School District.

## FIELD TRIP POLICY

1. All school sponsored trips must have prior approval.
  - a. **Day Field Trips:** School sponsored one day trips must have prior written approval of the school's Principal.
  - b. **Field Trips Involving Overnight Stay:** School sponsored trips involving overnight stay must have prior written approval of the school's Principal and the Superintendent of Schools or his/her Designee. Student who wishes to participate in such a trip shall provide evidence satisfactory to the Superintendent of Schools or his/her Designee that the student is covered by health insurance.
  - c. **Field Trips Involving Travel Out-of-State or Out-of-Country:** School sponsored trips, which include travel out-of-state or out-of-country must be approved in advance in writing by the school's Principal. Upon approval by the Principal, the field trip proposal, all supporting data, and the recommendation of the Principal shall be forwarded to the Superintendent for review, evaluation and approval. The Superintendent will then forward the packet to the Natick School Committee for their review, evaluation, and final approval/rejection.
2. School sponsored field trips should be planned so as to fulfill predetermined educational objectives and must support the curriculum. A follow-up instructional lesson should be planned upon return. In order to achieve maximum educational results there must be observable instructional relationship between the experiences gained from a field trip and a student's work in the classroom.
3. Field trips are a privilege enjoyed by the students who fulfill their responsibilities regarding attendance, grades, and behavior. Based on this, when deemed appropriate, the school Principal may withhold a student's privilege to participate in the field trip.
4. Principals are required to assign an appropriate adult(s) for supervisory purposes, and such additional adults as deemed necessary. The assigned supervisory adult will carry a cellular telephone to be used for emergency purposes as well as signed permission forms for all students participating. Principals should keep in mind the age, number, and composition of the students participating, as well as the destination, mode of travel, and activities involved in the field trip when assigning adult supervision.
5. Children should not be deprived for monetary purposes from participating in class or course based field trips within the Commonwealth of Massachusetts. This provision does not include out-of-country or out-of-state travel that may be offered through our schools. Such trips are at the sole expense of the student and her/his family.
6. Principals are responsible for making arrangements for transportation for field trips through the school-based-liaison to the bus company, including requests for wheelchair vehicles if needed.
7. The attached field trip permission form is required of all students as a field trip prerequisite. At the conclusion of the field trip, these forms must be kept on file at the school where the trip originated. Given the information contained on these forms, these files are to be kept in a confidential manner.

8. Employees and students participating in non-school sponsored excursions or field trips do so voluntarily and without liability to the school system and at the sole risk of the participating student or employee. Announcements or notices for such trips should not bear the name or imprimatur of the Natick Public Schools, any school within the Natick Public Schools or the Town of Natick. Classroom or school time may not be used to promote such trips. Notices of such trips may not be posted at the school.
9. Spectator buses, arranged for special activities such as athletic events, are not school sponsored. Tickets are purchased on an individual basis, and receipts are submitted directly to the vendor concerned. Participation is entirely voluntary and without liability to the Natick Public schools.

## **COMMUNITY RESOURCE PERSONS/ SPEAKERS**

Human resources are those individuals or groups who are invited into the schools to present supplementary information and ideas to the classroom course of study. These experiences afford students the opportunity to benefit from community viewpoints. Care should be taken in selecting these speakers so that they are individuals who respect diversity in thinking and varying views and who are not attempting to inappropriately influence points of view. No person who has not completed a Background Check or CORI shall be left alone with students.

CROSS REF.: ADDA, Background Checks



## **SCHOOL VOLUNTEERS**

It is the policy of the School Committee to encourage volunteer efforts in the schools. Parents/guardians, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The volunteer program will be coordinated in cooperation with building administrators. No person who has not completed a Background Check or CORI shall be left alone with students.

CROSS REF.: ADDA, Background Checks

## **STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS**

The School Committee recognizes the school's obligation to give periodic reports of a student's progress and grades. The School Committee further recognizes that these reports are a vital form of communication between the schools and parents. The School Committee also believes that all progress reports must be based upon full information, accurately and honestly reported with the proper maintenance of confidentiality.

A report depicting the student's progress will be issued periodically following an evaluation by the appropriate teacher, teachers, or other professional personnel.

In addition to the periodic reports, parents will be notified when a student's performance requires special notification.

Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and Principal.

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parents, and the office governing teaching and learning, who will submit the proposal to the School Committee for consideration and approval.

CROSS REFS.:       IKE, Promotion and Retention of Students

Adopted by the Natick School Committee – December 5, 2022

## **HOMEWORK POLICY**

The Natick Public School System believes that homework contributes to the understanding of the curriculum and reinforces learning. Homework is a meaningful extension of daily classroom activities.

Homework provides for practice of skills and application of principles based upon work begun in the classroom. It enriches school experiences and promotes a permanent interest in learning. It stimulates individual initiative, personal responsibility, and self-direction.

Due to the differences in age levels, learning styles, and modes of instruction in the elementary and secondary schools, homework expectations will necessarily differ. Guideline for homework will be published in the student handbooks.

No homework will be due during the observance of any major religious holiday, including the day following such religious observance.

Such holidays shall be outlined in the Natick Public Schools calendar as voted by the Natick School Committee.

Cross Ref: IC/ICA; JHA

Adopted by the Natick School Committee – February 27, 2023

## **PROMOTION AND RETENTION OF STUDENTS**

The School Committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents/guardians, but the final decision will rest with the building Principal.

## **GRADUATION REQUIREMENTS**

In order to obtain a Natick High School Diploma, all students need to meet the minimum requirements published in the Natick High School Handbook.

## **EVALUATION OF INSTRUCTIONAL PROGRAMS**

The School Committee considers comprehensive and objective evaluation of the effectiveness of the curriculum to be of primary importance. The Superintendent will provide for the translation of the stated instructional goals into objectives and for appraisal of their implementation in order to:

1. Determine educational needs and provide information for planning.
2. Indicate instructional strengths and weaknesses.
3. Check on the suitability of programs in terms of community requirements.
4. Show the relationship between achievement and the system's stated goals.
5. Provide data for public information.

Elements of this evaluation process may include:

1. Testing programs such as nationally standardized general achievement tests, nationally standardized tests in specific subject areas, and tests administered by other agencies.
2. Study of school achievement records.
3. Study of students' high school and drop-out records.
4. Use of outside services, participation in regional research studies, contracted evaluation services; evaluation services at cost to the school system must be approved in advance by the School Committee.
5. Teacher and parent evaluation of student behavior.
6. State Dept. of Elementary and Secondary Education specialists and services.
7. Evaluation by the regional accrediting association.
8. Evaluation by other agencies.

An evaluation of the curriculum and its effectiveness will be made periodically and reported to the Committee by the Superintendent.

## **DISTRICT ASSESSMENTS**

In addition to the state assessment program, a district program of testing for assessment/evaluation will be coordinated throughout the school district through the office of Teaching, Learning and Innovation (which oversees curriculum instruction and assessment) will be responsible for scheduling, disseminating, and collecting tests and for reporting and interpreting all group test results.

Other measurements of educational achievement, such as National Merit Scholarship Examinations, will be arranged and/or administered through the Guidance Department.

Adopted by the Natick School Committee – December 5, 2022

## **TEACHING ABOUT CONTROVERSIAL ISSUES/CONTROVERSIAL SPEAKERS**

An important goal of the schools is to help prepare students for intelligent and conscientious participation as citizens in our democratic society. One step toward meeting this goal is to introduce students to reasoned and dispassionate approaches to the analysis of contemporary social and political issues. To insure that these issues can be examined in an atmosphere as free from emotion and prejudice as the times permit, the School Committee establishes the following guidelines for discussion of controversial issues in the schools. These goals will align with our district goals of Equity, Social Emotional Learning and belonging while teaching civic dispositions.

### **Teacher-Planned Classroom Discussions**

1. Controversial issues selected by teachers for classroom discussion must relate directly to the objectives and content of courses approved by the School Committee for inclusion in the curriculum.
2. The teachers' right to introduce controversial issues in classroom presentations does not include the right of advocacy. Teachers must refrain from using their positions to express partisan points of view.
3. The approach to discussion of these issues in the classroom must be objective and scholarly with minimum emphasis on opinion and maximum emphasis on intelligent analysis.
4. Teachers must ensure that the reasoned arguments of all sides of an issue are given equal presentation and emphasis in classroom discussions.
5. Teachers may invite visitors from outside the schools to give presentations on controversial issues when the visitors offer qualifications and resources not available in the schools. All visitors are to be guided by the standards of language usage that prevail in the classrooms and by the standards of scholarly inquiry set forth above. Whenever possible, teachers who invite visitors to present one side of an issue will also invite visitors to present the other side(s).
6. In all cases teachers must obtain from the appropriate Principal permission to invite visitors for classroom presentations. Permission must be requested at least 48 hours before the scheduled time of presentation.

### **Student-Initiated Forums on Controversial Issues**

Student groups may request permission to conduct forums on controversial issues in the schools. The Principal may grant such requests under the following conditions:

1. Preparation for presentation of a forum will not cause any student or teacher to miss class and will not cause the cancellation of any class.
2. Adequate advance planning must be conducted for each forum. A request to hold a forum must be received by the Principal at least three weeks before the scheduled date of presentation. For each request the Principal will appoint, after consultation with the requesting student group, an adult advisory group consisting of at least two parents and two faculty members.



3. The standards for approach to discussion, style of presentation, and use of visitors as defined above will apply to student-initiated forums.

Requests from Groups or Individuals Outside the Schools

No permission will be granted non-school groups or individuals to make presentations on controversial issues in the schools during school hours. Requests for after-school or evening use will be processed in accordance with the Committee's policy on community use of school facilities.

No permission will be granted outsiders for distribution of literature on controversial issues to students in general or to class groups.

A Principal may grant an outside group or individual permission to post one notice of a public meeting for discussion of issues if the language of that notice conforms to the standards that prevail in the community. The Principal will determine the appropriate bulletin board for such notices.

SOURCE: MASC

Adopted by the Natick School Committee – December 5, 2022

## **SCHOOL CEREMONIES AND OBSERVANCES**

The United States Constitution and the Constitution of the State of Massachusetts and related court rulings clearly establish the concept of "church and state separation" and the "preclusion of sectarian instruction in public schools."

In order to help staff members abide by the spirit and letter of the law, and to avoid compromising any student's religious or conscientious beliefs or freedoms, the following guidelines have been established:

The observance of religious holidays is not the responsibility of the public schools.

While it is recognized that many activities are initiated with the approach of major holidays in order to capitalize on the readiness and interest that is generated at these times, it should be understood that such occasions frequently have religious underpinnings. Care should be taken to relate only to secular aspects of these holidays.

Music programs given at times close to religious holidays should not use religious aspect of these holidays as the underlying motive or theme. Although religious music is appropriate in the schools to the extent that it is sung or presented for musical rather than religious content, its use should not violate the secular nature of the school. Pageants, plays, recitals, and other literary or dramatic activities should not be used to convey religious messages. While the holidays represent a valid source of ideas for meaningful school art experiences, teachers should avoid assigning or encouraging art work that promotes religious aspects of such holidays. If, however, individual students choose to use a religious personage, event, or symbol as the vehicle for an artistic expression, they should be allowed to take this action.

The above statements should not be interpreted to preclude the factual and objective teaching about religions, religious holidays, and religious differences. Such instruction will be permitted in the schools since insights in this area can enhance the mutual understanding needed by all the people in a pluralistic society.

LEGAL REF.:           603 CMR 26:05

## **ANIMALS IN SCHOOL**

No animal shall be brought to school without prior permission of the building Principal.

The Natick School District is committed to providing a high quality educational program to all students in a safe and healthy environment.

School Principals, in consultation with the Health Services Providers in each building, shall utilize the Department of Public Health publication "Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final.

### **Educational Program**

Use of animals to achieve specific curriculum objectives may be allowed by the building Principal provided student health and safety is not jeopardized and the individual requesting that the animal be brought to school is responsible for adhering to the "Guidelines for Animals in Schools or on School Grounds" and any other conditions established by the Principal to protect the health and well-being of students.

### **Student Health**

The health and well-being of students is the District's highest priority. Animals may cause an allergic reaction or otherwise impair the health of students. No animals may be brought to school or kept in the school, classroom, office or common area that may negatively impact the health of any student who must utilize that area. Animals that cause an allergic reaction or impair the health of students shall be removed from the school immediately so that no student shall have his/her health impaired and each student shall have full access to available educational opportunities.

### **Animals Prohibited from School**

Rabies is a growing problem and any fur-bearing animal is susceptible to this very serious fatal disease. Infected animals can transmit this disease to students and staff. Based on the Massachusetts Departments of Health and Education recommendations the following animals are prohibited from schools within the Natick School District.

**Wild Animals and Domestic Stray Animals** - Because of the high incidence of rabies in bats, raccoons, skunks, foxes and other wild carnivores, these animals should not be permitted in school buildings under any circumstances (including dead animals).

**Fur-Bearing Animals** (pet dogs,\* cats, wolf-hybrids, ferrets, etc.) - These animals may pose a risk for transmitting rabies, as well as parasites, fleas, other diseases and injuries.

**Bats** - Bats pose a high risk for transmitting rabies. Bat houses should not be installed on school grounds and bats should not be brought into the school building.

**Poisonous Animals** - Spiders, venomous insects and poisonous snakes, reptiles and lizards are prohibited for safety reasons.

**\*Exception: Guide, Hearing and Other Service Dogs or Law Enforcement Dogs** - These animals may be allowed in school or on school grounds with proof of current rabies vaccination.

Exceptions may be made with the prior approval of the Superintendent of Schools.

### **Service Animals (Guide or Assistance Dogs)**

The Natick School Committee does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises and on school transportation.

For purposes of this policy, a “service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability.” The regulations further state that “a public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with the disability.”

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include, but are not limited to, animals that:

- assist individuals who are blind or have severe sight impairments as “seeing eye dogs” or “guide dogs;”
- alert individuals with hearing impairments to sounds;
- pull wheelchairs or carry and pick-up items for individuals with mobility impairments; and
- assist mobility-impaired individuals with balance.

The District shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the animal shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

If, in the opinion of the School Principal or authorized designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal can also be excluded if it presents a direct and immediate threat to others in the school. The parent or guardian of the student having custody and control of the animal will be required to remove the service animal from District premises immediately.

If any student or staff member assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the Building Principal or designee and an alternative plan will be developed with appropriate District staff. Such plan could include the reassignment of the person having custody and control of the animal to a different classroom. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an alternate plan will be developed in coordination with appropriate school, District, and transportation staff including the involvement of the parents/guardian of the student.

When a student will be accompanied by a service animal at school or in other District facilities on a regular basis, such staff member or such student’s parent or guardian, as well as the animal’s owner and any other person who will have custody and control of the animal will be required to sign a document stating that they have read and understood the foregoing.

File: IMG

The Superintendent of Schools or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance animal in District facilities and on school transportation vehicles.

## **SECTION J**

### **STUDENTS**

<b>JA</b>	<b>STUDENT POLICIES GOALS</b>
<b>JB</b>	<b>EQUAL EDUCATIONAL OPPORTUNITIES</b>
<b>JB-B</b>	<b>GENDER IDENTITY SUPPORT</b>
<b>JBA</b>	<b>STUDENT-TO-STUDENT HARASSMENT</b>
<b>JC</b>	<b>DISTRICTING POLICY</b>
<b>JCA</b>	<b>ASSIGNMENT OF STUDENTS TO SCHOOLS</b>
<b>JEB</b>	<b>ENTRANCE AGE</b>
<b>JF</b>	<b>RESIDENCY POLICY</b>
<b>JFABC</b>	<b>ADMISSION OF TRANSFER STUDENTS</b>
<b>JFABD</b>	<b>CHILDREN AND YOUTH IN TRANSITION POLICY</b>
<b>JFABE</b>	<b>EDUCATION OPPORTUNITIES FOR MILITARY CHILDREN</b>
<b>JFABF</b>	<b>EDUCATION OPPORTUNITIES FOR CHILDREN IN FOSTER CARE</b>
<b>JFBB</b>	<b>SCHOOL CHOICE</b>
<b>JH</b>	<b>STUDENT ABSENCES</b>
<b>JHA</b>	<b>STUDENT ABSENCES ON RELIGIOUS HOLIDAYS</b>
<b>JHD</b>	<b>EXCLUSION AND EXEMPTIONS FROM SCHOOL ATTENDANCE</b>
<b>JI</b>	<b>STUDENT RIGHTS AND RESPONSIBILITIES</b>
<b>JIA</b>	<b>DISCIPLINARY APPEALS PROCESS</b>
<b>JIBC</b>	<b>STUDENT ADVISORY COMMITTEE</b>

<b>JIC</b>	<b>STUDENT CONDUCT</b>
<b>JICA</b>	<b>STUDENT DRESS CODE</b>
<b>JICC</b>	<b>STUDENT CONDUCT ON SCHOOL BUSES</b>
<b>JICE</b>	<b>STUDENT PUBLICATIONS</b>
<b>JICF</b>	<b>SYMBOLS OF GANGS/SECRET SOCIETIES</b>
<b>JICFA</b>	<b>PROHIBITION OF HAZING</b>
<b>JICFA-E</b>	<b>HAZING</b>
<b>JICFB</b>	<b>BULLYING PREVENTION</b>
<b>JICG</b>	<b>TOBACCO USE BY STUDENTS</b>
<b>JICH</b>	<b>DRUG AND ALCOHOL USE BY STUDENTS</b>
<b>JICJ</b>	<b>USE OF CELL PHONES AND ELECTRONIC DEVICES</b>
<b>JICK</b>	<b>SEXUAL HARASSMENT POLICY FOR STUDENTS</b>
<b>JIE</b>	<b>PREGNANT STUDENTS</b>
<b>JIH</b>	<b>SEARCH AND SEIZURE &amp; INTERROGATION BY POLICE</b>
<b>JJA</b>	<b>STUDENT ORGANIZATIONS</b>
<b>JJD</b>	<b>STUDENT ACTIVITY FEES</b>
<b>JJE</b>	<b>STUDENT FUND-RAISING ACTIVITIES</b>
<b>JJF</b>	<b>STUDENT ACTIVITY ACCOUNTS</b>
<b>JJH</b>	<b>STUDENT TRAVEL</b>
<b>JJH-R</b>	<b>STUDENT TRAVEL REGULATIONS</b>
<b>JJIB</b>	<b>INTERSCHOLASTIC ATHLETICS</b>
<b>JJK</b>	<b>NAMING OF SCHOOL SPONSORED TEAMS, CLUBS, ACTIVITIES</b>

<b>JK</b>	<b>STUDENT DISCIPLINE</b>
<b>JKA</b>	<b>CORPORAL PUNISHMENT</b>
<b>JKAA</b>	<b>PHYSICAL RESTRAINT OF STUDENTS</b>
<b>JL</b>	<b>STUDENT WELFARE</b>
<b>JLA</b>	<b>STUDENT INSURANCE PROGRAM</b>
<b>JLC</b>	<b>STUDENT HEALTH SERVICES AND REQUIREMENTS</b>
<b>JLCA</b>	<b>PHYSICAL EXAMINATIONS OF STUDENTS</b>
<b>JLCB</b>	<b>INOCULATIONS OF STUDENTS</b>
<b>JLCC</b>	<b>COMMUNICABLE DISEASES</b>
<b>JLCD</b>	<b>MEDICATION ADMINISTRATION POLICY</b>
<b>JLCEA</b>	<b>COMFORT CARE/DO NOT RESUSCITATE ORDERS</b>
<b>JLCEA-R</b>	<b>CONFORT CARE/DO NOT RESUSCITATE PROTOCOL</b>
<b>JLD</b>	<b>GUIDANCE PROGRAM</b>
<b>JP</b>	<b>STUDENT GIFTS AND SOLICITATIONS</b>
<b>JQ</b>	<b>STUDENT FEES, FINES, AND CHARGES</b>
<b>JRA</b>	<b>STUDENT RECORDS</b>
<b>JRA-R</b>	<b>STUDENT RECORDS</b>
<b>JRD</b>	<b>STUDENT PHOTOGRAPHS</b>



## **STUDENT POLICIES GOALS**

The student is the focal point of all operations of a school system. This top priority is shared with no one.

Consequently, the School Committee can expect to spend much of its time in study, deliberation, and policy formulation on matters directly related to students.

The Committee and staff will work together to establish an environment conducive to the very best learning achievements for each student through meeting the following goals regarding students:

1. To individualize the learning program in order to provide appropriately for each student according to his/her specific background, capabilities, learning styles, interests, and aspirations.
2. To protect and observe the legal rights of students.
3. To enhance the confidence of each student by helping him/her feel respected and worthy through a learning environment that provides positive encouragement through frequent success.
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
5. To deal with students in matters of discipline in a just and constructive manner.
6. To provide in every way possible for the safety, health, and welfare of students.
7. To promote faithful attendance and good work.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

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

To accomplish this, the Committee and its staff will make every effort to comply with applicable laws, including the letter and the spirit of the Massachusetts equal educational opportunities law (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs. The law reads as follows:

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

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

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

LEGAL REFS.:      Title VI, Civil Rights Act of 1964  
                         Title VII, Civil Rights Act of 1964, as amended by the Equal Employment  
                         Opportunity Act of 1972  
                         Executive Order 11246, as amended by E.O. 11375  
                         Title IX, Education Amendments of 1972  
                         M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
                         M.G.L. 151B  
                         Board of Education Chapter 622 Regulations Pertaining to Access to Equal  
                         Educational Opportunity, adopted 6/24/75, amended 10/24/78  
                         Board of Education, 603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

Revised & Approved by the Natick School Committee: September 25, 2017

Revised by the Natick School Committee – April 9, 2018

## **STUDENT-TO-STUDENT HARASSMENT**

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

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

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

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

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

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

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

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

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

LEGAL REF.: M.G.L. 151B:3A

Title VII, Section 703, Civil Rights Act of 1964 as amended  
Board of Education 603 CMR 26:00

REFS.:

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

## **GENDER IDENTITY SUPPORT**

The Natick Public Schools strive to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed. All students need and deserve a safe and supportive learning environment to progress developmentally and academically. Discrimination on the basis of gender identity or gender expression will not be tolerated and any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable.

Natick Public Schools support and respect students' individual differences. For students who identify as gender nonconforming and/or transgender, a supportive strategic plan to address social emotional well-being and legal issues will be developed by a team of school personnel who are familiar with the student. This team may include the school administrator, school counselor, social worker and nurse and any other staff person the student requests to be involved with the plan. The student will have input into the membership of their team.

The plan will address the student's needs for the entire educational program and how to communicate these needs, including for any school sponsored activities. In all cases, students will be supported to participate in school and all school related activities and facilities in a manner consistent with their gender identity of choice. To this end, support plans will include discussions about the use of facilities, participation in activities including athletics and how the student will be identified and addressed. If needed and appropriate, education and training will be provided to groups, classes and teams and their facilitators to support the student.

A critical component of the student's support plan may include changes to names and gender identity markers used in communication with and about the student. This information and how the student will be referred to and to whom this information will be conveyed will be included in the planning and communication plan developed with the student. Natick Public Schools will not require legal documentation to change the student's name or gender on the educational record. The student and/or family discussion with the support team will suffice.

Natick Public School's administration and staff will follow the referenced procedures for supporting the student and developing the support plan. The plan will be reviewed and revised on an as needed basis.

References: <http://www.doe.mass.edu/sfs/lgbtq/GenderIdentity.html>

An Act Relative to Gender Identity (Chapter 199 of the Acts of 2011) MGL c.4, s5  
MGL c. 76, § 5  
603 CMR 26.00  
603 CMR 1.00  
603 CMR 23.00  
603 CMR § 23.04  
603 CMR §§23.01 and 23.07.  
The federal Family Educational Rights and Privacy Act, 20 USC 1232g

Revised & Approved by the Natick School Committee: October 15, 2018

## DISTRICTING POLICY

I. DISTRICTING. When multiple schools serve a given grade-level or grade-levels within the Natick Public Schools, the administration shall propose a plan of districts to be associated with each such school. A districting plan shall be in effect when approved by vote of the School Committee and shall remain in effect until a new districting plan is approved. The districting plan shall be developed with attention to the following principles:

- Districts should be expected to serve a share of total enrollment that is reasonably proportionate to the share of capacity of each school to total capacity.
- Districts should be reasonably contiguous, but may recognize that some discontinuity or elongation may be required in order to serve the entire Town.
- Districts should help minimize the costs and travel times of bus routes for each school.
- Adjacent districts shall not have linear borders, but instead shall overlap in “overlap zones” that may be served by either of two or more schools. The overlap zones shall be within statutory walking distances of each school that serves the overlap zone, or of stops on bus routes that serve each school. Published maps of the districting plan shall show explicitly the overlap zones.
- A districting plan should be developed with the intention of enduring for at least five years following adoption. This principle should serve as a goal to guide the persons developing a district plan, and should not be cited to prevent subsequent redistricting or amendment to current districting in the light of major precipitating changes in population or in applicable law.

II. MANAGEMENT. An approved districting plan shall be managed as follows:

- Each student who does not reside within an overlap zone shall be presumptively enrolled in the school that serves the student’s district.
- A student who does not reside within an overlap district may request placement in another school for reasons in the interest of the student. Such requests may be honored at the discretion of the administration taking into account the educational needs of the student and the capacities, enrollments, and class sizes of both the requested school and the school serving the district in which the student resides. Preference in such assignments to any school whose building and bus stops are outside the statutory walking distances shall be given for students who commit to providing their own transportation.
- Each student residing within an overlap zone will be assigned to one of the schools that serve the overlap zone. Factors influencing assignment of a student residing in an overlap zone shall include the following priorities:
  1. the student’s educational needs;
  2. the current assignment of the student’s sibling(s);
  3. the capacities, enrollments, and class sizes of the schools serving the overlap zones and of the bus systems serving those schools; and
  4. the student’s preference.

- Once a student is assigned to a school, the student will stay assigned to that school for all grade-levels housed in that school unless:
  - the student moves to another district; or
  - the student requests and the administration approves reassignment; or
  - the administration proposes and the student agrees to reassignment; or
  - the student is reassigned to another school for reasons of educational need, safety, or discipline; or
  - a new districting plan is developed and approved for implementation.
- The administration may propose for School Committee approval “spot districting” of any dense and contiguous new residential development as an adjustment to the current districting plan.

III. REDISTRICTING. A new districting plan shall be developed for the School Committee’s approval when:

- the administration determines that gross imbalances cannot be managed within the current districts by the methods prescribed in II. MANAGEMENT above; or
- a building project alters the capacity of one or more schools that serve grade-levels served by multiple schools; or
- the School Committee votes to request development of a new districting plan.

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

CROSS REF.: JCA, Assignment of Students to Schools

## ASSIGNMENT OF STUDENTS TO SCHOOLS

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

Special permission may be granted for the following reasons:

1. If the change involves an exceptional student or a hardship case, or if there are medical considerations.
2. If the change appears to be in the interests of the child and of the schools, and for disciplinary and administrative reasons.
3. If the legal residence of a child changes from one attendance area to another during the school year and the parents wish the child to remain in his/her former school; permission will not extend beyond the current school year.
4. To permit students to take courses not available in their assigned schools.

School bus transportation will not be provided for students attending schools outside their attendance area unless they can be accommodated on existing bus routes and schedules; or unless specific permission is granted by the Superintendent or designee.

**Assignment to a school out of the attendance area will be made by:**

1. Parent(s) will submit such a request in writing to the Superintendent or designee.
2. Superintendent or designee will contact the sending Principal to determine if the move is in the best interest of the child from his/her perspective.
3. Superintendent or designee will consult with the receiving Principal to determine if there is available space and if the move is in the best interest of the child from his/her perspective.
4. The Superintendent or designee will inform the parent(s) in writing of the decision.
5. Each decision is for one school year only on a space available basis. The parents(s) must reapply each year.

LEGAL REFS: M.G.L. 71:37C; 71:37D; 71:371; 71:37J  
Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75  
Board of Education Regulations Pursuant to Chapter 6636 or the Acts of 1974, adopted 9/10/74  
Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans which Involve Redistricting, adopted 4/24/73

CROSS REF.: JC, Attendance Areas

## ENTRANCE AGE

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

Kindergarten: For admission, a child must be five years of age on or before August 31 of the year in which s/he may enter kindergarten in September.

First Grade: For admission, a child must be six years of age on or before August 31 of the year in which s/he may enter first grade in September.

### **Transfer Students:**

Into Kindergarten: A child transferring from another public school kindergarten whose entrance age requirement is lower than that in Natick should have had regular experience in a kindergarten (either half-day or full-day) for at least one-half year, and may be registered not earlier than the first school day in February. In addition, a statement shall be required from the previous school attended that the child is capable of doing kindergarten work, and has been in attendance for at least 75% of the scheduled school days. The Principal will then follow the Students Seeking an Age Exemption procedure to determine if the underage child may enter the Natick Public Schools.

Completed Kindergarten into First Grade: A child who has completed kindergarten in another school, whose age requirement is lower than the entrance age for Natick, and who wishes to enter first grade may be admitted provided that the child is capable of doing first grade work and has been in attendance for at least of 75% of the scheduled school days during the kindergarten year. A statement to that effect will be required from the previous school. The Principal will then follow the Students Seeking an Age Exemption procedure to determine if the underage child may enter the first grade in the Natick Public Schools or if the child should attend the full-day kindergarten in Natick.

Into First Grade: A child transferring from another school whose entrance age is lower than that in Natick should have had regular experience in first grade at least until the Thanksgiving recess and may be registered for entrance into first grade not earlier than the first day of school after the above-mentioned recess. In addition, a statement shall be required from the previous school attended that the child is capable of doing first grade work, and has been in attendance a minimum of 75% of the school year, thus far. The Principal will then follow the Students Seeking an Age Exemption procedure to determine if the underage child may enter the first grade in the Natick Public Schools or if the child should attend the full-day kindergarten in Natick.

### **Students Seeking an Age Exemption:**

Parent(s) wishing to seek an exemption for an underage child should use the following procedure:

1. Parent(s) and child will meet with the Principal of the child's local school. The Principal will consider all four areas of the child's development: cognitive; physical; social; and emotional. The Principal will determine if the request is warrants consideration.
2. The parent(s) will meet with a school-based assessment team to discuss the merits of early entry. (The team may consist of a teacher, the special education chairperson, the guidance counselor, and any other staff member that the Principal feels appropriate.)
3. The child will visit a kindergarten (or first grade) classroom so that the team can make first-hand observations about the child's potential for success.



4. The team will make a recommendation to the Principal based upon the observations of the members.
5. In the event that the parent(s) does not agree with the recommendations of the team, the parent(s) may meet with the Superintendent and/or the Assistant Superintendent of Teaching Learning & Innovation.

Parents should understand that early entry is based only on the most extenuating circumstances will be considered.

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

## RESIDENCY POLICY

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

### 1. Eligibility to Attend the Schools

A student between the minimum and maximum ages established by the Department of Elementary and Secondary Education who has not received a diploma or certificate from a secondary school shall be eligible to attend the schools if:

- a. Kindergarten student is 5 years of age on or before August 31<sup>st</sup> of the enrollment year. Grade 1 student is 6 years of age on or before August 31<sup>st</sup> of the enrollment year. Exceptions to age requirement will be considered in accordance with Natick Public Schools early admission protocol (See Appendix A).
- b. The student permanently, not temporarily or sporadically, resides in Natick with his/her parent(s) or legal guardian.
- c. The student actually resides in Natick with someone other than his/her parent(s) or legal guardian for the purpose of attending the schools and tuition for such student is paid as in accordance with Section 6 of this policy.
- d. The student actually resides in Natick with someone other than his/her parent(s) or legal guardian for the purpose of temporarily ameliorating personal extreme hardship, and may attend the schools at the discretion of the Superintendent.
- e. The student, regardless of place of residence, has been selected to attend the schools under a statutory program for the education of non-resident students, duly accepted by the School Committee.
- f. The student is from a foreign country and meets the requirements of Section 8 of this policy.
- g. The student, regardless of place of residence, meets the requirements of Section 9 of this policy.
- h. Prior to entry, the student must meet all MA Department of Public Health immunization requirements in accordance with 105 CMR 220.

## 2. Verification of Residency

Before any student is enrolled in Natick Public Schools, his or her parent or legal guardian must provide:

- a. A signed Statement/Affidavit of Occupancy (see below)
- b. Proof of Residency in Natick (3 documents).

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

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

## 3. Determination of Eligibility

The Superintendent, or his/her designee(s), shall determine whether a student is eligible to attend the Schools. In determining whether a student actually resides in Natick for purposes of Sections 1.b, 1.c and 1.d of this policy, the following factors shall be considered:

- a. Whether the student physically occupies a dwelling in Natick regardless of whether such occupancy is based upon ownership, lease, or consent of a person legally entitled to occupy the dwelling;
- b. With whom the student lives, such as parent(s), legal guardian, custodial parent after a divorce, relative, or other person and the duration of such living arrangement;
- c. If a student resides with someone other than his/her parent(s), legal guardian, or the parent with physical custody after a divorce, the reasons for doing so;
- d. The amount of time actually spent by the student in the dwelling in Natick;
- e. Whether the student's physical belongings are stored at the dwelling;
- f. Whether mail concerning the student, such as mail from doctors, etc., is addressed to the dwelling;
- g. Whether the residence is the center of the student's domestic, social, and civic life;

- h. Whether the student was included as an occupant of the dwelling for purposes of the town census;
- i. Such other information as the Superintendent or his/her designee(s) may deem relevant to determining where a student actually resides.

#### **4. Post-Enrollment Verification and Enforcement**

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

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

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

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

#### **5. Payment of Tuition for Certain Students**

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

- a. A student who resides temporarily in Natick with someone other than his/her parent(s) or legal guardian for the purpose of attending the Schools shall only be admitted to the Schools upon the payment of tuition by (i) the town in which the student's parent(s) or legal guardian resides(s), or (ii) by the student's parent(s) or legal guardian, as provided in M.G. L. Ch. 76, Sec. 6. Tuition payable by the parent or guardian shall, for the period of attendance, be computed at the average expense per pupil in such school for such period.
- b. Any student for whom tuition is payable shall only be admitted to the Schools for the period of time actually covered by a tuition payment and shall be required to withdraw from the

Schools if future tuition payments are not received by the Schools in a timely fashion as determined by the Superintendent.

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

## **6. School Choice**

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

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

## **7. METCO**

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

## **8. Foreign Students**

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

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

## **9. Admission of Non-Resident Students**

Except as expressly provided for herein, non-resident students shall not be admitted to the Schools. In addition to non-resident students who are eligible to attend the Schools under Sections 1.e, and 1.g above, the Superintendent may, in accordance with state and federal laws and regulations, permit a non-resident student to attend the schools as follows:

- a. A student who was legally enrolled in the Schools under Sections 1.b and 1.c and whose family moves out of Town on or after April 1 of a school year may, with the permission of the Superintendent, continue to attend the schools for the remainder of the year (see Section 10).
- b. Continued enrollment for grade 12 of a student who has completed grade 11 in accordance with Section 9.a is subject to application to and approval by the Superintendent

- c. A student whose family provides satisfactory evidence that he/she will be residing in Natick within a grading period and would be eligible to attend the schools under Sections 1.a, 1.b or 1.c of this policy may, in accordance with regulations adopted by the Superintendent, and with the permission of the Superintendent, attend the Schools prior to actually residing in Natick.
- d. The Superintendent may permit a non-resident student to attend the High School for not more than one year under a reciprocal arrangement with the Schools in the Town in which the student resides pursuant to M.G.L. Ch. 76, Sec 12, where such temporary attendance is (i) in the best educational interests of the student, (ii) there is no reason to believe that the student presents any risk to other students or employees of the Schools.

#### **10. Superintendent's Permission**

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

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

#### **11. Transportation of Non--Residents**

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

#### **12. Students with Disabilities**

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

#### **13. Behavior**

Non-resident students attending the Schools under Sections 1.e, 1.f, 1.g, or 1.h do so subject to the terms and conditions established by those programs and any School Committee policies and regulations therefore, and their continued eligibility to attend the Schools is conditional upon such students' good behavior. Such students' eligibility to attend the Schools may be terminated as provided for by those programs or for bad conduct pursuant to the Schools' Code of Conduct.

#### **14. Regulations**

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

#### **15. Failure to provide information or to pay tuition**

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

#### **16. Waiver of Tuition**

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

#### **17. Penalty**

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

#### **18. Relationship to Federal and Massachusetts Laws and Regulations**

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

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

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A  
603 CMR 26:01; 26:02; 26:03

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

Adopted by the Natick School Committee – December 5, 2022

## **ADMISSION OF TRANSFER STUDENTS**

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

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

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



## **CHILDREN AND YOUTH IN TRANSITION POLICY**

Although children and youth who lack permanent housing are sometimes referred to as “homeless,” it is the policy of the Natick Public Schools to view children as individuals. Therefore, this policy will use the term, “children and youth in transition,” rather than “homeless children.”

To the extent practical and as required by law, the district will work with children and youth in transition and their families to provide stability in school attendance and other services. In order to provide children and youth who have lost their housing and/or lack permanent housing equal access to free, appropriate public education, it is the objective of the Natick Public Schools to remove barriers to the enrollment and retention of children and youth in transition in accordance with state and federal law.

### **Definitions**

The Massachusetts Department of Elementary and Secondary Education has adopted Section 725(2) of the McKinney-Vento Homeless Assistance Act regarding the definition of homeless children and youth:

- individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

#### **This definition shall include:**

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because they are living in circumstances described above; and
- unaccompanied youth a youth not in the physical custody of a parent or guardian.

### **Liaison**

The Superintendent shall designate at least one staff member in the district to serve as the Children and Youth in Transition Liaison, whose role will be to fulfill the duties set forth in state and federal law. The Assistant Superintendent for Pupil Services will act as the Liaison for the Natick Public Schools.

**Student's Rights to School Selection**

The Natick Public Schools will either continue the student's education in the school of origin until the end of the year in which the student obtains permanent housing; or enroll the student in a public school that non-children and youth in transition who live in the attendance area in which the child or youth is actually living are eligible to attend.

**Enrollment**

The Natick Public Schools will immediately enroll children and youth in transition in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency.

**Transportation Services**

The Natick Public Schools will ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the Liaison), to and from the school of origin.

**Services**

Children and youth in transition are automatically assessed for eligibility for Title I services, regardless of what school they attend if such services are offered for student's assigned grade. Children and youth in transition 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, English Language Learner education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

**Access to Child Nutrition Programs**

It is the policy of the Natick Public Schools to ensure that children and youth in transition are able to participate in federal, state, or local food programs. School lunch and other nutrition programs offered by the district will be made available to children and youth in transition.

**Dispute Resolution**

The Natick Public Schools will utilize the procedures for Dispute Resolution as defined in the McKinney-Vento Homeless Education Act Section 722(g): 42 U.S.C.11432(g). If there is an enrollment dispute, the student shall immediately enroll 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, and the district's liaison will carry out dispute resolution as provided by state rule.

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

## **SCHOOL CHOICE**

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

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

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B, 151B

Revised by the Natick School Committee: April 9, 2018

## **STUDENT ABSENCES**

Regular and punctual school attendance is essential for success in school. The Natick School Committee does recognize, however, that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child
4. For observations of major religious holidays

A child may also be excused for other exceptional reasons with the approval of the school Principal.

A student's understanding of the importance of day to day school work is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible. All notes regarding absences due to illness should be given to the school nurse. If a child is absent 5 or more consecutive days, a physician's certificate will be required for readmission to school.

LEGAL REFS.: M.G.L. 76:1; 76:16; 76:20

**OBSERVANCES OF RELIGIOUS HOLIDAYS**  
**PERSONAL OBSERVANCES OF RELIGIOUS HOLIDAYS**

The Natick Public Schools shall excuse students from school attendance and extra-curricular activities for personal observances of religious holidays occurring on dates when school is in session. Students will not be penalized for such absences.

When students miss assignments, tests or other schoolwork due to such excused absences, they shall be provided a reasonable opportunity to make up their schoolwork in a timely manner.

The above paragraphs will pertain to all personal religious observances, regardless of the inclusion of major religious observances on the school calendar.

**MAJOR RELIGIOUS HOLIDAYS IDENTIFIED ON SCHOOL CALENDAR**

Major religious holidays where school is in session and where school is closed shall be identified in the Natick Public Schools calendar as voted by the Natick School Committee.

No major assignments nor assessments will be required for any student during the observance of any major religious holiday, including the day following such religious observance.

Guidelines for Observances of Religious Holidays will be published in each school's student handbook.

Students or their parents are encouraged to communicate with teachers in advance of such absences.

No adverse or prejudicial effects shall result to any student because they have availed themselves of the provisions of this policy.

Adopted by the Natick School Committee – February 27, 2023

Cross Ref: IC/ICA; IKB

## **EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE**

### Denial of Admission

Denial of admission means the withholding of the privilege of enrolling in any Natick public school.

The following may be the grounds for denial of admission:

- Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
- Failure to meet the requirements of age or conditions delineated in the Natick School Committee Entrance Age Policy;
- Having been expelled from this District or any district;
- Not being a resident of Natick, and Natick has opted not to participate in the School Choice Law (Exemptions must have approval of the Natick School Committee);
- Failure to comply with the provisions of the Massachusetts School Entry Immunization Law;
- Or any other reason provided by Law.

LEGAL REFS.: M.G.L 71:37H; 76:12; 76:12A; 76:12B

REF: JEB, Entrance Age  
JLCB, Inoculations of Students

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The Natick School Committee has the responsibility to protect the rights of students as guaranteed under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights-including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions affecting students.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy in respect to the student's school records as specified in Policy JRA.

It is the Natick School Committee's policy that as part of the educational process students will be made aware of their legal rights and of the legal authority of the School Committee to make, and delegate authority to its staff to make rules regarding the orderly operation of the schools. These rules will be published in the Student Handbook.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

LEGAL REFS.:       M.G.L 71:37; 71:82 through 71:86  
                          Student Record Regulations

## **DISCIPLINARY APPEALS PROCESS**

Students -and their parents and/or guardians- who believe that the students have received unfair treatment in the form of disciplinary action will have the right to appeal. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, appeals procedures will begin with the authority imposing the penalty (for example, Principal or teacher) and may ultimately be referred to the Superintendent.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a respectful manner.

LEGAL REF.:        M.G.L 76:17



## **STUDENT ADVISORY COMMITTEE**

Prior to June 1<sup>st</sup> of each year, the members of this student committee will elect a chairperson who will serve for a term of one year. This student shall be an ex-officio nonvoting member of the School Committee without the right to attend executive sessions unless such right is expressly granted by the School Committee. The chairperson will also be subject to all School Committee rules and regulations and will serve without compensation.

Procedures for the selection of student representatives shall be developed by the student council and high school administration and shall have the advance approval of the School Committee. Each School Committee agenda shall include an opportunity for the Student Representative to report to the School Committee.

Students are encouraged to attend School Committee meetings with the same privileges as those extended to the general public.

LEGAL REF.:        M.G.L. 71:38M

## **STUDENT CONDUCT**

Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of state, local and federal law that apply to their conduct. Delineation of these rules and laws are found in the student handbook.

LEGAL REF.:       M.G.L71:37H; 71:37H1/2  
                      Chapter 227 of the Acts of 1989  
                      Chapter 150 of the Acts of 1987

## **STUDENT DRESS CODE**

The responsibility for the dress and appearance of the students will rest with individual students and parents.

They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

## **STUDENT CONDUCT ON SCHOOL BUSES**

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

The Code of Conduct as outlined in the student handbook applies to all students on school busses and/or at school bus stops.

## **STUDENT PUBLICATIONS**

Within the school setting, students enjoy the constitutional right of freedom of expression, including the right to express their views in student publications, provided such expression does not cause, or threaten to cause by reasonable forecast by school officials, any disruption or disorder in the school. Additionally, such constitutional right of freedom of expression does not include expression which is obscene, defamatory, or advocates violence or illegality where such advocacy is imminently likely to incite the commission of such acts to the detriment of school security, or which can reasonably be forecast to cause substantial disruption or material interference with school activities.

Student publications will be encouraged to comply with the rules for responsible journalism. Students shall affix their names to all articles or editorials written by or contributed to by them. The Superintendent will establish guidelines that are in keeping with this policy and provide for review of student publications prior to their distribution, to address matters that are not protected forms of expression.

Each student publication shall contain the following: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."

### **Distribution of Literature**

The time, place and manner of distribution of literature will be reasonably regulated by the Principal.

LEGAL REF.: M.G.L 71:82

Revised & Approved by the Natick School Committee on May 2, 2022

## **SYMBOLS OF GANGS/SECRET SOCIETIES**

The goal of the School Committee is to keep District schools and students free from the threats or harmful influence of any gang. For purposes of this policy, gang is defined as any group, secret society, organization or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior.

### Symbols

The School Committee finds that gang symbols are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The School Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the Principal or his/her designee as the need for it arises at individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.

## **SECRET SOCIETIES**

Fraternities, sororities and/or secret societies shall not receive District or building recognition in any manner.

A student may be suspended or expelled for failure to comply with the provisions of this policy.

## **PROHIBITION OF HAZING**

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

LEGAL REF.:           M.G.L. 269:17, 18, 19

## HAZING

### CH. 269. S.17. CRIME OF HAZING: DEFINITION: PENALTY

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 one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person, such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

### CH. 269. S.18. DUTY TO REPORT HAZING

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

### CH. 269. S.19. HAZING STATUTES TO BE PROVIDED: STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, 33ledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the School Committee of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The School Committee of regents and in the case of secondary schools, the School Committee of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.



## **BULLYING PREVENTION**

The Natick Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

“Bullying” is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

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

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

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

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

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

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

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

Bullying is prohibited:

- On school ground
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;

- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased, or used by the school district; or,
- Through the use of technology or an electronic device owned, leased, or used by the Natick public schools;

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

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

### Prevention and Intervention Plan

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

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

### Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

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

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

### Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

### ***Natick Public Schools***

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

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

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent. Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

### Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

### Target Assistance

The Natick Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

### Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all students from PreK to age 22.

### Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be

***Natick Public Schools***

provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Natick Public Schools website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended  
Federal Regulation 74676 issued by EEO Commission  
Title IX of the Education Amendments of 1972  
603 CMR 26.00  
M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

CROSS REFS.: AC, Nondiscrimination  
ACAB, Sexual Harassment  
JBA, Student-to-Student Harassment  
JICFA, Prohibition of Hazing  
JK, Student Discipline Regulations

Adopted by the Natick School Committee – March 20, 2023

## **TOBACCO USE BY STUDENTS**

Smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all District buildings. All forms of tobacco use shall be prohibited on all District property. In addition, tobacco use by students is banned at all school-sponsored events, even though this use does not take place on school grounds.

LEGAL REF: M.G.L 71:37H

CROSS REF.: ADC, Smoking on School Premises  
GBED, Tobacco Use on School Property by Staff Members

## **DRUG AND ALCOHOL USE BY STUDENTS**

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REFS.: M.G.L.71:2A; 71:96; 272:40A

CROSS REFS.: IHAMB, Teaching About Alcohol, Tobacco and Drugs  
GBEC, Drug Free Workplace Policy

## **USE OF CELL PHONES AND ELECTRONIC DEVICES**

**Natick Public Schools promotes the use of Technology as an effective environment for learning. However, given the degree to which unregulated use of cell phones and other personal electronic devices may interfere with teaching and learning the following regulations will apply through June 2011 at which time this policy will be reviewed.**

### **In Elementary and Middle Schools:**

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

### **In Natick High School:**

1. Cell phones and personal electronic devices must be turned off and not visible during the school day in all academic wings: A wing, B wing, S wing and N wing hallways and classrooms as well as the gymnasium, the auditorium, the fields and all bathrooms. Texting is prohibited.
2. Electronic devices necessary for a specific educational purpose and/or individual student need maybe used in class with the approval of the supervising teacher/staff member. For example, a student in the library may listen to recordings that serve an educational purpose with the permission of the librarian. Electronic devices may be used responsibly in any non-academic area during non-class time. For example, MP3 players maybe used in the cafeteria, courtyard or front office hallway.
3. Students will be allowed to use MP3 players to listen to music on the balcony portion of the library only. Students who choose to sit in the lower section must adhere to the no usage policy.

It is the expectation of the School Administration that all students will comply with these guidelines. Students not adhering to guidelines of this policy will be subject to consequences outlined in the student handbook.

Natick Public Schools is not responsible for lost or stolen electronic devices under any circumstances.

## HARASSMENT OF STUDENTS

This policy is co-governed by the District's Nondiscrimination Policy including harassment and retaliation. Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Natick Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

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

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

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

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

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training. Where it is determined that



discrimination or harassment has occurred, the District will act promptly to eliminate the conduct and will impose developmentally appropriate disciplinary, restorative and/or corrective action.

The District will respond promptly and reasonably investigate allegations of sexual harassment through designation of the Title IX Coordinator or building based employees to any reports or complaints of discrimination, including harassment and retaliation, or other violations of civil rights, pursuant to our detailed response protocol. Where it is determined that discrimination or harassment has occurred, the District will act promptly to eliminate the conduct and will impose developmentally- appropriate disciplinary, restorative, and/or corrective action.

LEGAL REF.:           M.G.L. 151B:3A  
                              Title IX of the Education Amendments of 1972  
                              BESE 603 CMR 26:00  
                              34 CFR 106.44 (a), (a)-(b)  
                              34 CFR 106.45 (a)-(b) (1)  
                              34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

CROSS REF.:           AC, Non-Discrimination Policy Including Harassment and Retaliation

SOURCE: MASC – September 2022

Adopted by the Natick School Committee – December 5, 2022

## **PREGNANT STUDENTS**

The Natick Public Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The Natick Public Schools does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

LEGAL REFS.:       M.G.L. 71:84  
                          Title IX: 20 U.S.C. § 1681  
                          34 CFR § 106.40(b)

## **SEARCH AND SEIZURE & INTERROGATION BY POLICE**

The School Committee policy on search and seizure addresses locker, cubby and desk searches and the search of a student's personal belongings or vehicle on school property. It applies to searches conducted on school property during and after the school day and at school events.

### **Search of Students' Lockers, Cubbies and Desks**

1. It is prohibited to store any illegal items/substances or items/substances in violation of any school rule in a locker, cubby or desk.
2. Items/substances prohibited from being in lockers, cubbies or desks include: Guns/knives/weapons (real or fake), illegal drugs, fireworks/explosives, fire/smoke/odor producing products, and any other evidence of a school rule or legal violation.
3. School lockers, cubbies and desks are the sole property of the Natick Public Schools and access is granted to the students to store school and personal belongings. At no time should this access be considered the granting of an expectation of privacy in these spaces. In the case of lockers, the school maintains a list of combinations and/or possesses a master key to gain access.
4. Students should be aware that, at the discretion of a school administrator, a student's locker, cubby or desk may be searched at any time for any reason and prohibited items/substances will be seized.

### **Search of Students and Their Belongings**

1. Search of a student or of a student's belongings or of a student's automobile parked on school property will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion of a violation of law or the rules of the school.
2. Searches may be conducted by school administrators (or, in their absence, their designees) or activity supervisors in the case of school events.

### **Interrogation by Police in School Related Matters**

The school building administration shall inform a student's parent or guardian before a police officer or other law enforcement personnel interrogates or questions that student in school.

## **STUDENT ORGANIZATIONS**

### Student Organizations

Student organizations in the District shall be encouraged when they meet the criteria of contributing to student confidence and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature may require approval at the discretion of the School Committee.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy (see also Policy JICF).

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

### Student Organizations - High Schools

In addition to the above requirements, all clubs or organizations at the high school level will relate to the subject matter covered by the curriculum. The Principal is responsible for determining that the purpose of a student organization is related to the curriculum. The Principal is authorized to deny requests by unauthorized student organizations desiring to meet or form in a particular school, the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the appropriate District administrator for review of the Principal's decision.

LEGAL REF.:           603 CMR 26.06

## **STUDENT ACTIVITY FEES**

The Natick School Committee recognizes the need for student fees to fund certain school activities. The Natick School Committee also recognizes that some students may not be able to afford these fees. No student will be denied access into any program because of an inability to pay supplementary charges.

A school may exact a fee or charge only upon Committee approval. Students enrolled in certain courses may be charged for the cost of materials used in projects that will become the property of the student.

## STUDENT FUND-RAISING ACTIVITIES

The Natick School Committee will not permit students to be required to participate in student fund-raising activities, even if the activity is to benefit the students or school (for example: scholarship funds, sale of tickets to scheduled athletic events or visual arts performances, etc.). Proposals for fund-raising of this kind must be approved by the building Principal (the Superintendent and business office, if system-wide).

No solicitations of any kind involving students may be held in the Natick Public Schools without the specific consent of the building Principal and approval of the Superintendent via the business office. All approved fundraisers are to be registered on the NPS website for transparency with the community. If students are involved in fundraising activities, the funds raised must be managed under the Student Activity Accounts policy.

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process. The Committee further recognizes that families have different resources; those differences should, as much as possible, not be highlighted by school activities, including fundraising.

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by the building Principal, Superintendent and the business office.

Other fundraising activities that would involve students in the fundraising process shall be submitted to the Superintendent via the business office for approval. All approved fundraisers are to be registered on the NPS website for transparency with the community.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are strongly discouraged.

Fundraising activities may not involve competitions among students. Students may not be rewarded with additional recess, snacks, activities or any type of prize for having raised larger amounts of funds or reaching fundraising goals.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

SOURCE: MASC - Updated 2021

CROSS REFS.: KHA, Public Solicitations in the Schools

Adopted by the Natick School Committee – December 5, 2022

## **STUDENT ACTIVITY ACCOUNTS**

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent or designee. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Authorizes the following maximum amounts a school can have in its checking account at any time: Elementary School, \$3,000; Middle School, \$10,000; and High School, \$25,000.

### **Graduating Class Funds**

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the

***Natick Public Schools***

responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

### **Inactive Student Activities**

When a student activity ceases to be active for a period of three years or more the Principal or other authorized administrator shall require the following actions:

1. Obtain written notice from the faculty advisor or student officer that the activity will cease to be a viable account. If unable to obtain such notification the Principal shall request action to close the account from the School Committee.
2. Identify in writing all assets of the student activity. The disposition of any assets shall be determined by the School Committee and may not benefit specific individuals.
3. Annually notify all students of the required actions if an activity ceases to exist.

### **Student Activity Deficits**

Individual student activity accounts are not permitted to be in a deficit position. Whenever a deficit exists that is not the result of timing, the Superintendent shall recommend remedial action to the School Committee in a timely manner.

SOURCE: MASC July 2018

LEGAL REFS: MGL [71:47](#)

Revised & Approved by the Natick School Committee: September 17, 2018



## **STUDENT TRAVEL**

All student trips which include late night or overnight travel (between the hours of midnight and 6:00 am) must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

Legal Ref.: Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002  
M.G.L.69:1B; 71:37N

## STUDENT TRAVEL REGULATIONS

### 1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches. Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory". FMCSA ratings are available at <http://www.saferys.org/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

Airplane travel is to be excluded from these regulations.

### 2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Department of Education publication Student Learning Time Regulations Guide.)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

### 3. Fundraising

The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets. If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

LEGAL REFS.: Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002  
M.G.L. 69:1B; 71:37N; 71:38R  
603 CMR 27.00

## **INTERSCHOLASTIC ATHLETICS**

The participation of the school district in interscholastic athletic programs will be subject to the approval of the Natick School Committee upon the recommendation of the Athletic Advisory Board.

Rules for participation in the approved interscholastic athletic programs and contests will be, at a minimum, those established by sponsoring organization (for instance, the Massachusetts Interscholastic Athletic Association (MIAA) for high school sports). Final authority regarding Interscholastic Athletic decisions rests with the high school Principal as referenced in the guidelines in the high school student handbook.

LEGAL REFS.:       M.G.L. 71:47; 71:54A  
                      603 CMR 26.06

CROSS REFS.:       AC, Nondiscrimination (and subcodes)

## **NAMING OF SCHOOL SPONSORED TEAMS, CLUBS, ACTIVITIES**

The Natick School Committee formally delegates responsibility to the Superintendent and her/his designees for the naming of all Natick Public School-sponsored teams, clubs, and activities in which students participate, and the mascots thereof where applicable. In discharging this duty, the Superintendent and her/his designee must at all times observe all other School Committee policies and educational mission statements to guarantee that selected names and mascots are consistent with the goals and policies of the Natick Public Schools. The Superintendent and appropriate school administrators shall, from time to time, review school names and mascots to ensure that they remain consistent with the school system's educational policies, goals and mission statements.

## **STUDENT DISCIPLINE**

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

LEGAL REFS.:       M.G.L. 71:37H and 37L; 76:16 and 17  
                          Chapter 380 of the Acts of 1993  
                          Chapter 766 Regulations, S. 338.0  
                          Mass. Dept. Of Education, Advisory Opinion on Student Discipline, January 27,  
                          1994

## **CORPORAL PUNISHMENT**

State law provides that:

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

Established by law

LEGAL REF.: M.G.L. 71:37G

## **PHYSICAL RESTRAINT OF STUDENTS**

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603 CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00;
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and

accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

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

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint."

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

SOURCE: MASC

ADOPTED: August 2015

LEGAL REF.: M.G.L. 71 :37G; 603 CMR 46.00



## **STUDENT WELFARE**

### Supervision of Students

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students under the age of 18 will be released only into the custody of parents or other persons authorized in writing by a parent or guardian.

### Reporting to Authorities - Suspected Child Abuse or Neglect

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch. 119, S 51A. (Child Protection Act of 1975)

In accordance with the law, the District shall establish the necessary regulations and procedures (Project Alliance) to comply with the intent of the Act consistent with the District's responsibility to the students, parents, District personnel, and the community.

### Student Safety

Instruction in courses in industrial arts, science, homemaking, art, physical education, health, and safety will include and emphasize accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

### Safety on the Playground and Playing Field

The District shall provide safe play areas. Precautionary measures, which the District requires, shall include:

- A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;
- Instruction of students in the proper use of equipment;
- Supervision of both organized and unorganized activity.

### Fire Drills and Reporting

The District shall cooperate with appropriate fire departments in the conduct of fire drills. The Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

LEGAL REFS: MGL 71:37L; 148:2A

## **STUDENT INSURANCE PROGRAM**

A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program.

All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

## STUDENT HEALTH SERVICES AND REQUIREMENTS

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

### Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain an Emergency Response Manual, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

**Provision for care beyond First Aid, which would enable care by the family or its physician or the Paramedic Assistance Unit of the Fire Department. In instances when the Paramedic Assistance Unit is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;**

**Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents for such administration of medication shall be reviewed and approved by the Principal or designee;**

**Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;**

**Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.**

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to pick up the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

LEGAL REF.: M.G.L. 71:53;54;54A;54B;55;55A;55B;56;57

CROSS REF.: EBB, First Aid

## **PHYSICAL EXAMINATIONS OF STUDENTS**

Every student will be examined once in each school year for screening in sight, hearing, BMI, and for other physical problems as provided in the laws. A record of the results will be kept by the school nurse.

Every student will be required to present evidence of a general physical examination four times: upon entering school and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept.

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad and will, will be required to present evidence to determine fitness. The school physician may examine athletes upon request of the parent/guardian. A written report stating the fitness of the student to participate signed by the physician will be sent to the school Principal.

The school physician will make a prompt examination of all children referred to him/her by the school nurse. He/she will examine school employees when, in his/her opinion, the protection of the student's health may require it. Except in an emergency, the school physician will not prescribe for or treat any student.

Whenever the school nurse finds a child suffering from any disease or medical problem, the situation will be reported to the parent or guardian in writing, or by personal visit if remedial treatment is recommended. A copy of the report will be filed at the school.

The school nurse will make a monthly report to the Superintendent of the number of students examined; the number excluded; and the number recommended for treatment or special adjustment of work. In all cases of exclusion or recommendation, the causes will be included in the report.

LEGAL REFS.: M.G.L. 71:53; 71:54; 71:56; 71:57

CROSS REF.: JF, School Admissions

## **INOCULATIONS OF STUDENTS**

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against diphtheria, whooping cough, poliomyelitis, tetanus, measles, and such other communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

Established by law

LEGAL REF.: M.G.L. 76:15

CROSS REF.: JF, School Admissions

## **COMMUNICABLE DISEASES**

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as Acquired Immune Deficiency Syndrome (AIDS).

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

LEGAL REF.:           M.G.L. 71:55

## **MEDICATION ADMINISTRATION POLICY**

The Natick School Committee will abide by the law set forth by the Commonwealth of Massachusetts (M.G.L. 94C, the Controlled Substances Act) and 105 CMR 210.000, the regulations governing the administration of prescription medication.

No one but the school nurse, and those listed in the medical administration plan acting according to 105 CMR 210.005(E), may administer any medication, including over the counter medications to any student.

In case of an emergency, each school will have access to epinephrine auto-injectors. After an assessment by the school nurse and a life threatening (anaphylaxis) situation exists, s/he will:

- a. Administer the epinephrine auto-injector
- b. Immediately call 911
- c. Follow emergency procedure
- d. Notify student's parent(s) or guardian(s) or any other designated person.

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of the epinephrine auto-injectors.

The school district, in conjunction with the School Physician and the School Nurse Leader, will stock, at minimum, 2 doses, nasal naloxone (Narcan). Trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

Following consultation and planning with the school nurse and consistent with 105 CMR 210.006(B), students with the following may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems
4. Students with life threatening allergies may possess and administer epinephrine.
5. All medications must be clearly labeled and stored in original pharmacy or manufacturer labelled containers and in such a manner to render them safe and effective.

Each school nurse may also administer acetaminophen and/or ibuprofen to students in the Natick Public Schools. Administration must be based on a protocol which has been developed in collaboration with Natick's School Physician and includes written parental permission.

Other prescription or nonprescription drugs are prohibited unless written permission is obtained by the students primary care provider and the medication is administered by the school nurse. Such permission



may only be granted upon receipt of clearly convincing medical evidence to the effect that there is no other way of adequately addressing that student's special medical problem.

The School District will follow the state regulations involving documentation of the administration of prescription medications, storage of prescription medications, reporting and documentation of medication errors, and will address the concerns of parents and/or guardians regarding the administration of medications.

LEGAL REF: M.G.L. 71:54B; 94C

Dept. of Public Health Regulations 105 CMR 210.00

Board of Registration in Nursing 244 CMR

REF: Emergency Medication Procedure

Revised & Approved by the Natick School Committee: September 17, 2018

## **COMFORT CARE/DO NOT RESUSCITATE ORDERS**

Individuals with terminal illnesses are attending school in increasing numbers. Natick Public Schools recognize the educational and social needs of a medically fragile individual who wish to attend school in the least restrictive environment as defined by IDEA and for students or staff members under Section 504 of the Rehabilitation Act of 1973. As the status of an individual's health declines, the individual and family may make the difficult decision not to prolong life, and request a "Do Not Resuscitate" Order (DNR).

An individualized DNR plan will be developed with the patient, the patient's family, school nurse, nurse leader, private physician, school physician, building principal and the Director of Special Education. The DNR plan will address details concerning the event, comfort measures to be employed, protocols for notification of family, physician roles, transportation and mobilization of the crisis team. The plan will also address what measures to follow if the individual is in a state of physiological distress.

The DNR order will be the form put forth by the Massachusetts Department of Public Health. (See attached) The DNR order will be kept on file in the Nurse's Office. An individual who has a DNR order will have a full time nurse on the premises at the school he/she is attending.

The patient, parent/guardian and or health care agent, may revoke the Comfort Care/DNR order at any time or direct that it not be followed. If (when) the circumstances allow, the person revoking the order should communicate the revocation to the school in writing.

## COMFORT CARE/DO NOT RESUSCITATE (DNR) PROTOCOL

1. The individual is identified as requesting to have a Comfort Care/ DNR order in place.
2. A meeting will take place within the next two school days. The people that will be invited to the meeting will include: the individual (if possible), the family/guardian, the school nurse, nurse leader, the building principal, private physician, school physician and the Director of Special Education.
3. An individualized plan will be formulated and will address the following:
  - a. How will the individual be transported to the clinic if an event occurs  
If the person cannot be transported to the clinic, need a “shelter in place” plan
  - b. The DNR documentation will be provided by the individual/family/guardian and it will be the Comfort Care/DNR order from the Massachusetts Department of Public Health. The order will be kept on file in the nurse’s office. The order will need to be renewed at the beginning of every school year.
  - c. The nurse will collaborate with the building Principal to insure that all appropriate staff will be informed of the individual’s healthcare plan and DNR plan, in a confidential and professional manner. Individual confidentiality will be maintained to the extent preferred by the student and family. The nurse/principal will have the staff member sign a form acknowledging they have received the notification of the plan. This meeting will occur within 2 school days of the initial meeting.
    - The nurse will notify the Natick Fire Department that a specific building has an individual with a DNR order/plan in place. (if written permission is given from pt/family)
    - Identify who will be of support, (first responders-medical and calm personnel) and a plan to notify them of an impending crisis
  - d. Protocol for immediate notification of family if there is a change in the individual’s condition
  - e. What comfort measures will be given to the individual: emotional support, suctioning, oxygen, medications
  - f. Pronouncement of the individual- school MD, will need death certificates on hand
  - g. How will the deceased be removed from the school? Is there preplanning with a particular funeral home? Where will the hearse come to? Will there be a shelter in place?
  - h. Who will mobilize the crisis team for support of staff and students post event? Pay particular concern to any student who might have been present at the outset of the event and feels that staff didn’t help the individual. Will there be outside grief counselors brought in? have their contact info readily available. If there will be outside agencies assisting post-event, develop a rapport with them prior to the actual need. It will be critical to offer staff and students appropriate emotional support.
  - i. The individual, parents/guardians, or health care agent can revoke the Comfort Care/ DNR order at any time. They can revoke the order by written notification (preferable) or by verbal direction in an emergency situation. Written notification of the revocation from the person who revoked the order should be obtained as soon as possible. The principal and/or nurse will inform all the staff that had previously signed notification that they were informed a DNR plan was in place, that the order has been revoked. A signature will confirm the staff notification.

- j. Plan for if the individual is in distress but death is not imminent- Individualized Health Care Plan
- k. Individual Health Plan will include, but not limited to:
  - 1) Specific medical interventions that are allowed and disallowed by the DNR order
  - 2) Procedures to be followed for emergencies
  - 3) Plans for interaction with local EMS personnel
  - 4) Plans for ongoing assessment of the student's health status
  - 5) Guidelines for removing the individual from class activities
  - 6) Guidelines for dealing with students and staff
  - 7) Comfort measures to be employed (part of DNR plan)
  - 8) Protocol for handling an emergency on the bus or during other related school activities
  - 9) Training and support for school staff (and students)
  - 10) Plan for ongoing communication with family and family support

## **GUIDANCE PROGRAM**

Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths and limitations. This process should assist students in the development of their potential; their decisions relating to personal, educational, and vocational matters, and also in becoming capable of mature self-guidance.

The school system's guidance program will be based on this definition and developed from these broad fundamental principles:

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Conditions may be improved. Equality of educational opportunity will benefit the individual and society.
3. Guidance is a continuous and developmental process. Every experience of the individual influences his/her performance in some way.
4. Guidance does not propose to program an individual's course of action but rather tries to assist him/her in arriving at his/her own satisfactory solutions.

Guidance services will include: educational guidance; testing programs; occupational, career, and higher education assistance and information; study aids; consultation services; and personal developmental guidance as needed. These services will be available to all students.

While some of the problems of the individual may relate to behavior and consequently entail guidance on behavior, student discipline will not be a regular function of guidance personnel.

LEGAL REFS.: M.G.L. 71:38A through 71:38F; 71:46G  
603 CMR 26.04

## **STUDENT GIFTS AND SOLICITATIONS**

Students are discouraged from giving gifts to classroom teachers and other school personnel. Additionally, the practice of exchanging gifts between students in the school is discouraged.

In any event, gifts to staff shall conform to the following regulation established by the State Ethics Commissions:

- Gifts worth more than \$50 are prohibited, unless they are class gifts;
- Class gifts may be worth up to \$150 from current students and/or their parents. Such gifts require no disclosure but cannot include the names of individual donors and/or the amount they contributed to the gift;
- Gifts that are meant for classroom use and become the property of the school are also exempt from disclosure requirements;
- Any public school educator who receives a gift of any value from the parent of a current student must make a disclosure. Disclosures should be made to the superintendent of the school district.

Solicitation of funds for charitable purposes from students of the school system will be made only as approved by the School Committee.

Any organization desiring to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the Superintendent.

CROSS REFS.:      GBEBC, Staff Gifts and Solicitations  
                         JJE, Student Fund-Raising Activities  
                         KHA, Public Solicitations in the Schools  
                         KHB, Advertising in the Schools

## **STUDENT FEES, FINES, AND CHARGES**

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these supplementary charges.

A school may exact a fee or charge only upon School Committee approval. The schools, however, may:

**Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.**

**Charge for lost and damaged books, materials, computers, supplies, and equipment.**

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

## STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REFS:       Family Educational Rights and Privacy Act of 1974,  
                      P.L. 93-380, Amended  
                      P.L. 103-382, 1994  
                      M.G.L. 66:10 71:34A, B, D, E, H  
                      Board of Education Student Record Regulations adopted 2/10/77, June 1995 as  
                      amended June 2002.  
                      603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12  
                      also  
                      Mass Dept. of Elementary and Secondary Education publication Student Records:  
                      Questions, Answers and Guidelines, Sept. 1995

CROSS REF:       KDB, Public's Right to Know



## **STUDENT RECORDS**

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that “the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth,” and under M.G.L.c.71, s.34F which directs that “the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.” 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

### **Application of Rights**

603 CMR 23.00 is promulgated to insure parents’ and students’ rights of confidentiality, inspection, amendment, and destruction of students’ records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student’s parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student’s age.
- (4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

### **Definition of Terms**

The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

- (1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.
- (2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (3) The evaluation team which evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9<sup>th</sup> grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9<sup>th</sup> grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

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

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

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record.

Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
- (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- (d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

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

Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or
3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

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

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

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

(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

- (a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
- (b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

LEGAL REFS:      Family Educational Rights and Privacy Act of 1974,  
                         P.L. 93-380, Amended  
                         P.L. 103-382, 1994  
                         M.G.L. 66:10 71:34 A, B, D, E, H  
                         Board of Education Student Record Regulations adopted 2/10/75, as amended  
                         June 2002  
                         603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12  
                         Mass Dept. of Elementary and Secondary Education publication Student Records:  
                         Questions, Answers and Guidelines, Sept. 1995

CROSS REF: KDB, Public's Right to Know

## **STUDENT PHOTOGRAPHS**

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis. The building Principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to:

Enhance the safety of students through visual identification in an emergency situation.

Facilitate the social, educational, and administrative activities conducted in the school.

Provide a service to parents and students.

Allow the profits gained from the picture-taking program to be used by the building Principal on student activities only.

M.G.L. 30B 1B, 31

Adopted by the Natick School Committee – December 5, 2022

## **SECTION K**

### **COMMUNITY RELATIONS**

<b>KA</b>	<b>SCHOOL/COMMUNITY RELATIONS GOALS</b>
<b>KBA</b>	<b>SCHOOL/PARENT RELATIONS GOALS</b>
<b>KBBA</b>	<b>NON-CUSTODIAL PARENTS/GUARDIANS' RIGHTS</b>
<b>KBE</b>	<b>RELATIONS WITH PARENT ORGANIZATIONS</b>
<b>KCB</b>	<b>COMMUNITY INVOLVEMENT IN DECISION-MAKING</b>
<b>KCD</b>	<b>PUBLIC GIFTS TO THE SCHOOLS</b>
<b>KDB</b>	<b>PUBLIC'S RIGHT TO KNOW</b>
<b>KDD</b>	<b>NEWS MEDIA RELATIONS/NEWS RELEASES</b>
<b>KE</b>	<b>PUBLIC COMPLAINTS</b>
<b>KEB</b>	<b>PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL</b>
<b>KEB-R</b>	<b>PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL</b>
<b>KEC</b>	<b>PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS</b>
<b>KF</b>	<b>PUBLIC USE OF NATICK SCHOOL FACILITIES</b>
<b>KHA</b>	<b>PUBLIC SOLICITATIONS IN THE SCHOOLS</b>
<b>KHB</b>	<b>ADVERTISEMENT</b>
<b>KI</b>	<b>VISITORS TO THE SCHOOLS</b>
<b>KJA</b>	<b>RELATIONS WITH BOOSTER ORGANIZATIONS</b>
<b>KLG</b>	<b>RELATIONS WITH POLICE AUTHORITIES</b>



## **SCHOOL/COMMUNITY RELATIONS GOALS**

The School Committee believes that the District is an integral part of the community and that community support is necessary for the District's operation and achievement of excellence. The School Committee and District staff members recognize that community support is based on a mutual exchange, a dynamic process in which the District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the District is committed to sustaining:

**Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in District programs, and create community advocacy for its public schools.**

**Volunteer programs that provide mutually enriching experiences for our students, staff, and community volunteers.**

**Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.**

**Community service efforts which enable the District's staff and students to express their commitment to the community.**

## **SCHOOL/PARENT RELATIONS GOALS**

It is the general goal of the District to foster relationships with parents/guardians/guardians, which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parents/guardians are individually responsible for their children, the District provides direct services of education and indirect services of childcare for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will strive to collaborate with parents/guardians regarding student progress and achievement, methods to enhance student development, and matters of discipline.

Additionally, parental involvement in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

## NON-CUSTODIAL PARENTS/GUARDIANS' RIGHTS

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents/guardians who do not have physical custody of their children ("non-custodial parents/guardians").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
  - 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  - 2. The parent has been denied visitation, or
  - 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  - 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents/guardians. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34H  
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents/guardians  
20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

Adopted: December 11, 2006

## **RELATIONS WITH PARENT ORGANIZATIONS**

To foster relationships with parents that encourage the home and school to work together to establish and achieve common educational goals for students, the Superintendent and the professional staff will:

1. Consult with and encourage parents to share in school planning and in setting objectives and evaluating programs.
2. Help parents understand the educational process and their role in promoting it.
3. Provide for parent understanding of school operations.
4. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement.

To accomplish the above and to enhance communications between parents and school officials, the Committee encourages the maintenance of formal parent organizations at each school building. For this purpose the Committee will officially recognize a parent organization at each building. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents of children enrolled, will designate the organization to be recognized if more than one organization makes the request.
3. Upon official recognition of the organization, the organization shall agree to abide by all policies established by the Natick School Committee, with the following exception: The Alcohol Use policy shall not apply in situations where the organization is holding an event outside Natick Public Schools property, where no Natick Public Schools students will be present, and at which all attendees at the event will be 18 years of age or older.

## **COMMUNITY INVOLVEMENT IN DECISION-MAKING**

The School Committee endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns, and/or questions about the schools to the school administration, to any appointed advisory bodies, and to the Committee.

Residents who are specially qualified because of interest, training, experience, or personal characteristics, will be encouraged to assume an active role in school affairs. From time to time, these people may be invited by the Committee to act as advisors, either individually or in groups.

The Committee and the staff will weight the advice they receive from individuals and community groups interested in the schools, particularly from those individuals and groups they have invited to advise them regarding specific problems, but will use their best judgment in arriving at decisions.

CROSS REF.:           BDF, Advisory Committees to the School Committee

## **PUBLIC GIFTS TO THE SCHOOLS**

The Superintendent will have authority to accept gifts and offers of equipment or services under \$5,000 in value for the schools in the name of the Committee. These gifts will be reported to the School Committee on a regular basis, but at least annually. In the case of gifts from industry, business, or special interest groups, no advertising or promotion may be involved in any donation to the schools, except as in keeping with the naming rights policy, or upon approval of the School Committee.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the Committee, as provided by law.

The Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

### Ownership of Donations

Any donations to the District, whether in cash or in kind, that are accepted in accordance with this Policy, automatically become the property of the District.

All proposals to the School Committee for donations from staff and the general public require relevant departmental and administrative approval prior to being presented. District employees, applying for grants and/or seeking donations or outside funding for education services, professional development, and/or materials, must receive prior approval from the Superintendent or Designee, before submitting applications for funding. Donations may not be spent or used in the school unless and until they have been accepted on behalf of the District by a vote of the School Committee, subject to the exceptions stated below. Donations that are accepted by the School Committee will ordinarily be accepted without condition or restriction, unless the School Committee approves a proposed condition or restriction as being in the interest of the District. All donations accepted by the School Committee will become the property of the District to be used as the Natick Superintendent deems appropriate and are subject to the same controls and laws that govern the use and disposal of other school-owned property. Monetary donations will be placed in accounts as needed and in compliance with applicable laws. Donations of capital in excess of the greater of \$35,000 or the applicable statutory threshold at the time of the proposal will require an analysis as to whether compliance with applicable public bidding and/or purchasing laws is required. The District will comply with all such laws where applicable, including the conduct of any required processes to request proposals in advance of final approval.

### School Committee Approval

Donations may not be spent or used in the District unless they have been accepted by a vote of the School Committee, except in the following circumstances when District personnel are authorized to accept donations on behalf of the School Committee:

1. The Superintendent/Principal is authorized to accept grants on behalf of the Committee from the federal, state, county, or local governmental agencies, private foundations, corporations, or private organizations when the District or a staff member has applied for the grant with the prior approval of the Superintendent/ Designee.
2. In-kind contributions may be accepted by the District only upon the advance approval of the School Committee. In determining whether to grant such approval, the School Committee will consider

such factors as it deems relevant, including any safety considerations and any costs of installing or maintaining the property and its usefulness to the educational program. The School Committee may condition its acceptance of a contribution in kind on the agreement of the donor to bear the costs of installing or maintaining the property to be offered in kind, or may condition its acceptance upon any other condition that the School Committee determines to impose.

3. Donations of time and personal services by parents and other Natick residents shall not be subject to this policy. This exemption shall apply to individual volunteerism only and shall not extend to donations of services by employees and agents of businesses or commercial entities, which shall be treated the same as donations of money or other contributions of economic value under this policy.

Donations of cash may be accepted for the purpose(s) specified by the donor, upon approval by the School Committee. Donations in-kind that are subject to conditions or restrictions imposed by the donor will not be accepted by the School Committee or the Superintendent/Principal or any other District official, as the case may be. However, the School Committee will consider donor requests for the use and assignment of donated property before accepting contributions in kind.

#### Student Donations & Gifts

#### Conditions for Acceptance of Donations or Fundraising Proceeds

The School Committee reserves the right to reject any donation or proceeds from fundraising if it finds that the donation would not serve the interests of the District. The School Committee will normally accept only those gifts that benefit the District as a whole or all the same classes in a subject or grade level within the school (e.g., those that strengthen the scope and sequence of the curriculum or the many co-curricular and support programs), subject to the limited exceptions listed below. The School Committee will consider the overall interests of the District in reviewing each circumstance, but generally will not accept donations or proceeds from fundraising under the following circumstances:

1. The targeted purpose is incompatible with existing or planned curriculum, programs, or educational goals of the District.
2. The donation or fundraised proceeds would result in an unreasonable inequity among classes or groups of students within the District that are protected by applicable anti-discrimination laws (e.g., gender, race, religion, sexual orientation or disability).
3. The donation or purpose for fundraising would constitute an operating expense and result in a recurring cost to the District such as the salary or benefits for a staff position, or ongoing maintenance or support of equipment or materials, or would create a cost to the District to terminate or eliminate the staff, equipment or materials (e.g., unemployment). Funding for ongoing maintenance must accompany any donation of capital or capital purchased through fundraising.
4. The donation or purpose for fundraising may require special supplies, maintenance, or installation, or entail other significant costs not covered by the donation or funds raised.
5. The donation or purpose for fundraising would involve unreasonable advertising or promotion of a

#### ***Natick Public Schools***

commercial interest.

6. The donation or purpose for fundraising would support a program that has been discontinued or any program, equipment or materials, or a capital item that was proposed but not funded through the District's budget. The Committee recognizes that any policy statement on this topic will not be comprehensive in its resolution of all questions and situations. The Committee expects, from time to time, to render specific decisions, including policy exceptions, when it deems circumstances so warrant. Moreover, the Committee may amend this Policy from time to time at its sole discretion.

Reference:           Mass General Laws, Ch 71, 37A  
                          Mass General Laws, Ch 44, 53A, as amended

Approved by the Natick School Committee: June 19, 2017



## **PUBLIC'S RIGHT TO KNOW**

The School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The School Committee supports the right of the people to know about the programs and services of their schools. All requests for information will be acted on fairly, completely and expeditiously.

The official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. Neither Superintendent nor other persons responsible for the custody of confidential files will release for inspection by the public or any unauthorized persons the records pertaining to individual students or staff members. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent/guardian).

Each building administrator is authorized to use all means available to keep parents/guardians and others in the particular school's community informed about the school's program and activities.

LEGAL REFS.: M.G.L. 4:7; 66:10; 30A:18-25

CROSS REFS.: BEDG, Minutes  
GBJ, Personnel Records  
JRA, Student Records

## **NEWS MEDIA RELATIONS/NEWS RELEASES**

Every effort will be made to assist the press and other communications media to obtain complete and adequate coverage of the programs, problems, planning, and activities of the school system while still respecting the right of students or parents/guardians to control the release of their image or video.

All representatives of the media will be given equal access to information about the schools. General releases of interest to the entire community will be made available to all the media simultaneously. There will be no exclusive releases except as media representatives request information on particular programs, plans or problems.

In order that school system publicity is given wide coverage and is coordinated into a common effort and purpose, the following procedures will be followed in giving official information to the news media:

1. The School Committee chairman will be the official spokesman for the Committee, except as this duty is delegated to the Superintendent.
2. News releases that are of a system-wide or a sensitive nature or pertain to established Committee policy are the responsibility of the Superintendent.
3. News releases that are of concern to only one school, or to an organization of one school, are the responsibility of the Principal, with approval of the Superintendent, of that particular school. All statements made to the press by other staff members of the particular school must be cleared with the Principal, through the Superintendent.

While it is impossible to know how news releases will be treated by the press, every possible effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the school system.

Adopted by the Natick School Committee – December 5, 2022

## **PUBLIC COMPLAINTS**

Although no member of the community will be denied the right to bring their complaints to the Committee, they will be referred through the proper administrative channels for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern Committee actions or Committee operations only.

The Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. School building administrator
3. Superintendent
4. School Committee (as permitted by law)

If a complaint, which was presented to the Committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the Committee and then placed in the official files.

Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired.

The Committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

LEGAL REFS.:      MG.L. 76:5

## **PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

Whenever a complaint is made directly to the School Committee as a whole or to a Committee member as an individual, it will be referred to the school administration for study and possible solution. Anonymous complaints will be disregarded.

The Superintendent will develop, for approval by the Committee, procedures that assure prompt and fair attention to complaints against school personnel. The procedures will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he/she sees them.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Committee for a formal hearing and decision. Statutory restrictions on executive sessions will be observed.

LEGAL REFS.:        603 CMR 26.09 and 26.10

CROSS REF.:        BEC, Executive Sessions

## **PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

The following procedures are established to ensure that a citizen's complaint is given respectful attention and that the integrity of the educational program is upheld. "Complaint" in this regulation will be restricted in meaning to that criticism of particular school employees by a citizen of the School District which includes or implies a demand for action by school authorities. Other comments and suggestions will be referred informally to affected personnel.

1. If a complaint comes first to the person against whom it is directed, he/she will listen courteously and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee will refer him/her to the building Principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member will immediately inform his/her supervisor of the complaint.
2. If a complaint comes first to the Principal or other supervisor of the person criticized, he/she should listen courteously or acknowledge a letter promptly and politely, but should make no commitments, admissions of guilt, or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the person criticized and should inform that person immediately of the complaint.

If the complainant has already met with the person criticized and remains unsatisfied, the supervisor should invite the complainant to file his complaint in writing and offer to send him the appropriate form regarding a school employee's behavior, character or qualifications.

3. If a complaint comes first to any other school employee, that employee will refer the complainant to the person criticized or his immediate supervisor and immediately inform both.
4. No further action on the complaint should be taken unless the complainant submits the complaint in writing.
5. When a written complaint form is received, the Principal or other supervisor will schedule a conference with themselves, the complainant, the person criticized, and if advisable, the department chairman or other personnel that either the supervisor or the person criticized feels could contribute resolution of the problem.
6. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he/she may see fit.

7. Should dissatisfaction remain after the above steps have been taken, the matter will be placed on the agenda for the next regularly scheduled Committee meeting. The decision of the Committee will be communicated in writing to all interested persons.

LEGAL REFS.: 603 CMR 26.09 and 26.10

## **PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS**

The School Committee, though it is ultimately responsible for all curriculum and instructional materials (including library books), recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the school system's educational philosophy and goals.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. If a parent requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials that the Committee has adopted.
2. The Committee will not permit any individual or group to exercise censorship over instructional materials and library collections, but recognizes that at times a reevaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:
  - a. The person who objects to the book or other material will be asked to sign a complaint on a standard form on which he/she will document his criticism.
  - b. Following receipt of the formal complaint, the Superintendent will provide for a reevaluation of the material in question, he/she will arrange for the appointment of a review committee from among the faculty to consider the complaint.
  - c. The Superintendent will review the complaint and the committee's reevaluation and will render a decision in the matter. Should the decision be unsatisfactory to the complainant, he/she may appeal it to the Committee.

In summary, the Committee assumes final responsibility for all books and instructional materials it makes available to students; it holds its professional staff accountable for their proper selection. It recognizes rights of individual parents/guardians with respect to controversial materials used by their own children; it will provide for the reevaluation of materials in library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach will be respected.

LEGAL REFS.: M.G.L. 76:5

CROSS REFS.: IJ, Instructional Materials  
IJ-R, Reconsideration of Instructional Material  
IJL, Selection and Adoption of Library Materials

## **PUBLIC USE OF NATICK SCHOOL FACILITIES**

Under Chapter 71, Section 71, the School Committee is empowered to set policy, regulations and fees regarding public use of school facilities. Such regulations will allow the use of school premises without interference to its regular school program, "by individuals and associations for such, educational, recreational, social, civic, philanthropic, and like purposes as it deems for the interest of the community."

The law further states that the affiliation of any such association with a religious organization shall not disqualify the association of such use, and that public school may be used as a place of assemblage for citizens to hear candidates for public office.

The use of public school facilities for school-related purposes will take precedence over all outside use.

Rental fees are set by the School Committee. The School Committee retains the right to empower the Superintendent or their designee as its agent on matters relating to the day to day implementation of the regulations under this policy and any exemptions or separate contracts governed by this policy. The Superintendent or their designee shall have the final decision in all scheduling, permit issuances, and interpretation of the Policy, unless otherwise directed by the School Committee. School Committee approval shall be required for any exceptions to the fees hereunder.

The School Committee retains the right to deny the use of school facilities to any group if it deems the use is detrimental to the interest of the community or interferes with the operation of the schools. Regulations and fee schedules pertaining to the use of school facilities shall insure the security of school property, and the Town will be absolved from any liability in case of accident by means of a general liability insurance policy.

The following three groups of eligible users have been established:

### **Group I - School and Town Departments**

Group I Rates will apply to the Recreation Department or Town Department revenue generating programs. There will be no charge for School Department usage, publicly posted Town business (i.e. Town Meeting, Elections, etc.), or recognized parent groups (PTO, PTA, Booster, NEF, etc.).

### **Group II - Non Profit Natick Community Groups, Organizations, and Activities**

Group II Rates will apply to any youth/adult group\*, community, philanthropic, artistic, or recreational activity sponsored by a non-profit organization, whose principle office or official business address is located within the political boundaries of the Town of Natick.

(\*Groups must be comprised of a minimum membership of 50% Natick residents—rosters will be requested by NPS for verification. Memberships less than 50% will be categorized as a Group III organization.)



**Group III - *All Other Groups, Organizations, and Activities***

Group III Rates will apply to all groups, organizations, or activities which do not meet the requirements of Group I or II, including individuals, private and commercial groups, societies, religious organizations, non-profits, and registered public charities.

The School Committee reserves the right to make changes/deletions and/or additions to this Policy if deemed appropriate for the Natick School Department.

LEGAL REFS: M.G.L. 71:71

## **PUBLIC SOLICITATIONS IN THE SCHOOLS**

The School Committee may place limits on commercial activities and fund-raising activities in the schools for the following reasons:

1. The school system should provide students, parents/guardians, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without School Committee permission.
2. No general or class distribution of commercial or fund-raising literature may take place without School Committee permission.

For the purposes of this policy, local PTA and PTO groups and groups representing school system employees will be considered "school groups" and will be governed by the Committee's policy on staff solicitations.

LEGAL REF.: M.G.L. 44:53A

CROSS REFS.:

JJE, Student Fund-Raising Activities  
JP, Student Gifts and Solicitations  
KHB, Advertising in the Schools

## **ADVERTISEMENT**

The Natick School Committee or administrative designee reserves the right to accept or reject any advertisement based upon appropriateness of content, format style and/or any other reason it deems necessary. The Natick School Committee or administrative designee shall be the sole judge of appropriateness and acceptability.

Solicitation of sales or use of the name of the school system to promote any product will not be permitted except by vote of the School Committee.

## VISITORS TO THE SCHOOLS

The School Committee encourages parents/guardians and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents/guardians to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Each Natick school will schedule and clearly advertise an open-house program(s) each year.
2. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
3. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
4. For security purposes it is required that all visitors report to the main office upon entering and leaving the building and sign a guest log showing arrival and departure times and will be provided a visitors badge which must be worn or displayed. Teachers are required to ask visitors if they have registered in the main office.
5. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
6. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.
7. Principals have the authority to make accommodations for all volunteers.

CROSS REF.: IHBA, Observations of Special Education Programs

## **RELATIONS WITH BOOSTER ORGANIZATIONS**

The School Committee recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system.

Generally, actions initiated by boosters provide the atmosphere and climate to foster and encourage community-school relationships.

Booster-proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and fine arts programs of the schools. Care must be taken to avoid compromising or diluting the responsibilities and authorities of the School Committee.

## **RELATIONS WITH POLICE AUTHORITIES**

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the District schools, and for safeguarding all school property.

Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community, and ensuring the rights of all concerned.

The School Committee also recognizes the potential enrichment that law enforcement agencies can make in the educational program.

Efforts should be made to develop and maintain a healthy attitude toward law enforcement agencies and personnel to promote better understanding and communication.

The Natick Public Schools and the Natick Police Department have developed and maintain a "Memorandum of Understanding".

## **SECTION L**

### **EDUCATION AGENCY RELATIONS**

- LA            EDUCATION AGENCY RELATIONS GOALS**
- LB            RELATIONS WITH OTHER SCHOOLS AND  
SCHOOL DISTRICTS**
- LBC          RELATIONS WITH NONPUBLIC SCHOOLS**
- LDA          STUDENT TEACHING AND INTERNSHIPS**

## **EDUCATION AGENCY RELATIONS GOALS**

The School Committee appreciates the place and importance of an educational system in its greater environment, which includes other organizations and institutions dedicated to education. It believes that much is gained through cooperative endeavors with other agencies.

In order to make a maximum contribution to education, within the school system and to other educational agencies, the Committee establishes these broad goals:

1. To encourage liaison with other educational agencies.
2. To supply educational services to and/or share with other educational agencies in a mutually beneficial arrangement..



## **RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS**

The School Committee will cooperate with other schools and with local, state, and regional agencies and organizations to:

1. Seek solutions of educational problems of common concern.
2. Offer support services of high quality to our children.
3. Equalize educational opportunities for all children.
4. Acquire federal and state grants.
5. Promote local school system involvement in state and federal decision-making.

This cooperation may extend to research, providing transportation for children to special schools and hospitals, coordination of curriculum, exchange of information and data, construction of facilities that may be efficiently used on a cooperative basis, and the coordination of school calendars and activities.

Before joining any cooperative programs, education collaborative, or participating in any joint educational services with other school systems, the School Committee wants to be sure that in all instances the best interests of our school children will be served. In carrying out this policy the Superintendent will include in reports to the Committee an evaluation of the desirability and feasibility of cooperation with other schools and agencies on matters of mutual interest.

LEGAL REFS.: M.G.L. 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A; 76:1

## **RELATIONS WITH NONPUBLIC SCHOOLS**

### **Private Schools**

In accordance with state law, the School Committee will approve the application of a private school in Natick when it is satisfied that the instructional program of the school equals that of the town's public schools in thoroughness, efficiency, and progress made.

Any individual/organization seeking to establish a private school within the Natick community must submit an application to Superintendent of the Natick Public Schools, who will conduct a thorough review of the application and make a recommendation to the Committee.

Procedurally, the steps for approving a private school include:

1. The private school applies, in writing, for approval one year in advance of planned opening. The letter of application is sent to the Superintendent.
2. The private school is provided with the "Checklist for Approval of a Private School" to review.
3. The private school submits a completed application and notifies the Superintendent that all conditions for approval have been met.
4. The Superintendent or his/her designee visits the private school (where applicable) and reviews the application.
5. Upon successful review by the Superintendent's Office, a recommendation for approval is presented to the Committee.
6. The private school and MA DESE are notified of the Committee's decision.
7. Once approved, private schools will be required to submit for review and approval any significant program/curriculum/financial changes of the school.

### **Criteria for Private School Approval**

A private school application shall include a detailed plan, along with any supporting documentation, with regard to the following criteria:

#### **1. Population to be Served**

- a. Admissions criteria; documentation of school's planned enrollment

#### **2. Physical Plant / Safety**

- a. The school shows evidence of current:
  - i. Certificate of Occupancy
  - ii. Fire inspection
  - iii. Safety inspection
  - iv. Elevator inspection, if applicable

- v. Compliance with lead paint poisoning prevention (for children under 6 years old)
  - vi. Compliance with other applicable federal and state health and safety standards (e.g., PCB, asbestos inspections, handicap accessibility)
  - vii. Copies of valid safety and health inspection certificates
- b. The site, plant, and equipment adequately support the program and are operated to ensure the safety and health of the students.

### **3. Curriculum**

- a. The curriculum offered is "equivalent" to that offered in the local school system generally and, specifically, in terms of the following instructional areas:
- i. Mathematics
  - ii. Science and technology
  - iii. History and social science
  - iv. English
  - v. Foreign languages
  - vi. The arts
  - vii. Physical education

### **4. Educational Materials**

- a. Textbooks and individual instructional materials, including computers and other technology, are adequate.

### **5. School Staff**

- a. The instruction provided is "thorough and efficient" based on:
- i. Teacher qualifications
  - ii. Adequate student/teacher ratio
  - iii. Regular evaluation of staff
  - iv. The school principal reviews criminal record information, including results from CORI, SORI, and fingerprinting, as required by law

### **6. Administration**

- a. The school has a clearly defined organization that facilitates its objectives.

### **7. Records**

- a. The school maintains an adequate system of student records (e.g., attendance, health, discipline, progress reports).

- b. The student records are kept in a secure and organized manner that is consistent with federal and state student record laws to the extent applicable.
- c. The school maintains and timely provides transcripts in response to requests of students and former students in accordance with M.G.L. c. 71, § 34A.
- d. The school is prepared efficiently to transfer transcripts of all students and former students to the Massachusetts Department of Elementary and Secondary Education and/or other schools should it cease operation, in accordance with M.G.L. c. 71, § 34G.

## **8. Student Services**

- a. The school provides adequate pupil personnel services for all students (e.g., health care procedures, guidance and counseling programs, discipline policy).

## **9. Financial Support**

- a. The school provides evidence of financial solvency and resources to sustain the educational program.
- b. The school presents documentation of its legal status. These may include copies of the articles of incorporation and the certification of tax exempt status.

## **10. Student Learning Time**

- a. The school provides adequate student learning time (length of school year and school day) and hours of instruction in each subject.

## **11. Student Performance Assessment**

- a. The school periodically evaluates students' skills, competencies, and knowledge and documents their progress.

The Committee's responsibility under this policy is limited to acting reasonably and in good faith in carrying out its approval function. The Committee shall not be liable for any acts or omissions of a private school and/or its students.

LEGAL REFS.: M.G.L. 69:1D; 71:1-3; 71:71D; 71B:4; 71B:10; 76:1

603 CMR 18.00 (Program and Safety Standards for Approved Public or Private Day and Residential Special Education School Programs)

603 CMR 28.00 (Special Education)

Revised and Approved by the Natick School Committee on May 16, 2022

## **STUDENT TEACHING AND INTERNSHIPS**

The Committee encourages the administration to cooperate with teacher-training institutions in the placement of student teachers in the school system.

The Committee authorizes the administration to honor the reasonable rules and training guidelines of the sending institution.

In all arrangements made with colleges and universities, the school system will be given the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.