

# KENNEDY MIDDLE SCHOOL

## Hear us R.O.A.R.

(Respect, Ownership, Acceptance, Responsibility)

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## Student/Parent/Caregiver Handbook

2023-2024

Ms. Jodie Cohen, Principal

Ms. Megan Hatt, Vice Principal

Mr. Mark DiStefano, Vice Principal

165 Mill Street

Natick, MA 01760

P: 508-647-6650; F: 508-647-6658;

Website: [kennedy.natickps.org](http://kennedy.natickps.org)

# Kennedy Middle School Mission Statement

Our mission at the John F. Kennedy Middle School is to provide a safe and healthy learning community that fosters respect and promotes intellectual, social, and emotional growth. We strive to engage and appropriately challenge students of all levels as we value their individual strengths.

## The Natick Public Schools Vision

The Natick Public Schools is a community focused on and dedicated to all students achieving high standards in a safe, trusting, respectful environment where learning is *exciting, dynamic, and engaging*.

### NATICK SCHOOL COMMITTEE

School Committee Information Line (508) 647-6515  
schoolcommittee@natickps.org

Mr. Shai Fuxman, Chair	Ms. Kate Flathers
Ms. Elise Gorseth, Vice Chair	Ms. Catherine Brunell
Ms. Julie McDonough, Clerk	Mr. Matt Brand
Ms. Cathi Collins	

### Interim Superintendent of Schools

Dr. Bella Wong

### Deputy Superintendent

Mr. Timothy Luff

### Assistant Superintendent of Teaching, Learning, and Innovation

Ms. Susan Balboni

### Director of Student Services and Equity

Ms. Erin Miller

### Assistant Superintendent of Fiscal Management

Mr. Matthew Gillis

### Director of Social Emotional Learning & Equity

Dr. Art Fergusson

## Kennedy Important Numbers

Main Office	(508) 647-6650
Fax Number	(508) 647-6658
Nurse's Office/Clinic	(508) 647-6652
Attendance Line	(508) 647-6651

## 2023-2024 Team Structure/Staff Departments & Rooms

Grade 5		
Team Name	Teachers/Subject/Room	Special Education/EL Teacher/Room
<b>Shining Stars 5HD</b>	<b>Michelle Hamm - TL</b> (M/Sci) 137 Bianca D'Antonio (L&L/SS) 136	Krissy Vargas - ELL Grade 5, 139
<b>Super Stars 5AB</b>	<b>Jen Brenneman - TL</b> (L&L/SS) 134 Colleen Andreotes (M/Sci) 133	Cara Russell (Turgen)(SpecEd) 131
<b>Shimmering Stars 5EF</b>	<b>Nicole Elliott - TL</b> (M/Sci) 129 Justine Fitzgerald (L&L/SS) 132	Allie Wuerfl (Curtin) (SpecEd) 138
<b>Shooting Stars 5SG</b>	<b>Becky Schneekloth - TL</b> (L&L/SS) 125 Katie Gately (M/Sci) 123	Stacey Anderson (SpecEd) 124
<b>Rising Stars 5BT</b>	<b>Sydney Turcot - (L&amp;L/SS)</b> 121 Mia DiSeglio (M/Sci) 122	
Grade 5 Paraprofessionals: Robyn Spinazola, Antonette Dodak		

Grade 6		
Team Name	Teachers/Subject/Room	Special Education/EL Teacher/Room
<b>America</b>	<b>Alex Grant - TL</b> (L&L) 229 Molly Flaherty (math) 234 Nate Kittler (sci) 227 Elisabeth Udahl (SS) 232	Abby Mattison (Taylor) (SpecEd) 231
<b>Phoenix</b>	<b>Kelly Marsh - TL</b> (SS) 221 Jeff McMahon (L&L) 222 Heidi Porten (math) 225 Paul Power (sci) 226	Hunter Greeley (SpecEd) 224 <b>Jaime Mussi-PLC</b> ELL Grade 6, 139
<b>Independence</b>	<b>Jeanne DeRosa (Math DH)</b> 240A <b>Chris Posklensky (Sci DH) TL</b> 240A Johannes Jungschaffer (SS/L&L) 239	Kimberly Mirsky (SpecEd) 238
Grade 6 Paraprofessionals: Susan Mudarri		

Grade 7		
Team Name	Teachers/Subject/Room	Special Education/EL Teacher/Room
<b>Awesome</b>	<b>Nekelle Kendall-TL</b> (sci) 326 Adam Jewell (SS) 322 Brian Knodler (L&L) 321 Indira Bhupatiraju (math) 325	Christina Lengieza (SpecEd) 324
<b>Curiosity</b>	<b>Michelle McCann-TL</b> (SS) 332 Bethany Tremblay-Price (L&L) 331	Jackie Fleming (Guittarr) (SpecEd) 330 Marimarta Clark - ELL Grade 7, 336

	Paul Neenan (math) 334 Sarah Erskine (D'Abbraccio) (sci) 327	
<b>Marvelous</b>	<b>Marielle Berardi-TL</b> (SS/L&L) 338 Amanda Buck (M/Sci) 339	Marimartha Clark - ELL Grade 7, 336 Peggy Holdash (SpecEd) - 337
Grade 7 Paraprofessionals: Katerina Kelly, Ayona Purushothaman, Rob Morris		

Grade 8		
Team Name	Teachers/Subject/Room	Special Education/EL Teacher/Room
<b>Inspire</b>	Carolyn Regan (I&L) 421 Tim Gallivan (math) 424 Kati Rogers (sci) 422 <b>Chris Forest - TL</b> (SS) 420	Caroline Melito - ELL Grade 8, 336
<b>Discover</b>	<b>Christine Dion -TL</b> (I&L) 433 <b>Nandini Alagappan-TL</b> (math) 432 William Czymbor (sci) 436A Jeff Raider (SS) 435	Julie Balderson (SpecEd) 434 Caroline Melito - ELL Grade 8, 336
<b>Endeavor</b>	Brian Miller - (SS/L&L) 429 <b>Chris Prince - TL</b> (M/Sci) 431	<b>Jenny Siegfried TL</b> (SpecEd) 427
Grade 8 Paraprofessionals: Cameron Pierce		

Communications Program	
Special Education Teachers/Rooms	Paraprofessionals/Behavior Technicians
Amy Magill- 130/140 Julia Stevens 130/140	Kate Fantasia (BT), Amanda DeAngelis, Elizabeth Bearer, Cameron Giombetti, Jordan Wolfe, Melissa Santiago, TBD (BT)

COMPASS Program- Room 428	
Special Education Teachers/Rooms	Paraprofessionals
Erin Toomey, Special Education Teacher - 428 Caitlin Potts, Social Worker 428/402A (office)	Alycia McDonough, Hannah Morgan

Specials/Library	
World Language	Unified Arts
<b>Kate Pfluke - TL</b> French 336 Leo Souza - French 426 Mara Hackett - Spanish 430 Whitney Shuster - Spanish 236 Susan Brookman Porro - Spanish 237 Nancy Zhu - Mandarin	<b>Beth Kassap - TL</b> Art 223A Leigh Wright - Art 323A Don Griffin - Chorus/Music 110 Dave Drapeau - Band/Music 111 Allyson Rottman - Music 333 Cara Campanelli - Chorus/Music 333/Aud <b>Karin Cloutier - TL</b> - Instructional Technology 126 Edward Price - Instructional Technology 230

	Casey Lane - Theater 109 Tom Stefanini - Tech Ed 206A
<b>Physical Education, Health, and Wellness</b>	<b>Library</b>
Kim Morrissey - Health 235 Meghan Pini - Health, PE, 235 Dave Lyth - PE GYM Tim Fledderjohn - PE GYM	Sarah Murphy - Librarian Susan Walker - Library Paraprofessional

<b>Pupil Services</b>	
<b>School Counselors/Guidance</b>	<b>School Psychology/Social Work</b>
Kelly Morin - Grade 5 103B Melisa MacDonald - Grade 6 103E <b>Kelly Corey TL</b> - Grade 7 103D Todd Heller - Grade 8 103F	Julia Chakiris (psychology) 402B Tara Lira (psychology) 402C Julia Holdren (District Wide School Psychologist)
<b>Related Service Providers/Special Education</b>	<b>Specialists/Coaches</b>
Sarah Hannigan - speech & language 127 Emma Riley - speech & language Celina Calderon - Special Ed Reading Specialist -423 Siena Evans - BCBA 128B Becky Chrzan - Occupational Therapy Ali Freeman - Physical Therapy	Jen Hart - Math specialist, coach, data 128 D Erin Dotson - Reading Specialist, coach, data 128C Susan Doyle - Math interventionist 128 collab space Lacey Kirstein - Reading interventionist 128 collab space Jen Corcoran - Executive Functioning tutor 329
<b>Educational Team Leaders</b>	<b>Building Support</b>
Mark D'Angelo - 8TH-9TH Educational Team Leader 103C Julie Barth - Educational Team Leader/Assessor 103C	Lori Mortenson Vastano - Building Substitute Cristina (Tina) Ahern - Building Para/Substitute Michelle Lanoue - Online Coordinator

<b>Principal</b>	Jodie Cohen 101E
<b>Vice Principals</b>	Megan Hatt (Grades 6 & 8) 402E Mark DiStefano (Grades 5 & 7) 103G
<b>Special Ed Coordinator</b>	Jennifer Braman-Parikh 103H
<b>Department Heads</b>	Jeanne DeRosa (Math) 128E Chris Poskalensky (Science) 425D Eric Fries (L&L) WILSON MS Shivonne St. George (social studies) WILSON MS
<b>School Resource Officer</b>	Keven Kelley 101F
<b>Nursing/Health Clinic</b>	Kelly McNeill 102, Leigh Smyth 102
<b>Special Ed Admin Asst</b>	Tave McGrath 103 guidance office area
<b>Front Office Administrative Assistants</b>	Joyce MacGregor Beth Lederman

Another option for contacting an individual staff person is through email. The following is the address to use for Kennedy staff members: first initial last @ natickps.org - Example for Jodie Cohen: jcohen@natickps.org.

## **IF YOU NEED HELP...**

There are a number of people in the building who are here especially to provide special help to students when needed.

**CLINIC/NURSE'S OFFICE:** A nurse is available in the clinic throughout each school day. If you feel ill during the school day, you must get a pass from your classroom teacher before going to the clinic. The nurse will not allow you to be in the clinic area if you do not have a pass from your teacher. If you are ill and need to go home, you may **only** call home from the nurse's office, after they have examined you. Do not call from classroom phones, the office phone, or your personal cell phone.

**SCHOOL COUNSELORS** School counselors are assigned to each grade. They are available to help you with academic and/or personal concerns. To meet with a guidance counselor, do your best to make an appointment in advance.

### **2023 - 2024 school year:**

Grade 5 ~ Mrs. Kelly Morin

Grade 6 ~ Mrs. Melisa MacDonald

Grade 7 ~ Ms. Kelly Corey

Grade 8 ~ Mr. Todd Heller

**SOCIAL WORKERS:** Mrs. Natalia Dimitrova-Topaloff (district level) and Ms. Caitlin Potts  
A social worker is available to students who need special assistance. Students are usually referred to the social worker by a counselor, teacher, or administrator.

**SCHOOL PSYCHOLOGISTS:** Mrs. Julia Chakiris and Ms. Tara Lira

The school psychologists are available to assist students through a referral from counselors, administrators, or teachers.

**SCHOOL RESOURCE OFFICER:** Natick Police Officer Keven Kelley

The School Resource Officer provides important support to students and staff in terms of promoting health, security, and safety. She works in coordination with administrators and health instructors to educate and support students.

**PRINCIPAL:** Mrs. Jodie Cohen

**VICE PRINCIPALS:** Mrs. Megan Hatt and Mr. Mark DiStefano, Jr.

The school administrators are available if you need help with your academics, have an idea you would like to share, or if you are having problems with classes or other students. Visit the school office to make an appointment with the principal/vice principals.

## **STUDENT PICK AND DROP OFF**

Occasionally, we have had traffic congestion problems as a result of parents picking up and dropping off students to school, especially on half-days. This can present safety issues and we all want your children to be safe at school. Here are some things you need to remember when you pick-up or drop-off your child:

- Buses will drive in off of Mill Street and proceed left at the stop sign to the Bus Drop Off/Pick Up Lane. Cars will drive in off of Mill Street and proceed right at the stop sign, following the lane of traffic to the Parent Drop Off/Pick Up Line at the **back of the school**. Students should exit the vehicle on the right side of the car.
- When you drop off your child, please don't pull out in front of other cars in the drop off line whose children have not yet left their vehicles. Although this may delay you a few minutes, it ensures the safety of all students.
- If for any reason you need to park your car, you are asked to use the extra parking lot spaces. Please do not park in the access lanes leading up to the school, parking in this lane delays bus access to the bus lane.
- Please keep this information in mind; we want to ensure all children will be safe!

## **VISITORS AND SAFETY**

All doors to the school are locked once the school day has begun. For the safety of our children, **ALL** visitors, including parents, must sign in at the office, provide an ID, get a nametag, and wait to be escorted into the wings.

## **DISMISSING STUDENTS**

Please remember that we cannot dismiss students to anyone who is not on the list of those approved by the parent/guardian for pick-up. If circumstances change and you wish to add or delete people from the list, please notify us in writing. Please send in a written note requesting the time for your child's dismissal. Meet your child in the front lobby.

For the safety of our children, ALL visitors, including parents and caregivers, must sign in at the main office, provide a picture identification, get a name tag and wait to be escorted into the building.

## **CHANGE OF ADDRESS OR PHONE NUMBER**

If your home address or telephone number (work, cell, or emergency number) changes during the school year, please call the school office at 508/647-6650 to notify the Administrative Assistant or school nurse of the change. It is **essential** that the school always has the ability to contact you in case of emergency.

## **NATICK PUBLIC SCHOOLS RESIDENCY POLICY**

1. **Purpose:** The purpose of this policy is to provide guidance to school administrators, parents, and/or legal guardians concerning the admission of students to the Natick Public Schools (the "Schools"). The Schools were established pursuant to statutes providing publicly funded education for students within The Commonwealth of Massachusetts, and the right to attend the schools is also regulated by statute. Generally and as more fully set forth in this policy, the right to attend the schools is limited to students who reside in the Town of Natick and to certain nonresident students who are eligible to attend the schools under specific programs or conditions approved by the Natick School Committee.
2. **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 31st of the enrollment year. Grade 1 student is 6 years of age on or before August 31st of the enrollment year. Exceptions to age requirements 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 7 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.

3. 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, Water Bill (Note: Bill must be dated within the past 45 days and address and name must be stated)	Valid MA Driver's License
Fully signed and executed Lease and/or Rental Agreement <b>with the names of the children listed on the document.</b> (Must be executed by both parties)	Recent bill dated within the past 45 days showing Natick address and name (Note: A Residency Statement/Affidavit is required with this option)	Valid MA Photo ID Card
Residency Affidavit	Excise Tax bill	Valid Passport
Fully signed and executed Purchase and Sale (P&S) Agreement (provided occupancy date occurs within 45 days of enrollment)		Other Government issued Photo ID
Section 8 Agreement		

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

- a. Whether the student physically occupies a dwelling in Natick regardless of whether such occupancy is based upon ownership, lease, or consent of a person legally entitled to occupy the dwelling;



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

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

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

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

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

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

a. A student who resides temporarily in Natick with someone other than his/her parent(s) or legal guardian for the purpose of attending the Schools shall only be admitted to the Schools upon the payment of tuition by

- (i) the town in which the student's parent(s) or legal guardian resides(s), or
- (ii) by the student's parent(s) or legal guardian, as provided in M.G. L. Ch. 76, Sec. 6. Tuition payable by the parent or guardian shall, for the period of attendance, be computed at the average expense per pupil in such school for such period.

b. Any student for whom tuition is payable shall only be admitted to the Schools for the period of time actually covered by a tuition payment and shall be required to withdraw from the Schools if future tuition payments are not received by the Schools in a timely fashion as determined by the Superintendent.

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

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

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

7A.METCO: Natick Public Schools adheres to the provisions of M.G.L. Chapter 76, section 12A (METCO) in enrolling non-resident students under the METCO program.

8. Foreign Students: In order to provide students at Natick High School with the opportunity to meet students from foreign cultures and to be educated abroad, the School Committee supports the enrollment of foreign students in the Schools as provided for in this section. a. The Principal of Natick High School may enroll foreign students annually, subject to the approval of the Superintendent. b. A foreign student who wishes to reside in Natick for the purpose of attending the Schools shall be subject to the provisions of Section 6 and shall be required to pay tuition as provided therein, unless the Superintendent, if permitted by federal law, specifically waives payment of tuition.

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

a. A student who was legally enrolled in the Schools under Sections 2.b and 2.c and whose family moves out of Town on or after April 1 of a school year may, with the permission of the Superintendent, continue to attend the schools for the remainder of the year (see Section 10).

b. Continued enrollment for grade 12 of a student who has completed grade 11 in accordance with Section 9.a is subject to application to and approval by the Superintendent

c. A student whose family provides satisfactory evidence that he/she will be residing in Natick within a grading period and would be eligible to attend the schools under Sections 2.a, 2.b or 2.c of this policy may, in accordance with regulations adopted by the Superintendent, and with the permission of the Superintendent, attend the Schools prior to actually residing in Natick.

d. The Superintendent may permit a non-resident student to attend the High School for not more than one year under a reciprocal arrangement with the Schools in the Town in which the student resides pursuant to M.G.L. Ch. 76, Sec 12, where such temporary attendance is (i) in the best educational interests of

the student, (ii) there is no reason to believe that the student presents any risk to other students or employees of the Schools.

10. Superintendent's Permission: The Superintendent may permit a non-resident student to attend the Schools under Sections 9.a, 9.b, and 9.c of this policy if: a. The school district in which the student's parent(s) or legal guardian reside(s) requests that the student attend the Schools; and b. There is space available for the student; and c. Attendance by the student would not impose an undue burden on the Schools' budget; and d. The student has a good disciplinary record and an acceptable custodial arrangement; and e. Refusal of the request would, in the judgment of the Superintendent, likely harm the student's education.

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

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

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

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

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

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

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

18. Relationship to Federal and Massachusetts Laws and Regulations: It is the intent of the foregoing policy that the Natick Public Schools shall also be in compliance with all Federal and State laws and regulations bearing upon enrollment issues, including but not limited to: The McKinney-Vento Homeless Assistance

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

Adopted by the Natick School Committee – January 5, 2015

## **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

# **KENNEDY SCHOOL DAY**

## **ARRIVAL TIME**

- The school doors open at 7:30 am.
- At the 7:35 bell, students who want breakfast may proceed to the cafeteria.
- The homeroom bell rings at 7:50am. All students must be seated in homeroom with materials for the morning ready at 7:50 am.
- Students should be seated in homeroom at 7:50 am or will be considered tardy.

## **ENTRANCE:**

All students should proceed into the building through the front entrance for bus and van drop off or walkers and walk to homeroom. All students being dropped off from cars will enter the school through the back cafeteria entrance.

## **HOMEROOM**

Every student is assigned to a homeroom. The teacher you have for homeroom will be one of your classroom teachers as well. Your locker will be located near your homeroom. Homeroom is where you go first each morning, and your homeroom teacher will be in charge of many of the special announcements, reports, etc. that you will receive throughout the year.

When you arrive in your homeroom in the morning, you should have all the materials you will need for your first two classes.

Once you enter homeroom, you are not to leave. The homeroom time is a time for students to get organized for the day; it is not a time to wander in the corridors. If you must leave, get a pass from your homeroom teacher.

## **BREAKFAST**

Breakfast is served each full school day, beginning at 7:35, in the cafeteria. Any student may purchase breakfast. Students who qualify for free or reduced price lunches may also receive free or reduced price breakfasts. Breakfast is \$1.25. Reduced breakfast rate: \$.30. Students who eat breakfast at school must leave the cafeteria by 7:45 and are responsible for being in homeroom by 7:50 am. The online purchasing system is available for breakfast as well as lunch. See the "For Parents" section of our Kennedy Middle School webpage and link to the "MySchoolBucks" point of sale system.

\*Please note: 2022-2023 School Year, breakfast and lunch are free for all students. Second breakfast would have a charge.

## **ANNOUNCEMENTS**

At approximately 7:50 each morning, the Pledge of Allegiance and announcements for the day are presented over the intercom by our school Standard Bearers or guest speakers, as needed. It is your responsibility to be silent during this time so that you and your classmates can hear announcements that are presented. This is the time when sign-ups for special after school activities are announced. These announcements are posted every day on the Kennedy website at: <http://kennedy.natickps.org/>, then click on [NEWS> DAILY ANNOUNCEMENTS](#).

## **HALLWAY PASSING TIMES**

Move as quickly as possible when changing classes. Remember, you are to walk quickly, but not run in the halls. Walk on the right, and do not walk more than two abreast. Each grade will have specified traffic patterns for moving about the school. You are to avoid walking through areas where other grades are having classes. Your team will tell you the exact clock time that each class begins.

## **SCHOOL DAY SCHEDULE**

### **BUILDING HOURS:**

Students may enter the building and go to their lockers at 7:35 a.m. Kennedy is secured after 7:50am, so to enter or leave the building during the day, please use the front doors. All visitors must sign in at the main office and obtain a visitor pass. All other doors will be locked to the outside. Students who ride bicycles to school should lock them at the bicycle rack near the gym entrance.

### **SCHOOL HOURS:**

The school day is from 7:50 AM to 2:05 PM. Students seeking after-school help, taking part in after-school programs, or who have detentions, may remain in school in their **teacher-supervised activity**. **All other students must leave the building at 2:05 PM.**

**Important: In order to stay after school, you MUST be in a teacher-supervised activity.**

**After school, once you leave the building, you are NOT permitted to re-enter.**

### **DAILY ROTATION/CLASS SCHEDULES:**

Rather than call school days by their calendar names (Monday, Tuesday, etc.), each school day is assigned a letter of the alphabet, A, B, C, D, E and T. The first day of school is “A” day, and the days repeat A-E and T throughout the school year. This provides consistency around holidays or off days (*see the **Cycle Day Calendar on page 14***). The only time a cycle day would be missed is when there is an **unanticipated** day off, such as a snow day. Knowing the letter day is necessary for classes such as Art, Wellness, Music, etc. that do not meet each day. Each morning during announcements the cycle day name is announced, and most teachers list the name of the day on their whiteboards each morning. Additionally, a sign in the window of the front office tells you the cycle day and date. The cycle rotation is also posted on our website in the [Calendars](#) section.

## **NO SCHOOL/DELAYED START ANNOUNCEMENTS**

When weather conditions would make travel to and from school unsafe for students and faculty, the Superintendent may decide to delay the start or cancel school. A message will be sent to the primary phone number you designate when completing school forms. Thank you for not calling the school. Announcement will be made on Natick Twitter @natickps.org, Natick Public School website [www.natickps.org](http://www.natickps.org), and by 6:00 am by radio stations WBUR (FM 90.9), WBZ (AM 103.0) WRKO (AM68.0), and television stations Channel 4,5,7, Fox 25, CW56.

Kennedy Middle School Daily Schedule	
Before School	
Breakfast/Students to lockers	7:35
Warning bell/Hallways cleared	7:45
Tardy bell	7:50
Homeroom/Morning Announcements	7:50 - 7:55
Subject Schedule	
Period 1	7:55 - 8:44
Period 2	8:44 - 9:33
Period 3	9:33 - 10:22
Period 4	10:22 - 11:11
Period 5	11:11 - 12:25
Period 6	12:25 - 1:12
Period 7	1:12 - 2:05

#### Lunch Schedule

Lunch 1 - Grades 5 & 8	11:11 - 11:36
Lunch 2 - Grades 6 & 7	12:00 - 12:25

#### End of Day Schedule

Dismissal from School Day	2:05
After school dismissal	3:00

## Natick Public Schools 2023/2024 School Calendar- Letter Days

SEPTEMBER						
S	M	T	W	T	F	S
	28	29	30 A	31 B	1 C	2
3	4	5 D	6 E	7 T	8 A	9
10	11 B	12 C	13 D	14 E	15 T	16
17	18 A	19 B	20 C	21 D	22 E	23
24	25	26 T	27 A	28 B	29 C	30

OCTOBER						
S	M	T	W	T	F	S
1	2 D	3 E	4 T	5 A	6 B	7
8	9	10 C	11 D	12 E	13 T	14
15	16 A	17 B	18 C	19 D	20 E	21
22	23 T	24 A	25 B	26 C	27 D	28
29	30 E	31 T				

NOVEMBER						
S	M	T	W	T	F	S
			1 A	2 B	3 C	4
5	6 D	7 E	8 T	9 A	10	11
12	13 B	14 C	15 D	16 E	17 T	18
19	20 A	21 B	22 C	23	24	25
26	27 NHS	28 D	29 E	30 T		

DECEMBER						
S	M	T	W	T	F	S
					1 A	2
3	4 B	5 C	6 D	7 E	8 T	9
10	11 A	12 B	13 C	14 D	15 E	16
17	18 T	19 A	20 B	21 C	22 D	23
24	25	26	27	28	29	30

JANUARY						
S	M	T	W	T	F	S
31	1	2 E	3 T	4 A	5 B	6
7	8 C	9 D	10 E	11 T	12 A	13
14	15	16 B	17 C	18 D	19 E	20
21	22 T	23 A	24 B	25 C	26 D	27
28	29 E	30 T	31 A			

FEBRUARY						
S	M	T	W	T	F	S
				1 B	2 C	3
4	5 D	6 E	7 T	8 A	9 B	10
11	12 C	13 D	14 E	15 T	16 A	17
18	19	20	22	22	23	24
25	26 B	27 C	28 D	29 E		

MARCH						
S	M	T	W	T	F	S
					1 T	2
3	4 A	5 B	6 C	7 D	8 E	9
10	11 T	12 A	13 B	14 C	15 D	16
17	18 E	19 T	20 A	21 B	22 C	23
24	25 D	26 E	27 T	28 A	29	30

APRIL						
S	M	T	W	T	F	S
	1 B	2 C	3 D	4 E	5 T	6
7	8 A	9 B	10	11 C	12 D	13
14	15	16	17	18	19	20
21	22 E	23 T	24 A	25 B	26 C	27
28	29 D	30 E				

MAY						
S	M	T	W	T	F	S
			1 T	2 A	3 B	4
5	6 C	7 D	8 E	9 T	10 A	11
12	13 B	14 C	15 D	16 E	17 T	18
19	20 A	21 B	22 C	23 D	24 E	25
26	27	28 T	29 A	30 B	31 C	

JUNE						
S	M	T	W	T	F	S
2	3 D	4 E	5 T	6 A	7 B	8
9	10 C	11 D	12 E	13 T	14 A	15
16	17 B	18 C	19	20 D	21 E	22
23	24	25	26	27	28	29
30						

\*June 13 Release Day- No Snow Days incl.

\*June 21 - Release Day - 5 Snow Days incl.



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### **End of school day:**

The **dismissal bell** sounds at 2:05.

At that time you are to:

1. Go to your locker
2. Collect all that you will need to complete assignments for the following day
3. Remember to take your coat and backpack

**If you are going home immediately**, go directly out the front doors and board your bus or begin your walk home. If you are being picked up by a parent/guardian, exit the building through the front doors and meet your ride in the parent pick up line.

**BROWN SCHOOL:** STUDENTS FROM KENNEDY may go to Brown ***only*** if they are picking up a younger sibling.

### **STAYING AFTER SCHOOL:**

If you are staying after school for extra help or to get homework done, participating in an activity/club, or are serving detention, take all of the things you need from your locker to be prepared to go home, and report directly to your after-school activity. You **must** be in a teacher-supervised activity, and remain with that teacher until 2:50-3:00, or end of the activity. All students must be in a teacher-supervised activity (club, extra-help, etc.) in order to stay after school. You may not stay after school if you are not with a teacher.

### **After school sports:**

We encourage students to stay and cheer for the Kennedy Cougars when there is a home sporting event in the gym or on the field. However, most events do not start until after 3:00 p.m. Therefore, if you wish to attend the event you must stay in a teacher-supervised activity from 2:05 – 3:00 p.m. and then proceed to the gym or the fields. If you go home after school and wish to return for the game, you may re-enter the building through the side gym doors at 3:00 pm., which is when the gym re-opens for spectators. You are not permitted to be in the gym or hallways between 2:05 and 3:00 pm.

### **LIBRARY POLICY/AFTER SCHOOL POLICY**

The mission of the KMS Library is to create a welcoming, inclusive learning environment through a rich, diverse literature collection and a library curriculum that reflects our students and the Natick Public Schools community. We are committed to ensuring that students and staff are effective users of ideas and information. It is our job to empower students to be critical thinkers, enthusiastic readers, skillful and questioning researchers as well as ethical users of information.

All students are welcome in the Estelle B. Hite Library. Students may borrow books for three weeks and they can be renewed for longer through their Destiny Library account; see the Library web page for links and more information. Students are responsible for the materials they borrow and are expected to replace or pay for lost/damaged materials. The library will be open after school on Mondays, Wednesdays and Thursdays from 2:05 – 2:50 unless otherwise noted. The [Kennedy Library Calendar](#) can be found on the KMS website on the Calendar>Additional Calendars page. All students must sign up in the library before the end of the school day if they wish to stay after, and a set number of students will be allowed. Students who attend the library after school are expected to stay in the library, unless given permission by the librarian to see a teacher. It is expected that students will only do schoolwork while they are in the library. Those who are not doing schoolwork will be asked to leave and wait in the office for the late bus or their ride home.

## **NO SCHOOL/DELAYED START ANNOUNCEMENTS**

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## **IMPORTANT DATES 2023-2024 SCHOOL YEAR**

	Marking Term Dates	Mid-Trimester Report	Report Cards-Parent Portal Open
<b>Trimester 1</b>	August 30, 2023 - December 1, 2023	Friday, October 13, 2023	Friday, December 8, 2023 Grades Close 12/1/23 Trimester 2 Starts 12/4/23
<b>Trimester 2</b>	December 4, 2023 - March 8, 2024	Monday, January 22, 2024	Friday, March 15, 2024 Grades Close 3/8/23 Trimester 3 Starts 3/11
<b>Trimester 3</b>	March 11, 2024 - June 13, 2024	Wednesday, May 1, 2024	Thursday, June 13, 2024 *pending no snow days Friday, June 21, 2024 *5 snow days included

<b>Open House Nights for Parents/Guardians 2023-2024</b>		
Thursday, September 28	6:00 pm - 8:00 pm	Grade 5 & 6 Open House
Thursday, October 5	6:00 pm - 8:00 pm	Grade 7 & 8 Open House

*The KMS PTO sends out their own weekly eblasts as well. Visit the [KMS PTO](#) information page on our KMS website.*

## **SCHOOLS - PRINCIPALS AND HOURS**

	<u>Principal</u>	<u>Main Office</u>	<u>Absence Line</u>	<u>Regular Hours</u>	<u>Release Hours</u>
High School	Jason Hoyer	647-6600	647-6601	7:30 -2:17	7:30-11:00
Kennedy MS	Jodie Cohen	647-6650	647-6651	7:50-2:05	7:50-11:30
Wilson MS	Teresa Carney	647-6670	647-6671	7:50-2:05	7:50-11:30
Ben-Hem	Karen Ghilani	647-6580	647-6581	8:15-2:41	8:15-12:05
Brown	Aidan McCann	647-6660	647-6661	8:30-2:56	8:30-12:15
Johnson	Brenna Turner	647-6680	647-6681	8:30-2:56	8:30-12:15
Lilja	Shelby Marscher	647-6570	647-6571	8:30-2:56	8:30-12:15
Memorial	Troy Harding	647-6590	647-6591	8:50-3:16	8:50-12:40
Natick PreSchool	MaryBeth Kincaid	647-6583	647-6583	9:00-3:00	9:00 10:20
Pre-K a.m.				9:00-11:30	9:00-10:20
Pre-K p.m.				12:30-3:00	No p.m. Pre-K

# Natick Public Schools

## 2023-2024 School Calendar

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FYI:  
Jewish and Muslim Holidays begin  
on sundown the day before

	Schools Closed
	Early Release Day for ALL STUDENTS
	Early Release Day for Prek, Elementary and Middle Schools Only
	Early Release Day for PreK and Elementary Only

	School Closed for Kindergarten only
	First and Last Day of School
	Religious Observance
	School Committee Meetings

## Truancy and Attendance

### Information for Parents and Caregivers

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

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

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

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

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

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

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

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

## TARDY/EARLY DISMISSAL

### Tardy

**You must be seated in your homeroom at 7:50 in order to be marked present and on-time.** If you arrive at school after the 7:50 bell has sounded, or you are in the building but have not checked in with your homeroom teacher for permission to be elsewhere, you are considered tardy for school. Please report directly to the school office and you will be given a tardy slip to class. Without the tardy slip, a teacher will not accept you into class when you arrive.

### **EXCUSED TARDIES**

You must have your parent or guardian accompany you into the office, a parent phone call or you must have a written excuse signed by your parent or guardian or doctor’s office explaining why you are late to school. Please try to keep tardies at a minimum; this is time you are missing from school.

### **UNEXCUSED TARDIES**

If you arrive late for school without a note or call from your parent/guardian, your late arrival is unexcused. If you continue to arrive late, you may be assigned an after-school detention to make up the time you missed in the morning and your parent/guardian may be called to meet with the vice principal for a conference. You are responsible for arriving at school on time.

Absences at 10 or tardies at 12 will mean your parents/guardians will receive a letter. After 15 tardies, the building administrator or counselor may request a meeting with the parent/guardian, student, and school resource officer. After 20 tardies, the building administrator may file a CRA (Child Requiring Assistance) with the Juvenile Court in order to better help the child

### **EARLY DISMISSAL**

If you must leave school early for a medical appointment or other special reason, bring a note from your parent/guardian stating the reason for early dismissal. **Bring the note to the office before 7:50** and give it to an Administrative Assistant. She will give you an early dismissal slip, showing the time you are permitted to leave class. When that time arrives, show the dismissal slip to your teacher, go to your locker and report to the office to meet your parent/guardian. Once your parent/caregiver arrives the student may leave the building. If you return to school, you must stop at the office to obtain an admit slip.

**Students may not use your personal cell phone to call a parent to pick you up from school—even if you are feeling ill. The nurse must examine you and call your parent/guardian with you.**

## **NOTIFICATION OF ABSENCES**

Natick Public Schools has implemented the following procedures to verify student absences in grades 5-8:

Parents/guardians are expected to call the school as soon as it is determined that a child is to be absent. For your convenience, a voice mail has been created in the nurses' office to receive calls at any time, day or night. **PLEASE CALL 508-647-6651** and leave a message that includes your name, your child's name and the reason for the absence.

We encourage your call on the day prior to the child's absence if you know such will occur and request that you call if you know about medical appointments, out-of-town visits, etc.

School personnel will call any parent/guardian who has not notified the school by 8:00 a.m. on the day of the child's absence. In the event there is no answer at home, school personnel will contact the parent/guardian at work.

While we prefer families to schedule doctor/dentist appointments outside of school hours, we realize this is not always possible. We encourage parents/guardians to provide doctor notes in order to document absences. A parent/guardian must come in and sign the student out of school. If a student returns to school, the student must stop at the office to obtain an admit slip.

The chart below indicates the **minimum** number of minutes a student must attend school in order to be marked present. Even if a student is tardy to school or has an early dismissal, students who are present in school for **less than** the minimum number of minutes will be marked absent.

School	Start Time	Full Day	Early Release Day
Natick High	7:30	204 minutes	113 minutes
Kennedy	7:50	188 minutes	103 minutes
Wilson	7:50	188 minutes	103 minutes

Bennett Hemenway	8:15	180 minutes	103 minutes
Brown	8:30	180 minutes	103 minutes
Johnson	8:30	180 minutes	103 minutes
Lilja .	8:40	180 minutes	103 minutes
Memorial	8:50	180 minutes	103 minutes

Absences will be documented excused, unexcused, or truant.

### **MCAS DATE RANGES FOR 2023-2024 SCHOOL YEAR**

<b><u>MCAS DATES ranges set by DESE for 2024</u></b>
<b>ELA Test Sessions: March 24th-April 26th MATH, STE Test Sessions: April 23rd - May 24th</b>
<b>PLEASE AVOID PLANNING FAMILY VACATIONS DURING THESE DATES!</b>

## STUDENT PROGRESS (HOW ARE YOU DOING?)

It is the students responsibility to keep track of your progress in each class. Students in grades 5-7 will be provided an agenda booklet (this may be an online tracker) so that you can record what work is assigned and when it is due. Keep track of your grades so that you have a good idea of how you are progressing. If you do not understand something or feel you need extra help, speak to your teacher. All teachers are available to provide additional help after school on their scheduled days (teachers publish these days at the beginning of the year).

## Powerschool:

Students and parents/guardians in grades 5-8 have access to PowerSchool, which is the district's Student Information System. You will receive a letter in the fall explaining how you may sign up for access to PowerSchool, and you will also be able to sign up online through the district's home page and the Kennedy web page.

## MIDTERM PROGRESS REPORTS:

Students in grades 6-8 and their families are encouraged to review student grades through the PowerSchool Parent Portal halfway through each term (although they certainly can and should be viewed more frequently). These reports tell if you are doing well or need to work harder to improve in some area. Take the advice it provides and let it help you. If the report is unclear to you, ask your teacher to help you understand. Many teachers list assignments that must be completed. It is your responsibility to complete the work and turn it in within the assigned time. 5<sup>th</sup> grade families will enjoy the same type of standards-based progress reports as in elementary school, reported three times per year.

## REPORT CARDS

Grades 6-8 are available for online viewing through Powerschool two times during the school year shortly after the close of each trimester. Final report cards are also available for online viewing and can be mailed to your home within two (2) weeks of the close of school in June if requested. The report cards will show a letter grade for each class you are taking. The final report card indicates a passing or failing grade for the year. Grade 5 students will receive paper copies of the Standards-Based Report of Student Progress if requested. Grade 5 reports are also available for online viewing through Powerschool.

**PARENT/GUARDIAN SIGNATURES**

Signed Progress Report Receipts and Report Card Receipts are to be returned to your homeroom teacher within two (2) school days of the time they are given to you. Progress Reports and Report Cards are the school's way of letting your parents/guardians know about your academic progress. Your parent/guardian's signature on the receipt is the school's way of knowing that they viewed the report. Grade 5 reports are also available for online viewing through PowerSchool.

## GRADING AND REPORTING

[illegible]

### **SPECIAL EDUCATION PROGRESS REPORTS**

Each progress report will reflect student progress in attaining projected benchmarks delineated in a student's IEP and will include a statement as to whether or not the student is expected to meet projected goals.

### **CONTINUUM OF ALTERNATIVE SERVICES AND PLACEMENTS**

The teacher of the Access Program at the middle school will develop and incorporate prevocational curriculum and prevocational experiences for participating students as preparation for their entry into Natick High School or any other school.

## **ADDITIONAL COMMUNICATIONS WITH HOME**

### **EMAIL BLAST:**

Every other Friday, there will be a link to the Kennedy Weekly Newsletter on the S'More platform. It is also posted on the Kennedy website in the Current News section.

### **ACTIVITIES**

Activities that take place outside of the regular school day are part of what makes school a very special and exciting place to be. They are an excellent way to meet other students that you would not meet through your classes. All students are encouraged to explore many different activities through which they may find favorites they might want to continue to pursue. Activities are open to students of all grades, unless otherwise noted. Please note that some behavioral infractions may result in the loss of the privilege to participate in after-school activities.

## **ADDITIONAL SUPPORTS**

### **CRISIS INTERVENTION TEAM**

In the event of an unforeseen crisis in the school, the Crisis Intervention Team will convene.

The team is composed of members from administration, psychological services, guidance and medical staff.

### **RESPONSE TO INTERVENTION/DATA TEAM:**

The RtI/Data Team involves a diverse group of professionals from different areas who meet regularly to discuss the needs of Kennedy students. Their mission is to join together in the problem-solving efforts of the classroom teacher requesting assistance. The RtI/Data Team largely involves the regular education staff, although specialized personnel can be called upon to provide support as needed.

### **ACADEMICALLY TALENTED AND/OR GIFTED STUDENTS:**

Kennedy's ongoing monitoring of student progress enables us to develop learning experiences that appropriately engage and challenge all learners. In addition, students who perform exceptionally well and significantly above their peers on specific state and nationally normed assessments will be identified and you will be informed of this designation. If your child is eligible, you will be notified in writing and your child will receive further testing to see if he/she qualifies for unique learning opportunities at Kennedy.



### **PEER LEADERS:**

7<sup>th</sup> and 8<sup>th</sup> grade students are eligible to become Peer Leaders for our school. Interested students must complete an application which includes questions about why they want to become a Peer Leader and what qualities they have that would make them successful Peer Leaders. Additionally, they must obtain parent/guardian permission and two letters of recommendation from staff members. Applications are reviewed by a team of teachers, administrators and Pupil Services staff, and the strongest candidates are chosen based on their applications, the leadership qualities they have exhibited, and their demonstrated commitment to anti-bullying and strengthening the school community. Peer Leaders must maintain a C- or better in all of their classes as well as solid behavioral and attendance records. Peer Leaders may choose to join various sub-committees and may also apply to be Peer Trainers which requires an additional application page and interview. Students who are chosen to be Peer Trainers should be comfortable speaking in front of groups and will receive additional training for this position. Given the added time commitment of the Peer Trainer positions, students must be well-organized and committed to both anti-bias and anti-bully work and maintaining a strong academic record.

### **MIAA SPORTS TEAMS ELIGIBILITY**

Participation on any sports team requires an athletic fee determined by the Natick School Committee. There is a 3-sport cap per household for the academic year which includes Middle School. Students who qualify for a free lunch through the free and reduced-price lunch program, will have this fee waived by the Natick Athletic Department. Students who qualify for a reduced-price lunch, pay a reduced fee. If any fees represent a financial hardship for you, please contact the principal. All requests will be kept confidential. Financial hardship should not exclude a student from participating on a sports team.

Representing Kennedy Middle School on a sports team is a privilege that is dependent on each student maintaining a C- in all of his/her classes during the playing season. If a student is in danger of falling below a C-, the teachers will communicate this information to coaches/advisors. Teachers may require students to attend after-school academic help sessions, rather than practices. Students may not return to the team until the teacher communicates to the coach that the student has returned to good academic standing. Additionally, excessive absences and/or tardies to school may adversely impact a student's eligibility to participate in practices and/or games.

Furthermore, all athletes are expected to exhibit appropriate behavior during all school endeavors. Behavioral infractions that lead to Loss of School Privileges may result in the loss of practice and/or game time, or in removal from the team. Any suspensions from school may result in removal from the team. Repeated or egregious behavioral infractions may also result in removal from the team at the discretion of the administration.

### **WAYS TO GET INVOLVED:**

#### **Kennedy'S PARENT TEACHER ORGANIZATION**

The PTO encourages all parents to be involved in their child's school. Your active participation supports your sons and daughters and the teachers who work with them every day. One way to connect with Kennedy is by active involvement with the PTO, and there many special activities that offer real opportunities to get to know your child's school and to serve and support Kennedy. There are regular monthly meetings, with dates and times noted on the Kennedy website calendar. Drop-in anytime to get involved!

New officers are elected yearly. If you are interested in serving, please contact the principal. Contact information for new officers will be posted on the PTO website, once that has been determined.

### **Kennedy SCHOOL COUNCIL**

As mandated by the Education Reform Act of 1993, Kennedy has an elected School Council that meets once a month, with dates and times noted on the Kennedy website calendar. Members of the School Council work together to improve the educational delivery system. Elections are held on a yearly basis. If you are interested in becoming a School Council member, please contact the principal.

### **LAPS AT LUNCH**

During the fall and spring, when the weather is good and parent/guardian volunteers are available, students may walk outside during their lunch periods. It's a wonderful opportunity for students to get some exercise and sunshine before returning to afternoon classes and it's a great way for parents to see middle-schoolers in action! This program can only run if we have sufficient parent/guardian volunteers to monitor the students outside while staff members monitor students inside. Laps At Lunch runs daily, weather permitting during both lunches (11:11-11:36 am and 12:00-12:25pm) and you may volunteer for as few or as many shifts as you like. If you are interested, please contact the office and we will put you in touch with the parent coordinator.

## **FIELD TRIP & SCHOOL VOLUNTEER SAFETY CHECK**

### **VOLUNTEERS / CHAPERONES**

We welcome parent volunteers in our school and call for them frequently to assist with field trips and other special events. In our continued effort to keep all children safe, and to be in compliance with the law cited below, all volunteers must be CORI checked.

**If you think you might volunteer in any capacity, please complete a CORI form well in advance of activities and return it to the front office.**  
*A CORI check can take up to a month to be processed.*

### **FIELD TRIPS**

Field trips are an extension of the classroom and may be organized by teacher teams, clubs, and/or special activity groups. They are designed to enhance your child's learning experience, complementing the school-based instruction. Field trips are an earned privilege, and students must demonstrate responsible behavior to assure the privilege of participation. Students who do not follow school expectations which raise concerns about the student's ability to participate safely and appropriately, may be denied the privilege of participating in a field trip.

## **MISCELLANEOUS ITEMS**

### **Music Department Add/Drop Policy:**

In grades 5 and 6, students are required to take either band, chorus, orchestra or exploratory music. In grades 7 and 8, students are required to take band, chorus, orchestra or VAP (Video, Art, Performance).

### **Instrument Lessons:**

Instrument lessons are offered after school on a fee basis. Please contact the Director of Fine and Performing Arts @ (508) 647-6400, ext. 1701 for more information.

### **Videos:**

From time to time, teachers may show a video or video clips to students to enhance their learning. Please be aware that teachers will only show movies that are G or PG rated or will send information home about the suitability of a video for your review.

### **Birthday and Holiday Celebrations:**

While there are many wonderful reasons to bring in food to share with friends, this practice is not allowed in the cafeteria for a number of reasons. Some students with food allergies may unknowingly eat an item that contains an allergen that causes them to become ill. Similarly, some families may not want their child to eat the type of food that is brought in to share. When students bring sweets for special occasions, it can cause a commotion and lead to hurt feelings when some students are excluded from sharing.

Additionally, in-school birthday and holiday celebrations with gift-giving can cause problems if some students feel excluded. Please be mindful that in-school celebrations in the cafeteria are visible to the entire grade. Gift giving and food sharing is best done privately/out of school, and we request that you limit school celebrations to items that are not food-related such as sharing cards, drawings, etc.

### **Gifts to Staff Members:**

A note from our superintendent - Recently, many of you may have seen reports in the media relative to the state conflict of interest law that governs the receipt of gifts by public employees. This is receiving attention this year due to a new state law requiring all Massachusetts public employees to receive a copy of conflict of interest regulations and to receive mandatory training on this topic. While it is unlikely that teachers receiving tokens of appreciation from students and their families was the impetus for the state government's recent emphasis on conflict of interest legalities, it is important that our employees comply with their legal responsibilities. The purpose of the law and accompanying regulations is to avoid any perception that a public employee might display some type of favoritism due to the influence of a gift. While parents often give gifts to our teachers and aides at holiday time and/or the end of the year as an expression of gratitude for their hard work, I would appreciate it if parents who choose to do so would adhere the following guidelines in order to avoid putting our educators in an awkward position:

- Massachusetts General Law Chapter 268A and State Ethics Commission rules prohibit all public employees from receiving personal gifts of "substantial value," which according to the regulations is \$50 or more. This includes meals, tickets, services rendered, holiday gifts, etc.
- The Ethics Commission has recently ruled that the \$50 or more restriction applies even when a group of people pools their funds to contribute to a gift. Therefore, if multiple parents of students in the same class chip in to purchase a gift for the teacher, the teacher cannot accept it if it is worth \$50 or more.
- The law and regulations apply to any *single, personal* gift to a public employee from an individual or group. An employee may accept multiple gifts from different parties, as long as each individual gift complies with the regulations. Contributions for educational supplies, the purchasing of books or curriculum materials for the classroom, or a donation to a PTO or organization such as the Natick Education Foundation in the educator's name are not subject to the limit.

Natick families traditionally have been generous to our educators, and all of us in the School Department appreciate all of the time, effort, and financial support that you provide. I ask that you please follow these guidelines so that our educators do not need to politely decline a gesture of appreciation. If you have questions about the law and regulations, please contact your principal or me. Thank you.

### **Non Custodial Parents:**

If there is a change in the family status (divorce, custody, etc.), please provide a copy of the relevant legal documents to the principal, so that the school is informed regarding custody, parental communications, etc. It is the responsibility of the family to provide these documents to the school in order for the school to update the record.

Non-custodial parents may receive notices if legally entitled to them, and if a written request has been made to the principal.

The custodial parent will be notified of this request, and depending on the relevant legal documents, permission for communication may/may not be granted.

Under the Family Educational Rights and Privacy Act (FERPA), both custodial and non-custodial parents have the right to receive school records for their children, unless otherwise specified by the custodial parent.

The school is required by law to provide the non-custodial parent with information about their students 21 days after receipt of the written request unless the custodial parent provides us with documentation indicating....

- the parent has been denied legal custody or has been ordered to supervised visitation
- the parent has been denied visitation
- the parents' access to the student has been restricted by a temporary or permanent protective order
- there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

### **Release of student information to third parties; process and procedure:**

Third party requests for information regarding students are a standard part of application processes for various clubs, organizations, and private schools. All requests for information from third parties will, given reasonable notice to the teacher, be processed according to the process detailed below:

Upon request for information by a parent or by a third party:

1. the front office will acquire written permission from parents to share information with the third party.
2. the classroom teacher, within 3 school days, will complete the assessment and submit it to the principal or his/her designee.
3. the principal or designee will review the assessment.
4. the principal or designee will submit the assessment directly to the third party.
5. if requested by the parent and acceptable to the receiving party, the principal or designee will furnish signed and sealed copies of the assessment directly to the parent/guardian of the student.

*Parents/Guardians should provide a stamped envelope addressed to the third party.*

## **HEALTH AND MEDICAL OFFICE PROCEDURES**

### **HEALTH SERVICES**

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

#### **Clinic Visits**

Registered nurses staff the Health Clinic from 7:30 am until the end of the school day. Students who need access to the clinic must first obtain a signed pass from the teacher. In the event of an emergency, any student may access the clinic. In the event of a serious injury, the student will remain at school until parent/guardian or an emergency person is contacted and arrives. In the event of a 911 emergency, the student, accompanied by a staff member, will be transported to the hospital. Every attempt will be made to reach a parent/guardian, therefore it is imperative that contact information is up to date in PowerSchool.

#### **Medical Dismissals**

- The nurse will assess the student.
- The nurse will reach a parent/guardian or emergency contact person on all students, regardless of age, prior to dismissal.
- A dismissal slip will be completed by the nurse and given to the Main Office time stamped at dismissal.

#### **Parent Contact Information**

Parents/Guardians are required to maintain up to date contact information and emergency contact numbers in PowerSchool. It is incumbent upon parents/guardians to keep the School Nurse apprised of relevant health information. PLEASE update your student's information in PowerSchool every year.

#### **Immunizations and Physical Examinations**

Per MA DPH regulations, Natick Public Schools requires the following documents:

A copy of a current (within 12 months) physical exam that contains documentation of vision screening, TB risk assessment and immunization record upon enrollment, entering grades PreK, 4, 7 and 11, and annually prior to participation in school sponsored athletics.

New students entering Natick Public Schools (NPS) are required to present a healthcare provider's certificate or a certificate from the Board of Health attesting to immunizations against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, Meningitis, Varicella and other communicable diseases as specified by the Massachusetts Department of Public Health. Students who are not up-to-date with immunizations will be excluded from school per MA State law. Please refer to the NPS website>Departments>Health Services>Immunization requirements.

Exemptions to these regulations will be made for medical and religious reasons only upon receipt of documentation from a healthcare provider for medical reasons or from the parent/guardian for religious reasons. Signed medical and religious exemptions are required to be submitted annually.

## **MANDATORY HEALTH SCREENINGS**

All health school screenings are mandated by the state. Screenings are scheduled annually by the school nurses and notification will be posted in the Principal's Newsletter and/or the school's Health Services website.

Parents/Guardians may opt their child out from any of the annual required screenings by sending a written request to the school nurse indicating which specific screening.

### **Vision and Hearing**

Vision Testing – Grade 5 & 7

Hearing Testing – Grade 7

If a vision or hearing problem is detected, you will be notified by the school nurse recommending a referral to a specialist for a comprehensive exam. Screenings are of limited value if follow-up exams do not occur.

### **Body Mass Index (BMI)**

Height & Weight – Grade 7

BMI screenings are obtained to help the Massachusetts Department of Public Health monitor trends in childhood obesity. The goal of this screening is to support change at the system level, not the individual level.

### **Postural**

Grade 5-8

Postural screenings to detect spinal abnormalities are conducted in middle school annually by school nurses and trained PE staff. Parents/guardians are notified by the school nurse if there are any concerns about a student's posture and referred to their primary care provider for evaluation.

### **Substance Use Risk Behaviors**

Grade 7

7th graders participate in SBIRT (Screening/Brief Intervention/Referral to Treatment) to assess for substance use risk behaviors. School nurses and counselors trained in the SBIRT protocol conduct these screenings. Disclosures made by the student during the screening shall be considered confidential information and shall not be disclosed without written consent of the pupil, except in cases of medical emergency.

## **ATHLETIC PHYSICALS**

All interscholastic student athletes (grades 6-8) must submit a current (within 13 months) physical exam prior to participating in tryouts. New physicals need to be submitted if one expires during the current sport season.

## **ABSENCES**

Regular school attendance is desirable, however, sick students should not be sent to school. If your student is absent for 5 or more consecutive days, a medical note from their healthcare provider is required.

### **Reasons for Keeping a Child Home**

Please remember to keep your child at home when they are ill. While attendance is an important part of your child's success, there are times when it is best to keep them home to recuperate and prevent the spread of germs.

**Fever:** If your child has a fever of 100 degrees or higher. Return to school once fever free for 24 hours without the use of fever-reducing medications.

**Vomiting/Diarrhea:** These symptoms are a reason to stay home. Keep them out of school for 24 hours after the last episode.

**Rashes:** Children with new, unidentified rashes should be kept home until able to identify and determine if they are/are not contagious. A medical note may be required to return to school.

**Pink Eye:** Bacterial conjunctivitis is highly contagious and requires prescription medication. Return to school after 24 hours on antibiotics.

**Sore Throat/Cough:** Children with a cough or sore throat should be monitored closely and stay home from school for worsening symptoms and/or fever.

**Strep Throat:** 24 hours after treatment with appropriate antibiotic

**Cold/Flu:** A child with cold symptoms such as deep or uncontrollable cough or significant lack of energy belongs at home even without a fever. A child with flu-like illness (fever, cough & body aches) must stay home from school for at least 24 hours once fever free without the use of fever-reducing medicine. Testing for Covid-19 and flu is still recommended if your child is having symptoms.

**Covid-19-**As of April 2023, MDPH guidelines require 5 days of isolation (starting from day zero which is the first day of symptoms or the date of a positive Covid test, for a total of 6 days home).

**Ringworm/Scabies/Impetigo:** 24 hours after initiation of treatment with appropriate topical or oral medication

**Lice:** Return to school after treatment has been initiated.

## **MEDICATIONS IN SCHOOL**

Natick Public Schools medication administration policy complies with MA state law 105 CMR 210.00 to provide for the health and safety of our students who may require medication administration during the school day. Per MA state law, all medications, including prescription and over the counter, require a licensed prescriber's order and a completed parent/guardian consent form or they cannot be given in school. All medication orders must be renewed annually at the beginning of each school year. In order for acetaminophen and/or ibuprofen to be given during the school day, parents must give written consent in PowerSchool.

The medication and all required forms must be brought in together to the health clinic by the parent/guardian/responsible adult or the medication shall not be accepted. Medication must be in its correctly labeled pharmacy container. Medications are not accepted in plastic baggies or other containers from home.

Click for complete NPS medication policy: [NPS medication Administration in Schools Policy & Procedures](#)

## **FOOD ALLERGIES**

### **Classroom Allergy Awareness**

Students with life threatening food allergies are at risk for allergic reactions due to cross contamination from snacks consumed in the classroom. The most common food allergens are nuts and peanuts and we request that parents do not pack snacks which contain peanuts or tree nuts for classroom consumption. These foods may be eaten in the cafeteria where there are no restrictions at most tables. For students with other life threatening food allergies, we encourage parents to speak to the school nurse.

### **Food Activities in School**

Unplanned food activities are not approved in middle school. Planned food events and/or use of edible products in school require parent notification.

### **Medication Reminder**

Students with life threatening food allergies may need a prescription for an epinephrine auto-injector in school. Please see the medication policy section and contact your school nurse if you need more information.

### **Allergy Lunch Tables**

Certain tables in the cafeteria are designated as allergy aware. Please speak to your school nurse for more information.

## **EXCUSAL FROM PHYSICAL EDUCATION**

When it is necessary to excuse your student from PE class and/or other classes due to illness or injury, written documentation is required from your student's health care provider or physical therapist. In order for your student to return to PE class and/or other classes after an illness or injury, written documentation is required from your student's health care provider or physical therapist. **Parent/guardian notes cannot be accepted.**

## **FRAGRANCE POLICY**

Natick Public Schools strives to be a fragrance-controlled school district and recognizes that exposure to strong scents and fragrances in the environment can cause discomfort and impact the health of sensitive individuals. Natick Public Schools has students, staff and visitors with health conditions that are affected by fragrances. In an effort to keep the environment healthy and comfortable for all individuals, we respectfully request that anyone who comes to Natick Public Schools be as fragrance-free as possible

## **STUDENT EXPECTATIONS**

In order to work well together, there are clear school expectations, which help us to function as a community and allow students and teachers to feel safe and secure in the school. The rules are based on courtesy and common sense, respect and responsibility. Below is a list of key rules and our school behavior rubric. The rubric shows the consequences all students receive for breaking the rules. Please review these rules and the rubric so expectations for behavior are clear to student and family.

### **LOSS OF SCHOOL PRIVILEGE**

Serious or repeated discipline infractions may result in a "Loss of School Privileges" for the trimester or the year. This may include loss of privilege to participate in activities such as lunch in the cafeteria, after school clubs and sports, or evening events such as dances, etc.

## **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



## **KENNEDY CORE VALUES AND DISCIPLINE**

### **STUDENT RESPONSIBILITY/RESPECT FOR LEARNING AND OTHERS**

Discipline is a key component of a quality education. Schools become more effective when students understand the reasons for rules, the regulations themselves, and the infraction consequences. Please see the behavior rubric beginning on page 21 of this booklet.

Teachers and assistants within the classroom setting manage classroom discipline. Discipline issues in hallways, rest rooms, cafeteria, auditorium, school grounds, buses, and field trips are processed through the team leaders and the school office. Any Kennedy staff member may assign a behavior consequence. The staff person must inform the student the reason for the consequence and the nature of the offense. If a student accumulates a number of consequences, he or she may be suspended. The student may also be denied certain privileges ("Loss of School Privileges") like dances, field trips, eating lunch with classmates in the cafeteria or in the Kennedy Cafe, etc. Parents / guardians will be informed of behavioral incidents at school. The front office records and monitors major offenses and issues office detentions, suspensions, and other consequences. Students may be asked to perform some community service activities.

Kennedy Middle School parents, teachers, and administrators support the school's efforts and its ongoing endeavors to foster a climate of respect for all. In order to establish a positive, safe learning environment, teachers and parents are encouraged to develop, in collaboration, each child's sense of personal responsibility and accountability for his/her actions.

**PLEASE NOTE:** No guide can anticipate every imaginable variety of misconduct. Accordingly, the principal and staff retain the right to publish and maintain supplementary disciplinary rules during the course of the school year and to impose discipline for any other conduct that is unquestionably improper.

**ALSO:** The Kennedy Middle School Discipline Code does not discriminate based on a student's race, color, sex, religion, national origin, sexual orientation, or disability.

### **LOCKERS AND POSSESSIONS:**

Your homeroom teacher will assign a locker to you on the first day of school. Your locker is large enough to hold your books, notebooks, coat, and backpack. It is important that as the year progresses you keep it clean so that you do not damage books by forcing them into a too-full locker, or have the locker jam because clothing or backpack straps are caught in it. You may not use locks of any kind on your locker.

Your team will teach you those times when you may visit lockers during the day. Plan what you need to carry for each class so that there is no need to return to your locker after each class. In order to go to your locker at times other than those agreed upon by your team, you must have a pass from a teacher.

### **Locker Room and Physical Education:**

Students may change for class. You may wear athletic clothing such as sweats, shorts and t-shirts that were not worn to school that same day. Students must wear sneakers (no exceptions). Lockers for your belongings are available in the physical education dressing rooms. During your physical education class, place clothing, books and other possessions in a locker. We advise students to lock up their valuables during class in the assigned lock box found in the boys' and girls' lockers rooms. The physical education teachers will make this lockbox available before and after every class for those students who have valuables. Students will not use locks of any kind in the locker rooms. Instead, students will be responsible for bringing their physical education clothes to and from every class.

### **SNACKS:**

Students may bring a healthy, easily-consumed snack and/or beverage to be eaten mid-morning at the discretion of the classroom teacher. Candy, soda, and power drinks are not to be brought to school. Students **must** take responsibility for proper disposal of containers, wrapper, crumbs, etc. Certain foods may be prohibited in areas of the

building...i.e., peanuts, peanut and tree products—your teachers will alert you to these areas.

### **CELL PHONES/PERSONAL ELECTRONICS/COMMUNICATION DEVICES:**

If you must carry a cell phone or other electronics, they are to be **turned off completely** as soon as you enter the school grounds and must be put away and kept out of sight all day. For **no** reason are you allowed to use a cell phone or other electronic device during the school day. Air pods (wireless headphones) need to be put away upon entering the building, and smart watches such as Apple watches should have all messaging and internet capability turned off.

**Parents should NOT call or text you during the school day**, as you should not have your phone on to receive such messages. All messages should be given to the main office and the office will get the message to you. If a call must be made during class time, you are to ask permission from the teacher and get a pass to use the **office telephone**. Use of the classroom phone is limited to emergencies **only**. Also, you may not use your cell phone during the day to call a parent to pick you up from school—even if you are feeling ill. The nurse must examine you and call your parent/guardian with you. Cell phones are not allowed at school dances. If you must bring your cell phone with you, a storage space will be provided where you may keep your phone during the dance and you may pick it up at the conclusion of the dance.

If a cell phone, portable game system, or other technological device is used, displayed or heard on school property without teacher permission, it will be confiscated and returned at the end of the day. If this happens a second time, it will be confiscated and returned to the parent/guardian **only**. Current cell phone/personal electronic technology creates many temptations to share information, pictures and distractions through the course of the day, and is not in compliance with our network compliance obligations and internet safety protocol; therefore, it is not appropriate in school.

E-books may be used for reading purposes only, at the discretion of the teacher/staff person. Connecting to the internet from an E-book is not allowed on school premises.

### **Natick Public School Policy on Cell Phones and Other Electronic Devices**

Cell phones and other personal electronic devices such as video games and music players are a distraction to the learning environment in the Natick Public Schools. As such, the following regulations will apply:

1. All electronic devices and components must be **turned off** and **not visible** on school grounds. Any contact between parent/guardian and child must occur through the office.
2. Electronic devices necessary for a specific educational purpose and/ or may be used under the direction and with the approval of the supervising teacher/staff member.
3. Violators of this policy will have these items confiscated and turned into their administrator. Repeat violations will result in the device being held in the office for an extended period, or return of the device only to a parent/guardian.
4. Lack of compliance with the requests of teachers and/or administrators is insubordination and subject to more severe disciplinary action.
5. Phones may not be used as cameras, clocks, calculators, calendars, or any other device that may violate previously stated rules. Texting during the school day is strictly prohibited.

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

### **Cameras:**

Use of cameras (including cell phone cameras) or recording devices are not permitted without written permission from a faculty member and/or administration.

## **Textbooks:**

The books you receive to use in your classes are loaned to you by the Natick Public Schools, just as a library book is loaned to you by the library. Each will be checked out to you by a teacher who records the number of the book and its condition when you receive it. It is your responsibility to care for the book so that it is returned at the end of the year in the same condition it was given to you. Cover the book, and take care not to force it into your locker or book bag. Lost books are your responsibility. Look in all places you have been where it might have been left. Speak to your teacher about the lost book and check at the front office where unclaimed books are brought. You will be provided with a replacement book if possible, but you are responsible for the cost of replacing the lost book.

## **Class Interruptions**

Classes cannot be interrupted to tell students that parents have delivered forgotten items. It is the student's responsibility to check at the office to see if a parent has dropped off homework, books, lunches, etc. This is noted every day during the morning announcements.

## **Lunch**

**It has been announced that for the 2023-24 school year, lunch will again be FREE. any a la carte items or a second lunch will be charged a standard cost**

There are many choices available in the cafeteria. Students may bring their own lunches from home, purchase a hot lunch (daily menus are listed on the school's website) or other cold/hot lunch items from the snack line.

- Cost of a **regular lunch** is \$3.00, second lunch cost \$2.00
- A la carte items range from \$.50-\$1.50
- Beverages: Milk: \$.60, Water (20 oz): \$1.25, Bottled Juice: \$1.25

**Sometimes it happens that you forget your lunch money or you leave your lunch at home. Don't worry, no student will go hungry. You may use your student identification number to charge a lunch to your lunch account (even if you don't usually use the pre-paid account), and you may repay the money the next day. If you owe money on your account, you may NOT purchase a second lunch or snack items, but you may get a first lunch.**

**Students and their families may set up a cafeteria account that allows them to charge breakfast and/or lunch to their accounts. To set up an online account, to make payments, and to view transactions, please visit**

**[www.myschoolbucks.com](http://www.myschoolbucks.com).**

**You will need your Student Identification Number.**

**For more information please visit the Food Service section of the school website at <http://www.natickps.org/>**

Students are encouraged to eat a nutritious lunch. Please do not bring in soda or power drinks for lunch beverages. All students are expected to keep the cafeteria clean. You are responsible for placing any waste paper, food remains, etc. of your own into the appropriate trash bins. If trash is on the floor or table and an adult asks you to pick it up, please do so. The cafeteria is for all students, and everyone must share the responsibility for keeping it clean. Once you are seated in the cafeteria, you are to remain seated except to throw away the remains of your lunch. Basic courtesy and good table manners are expected.

While there are many wonderful reasons to bring in food to share with friends, this practice is **not allowed** in the cafeteria for a number of reasons. Some students with food allergies may unknowingly eat an item that contains an allergen that causes them to become ill. Similarly, some families may not want their child to eat the type of food that is brought in to share. When students bring sweets for special occasions, it can cause a commotion and lead to hurt feelings when some students are excluded from sharing. Please be mindful that in-school celebrations in the cafeteria

are visible to the entire grade. *Gift giving and food sharing is best done privately/ out of school, and we request that you limit school celebrations to items that are not food-related such as sharing cards, drawings, etc.*

### **LUNCH DISMISSAL**

Students will be by individual tables. Supervisors will go from table to table and dismiss students when their tables are clear of all trash. Walk quietly to your locker and class. Your quiet and orderly passing in the corridor is important because other grades will have classes in session while you pass from lunch. Thanks for your help with this.

### **Lunchroom Expectations**

- Please WALK to your table and lunch line
- All lines are to be single file. If you cut in line, you will be told to go to the end of the line.
- Once seated, remain at the table and do not wander from table to table.
- Food must be consumed in the cafeteria. NO food or wrappers should be in the hallways.
- NO food is allowed outside at Laps at Lunch
- When finished with lunch, put waste in receptacles provided and leave tables and floor area around the tables clear.
- Any student may be asked by an adult lunch supervisor to help straighten up the cafeteria.
- Students should not leave the cafeteria for any reason without permission or a pass. If you need to use the bathroom, or go to the office, guidance, library, etc, ask one of the adults in the cafeteria for permission or present a pass to an adult in the cafeteria if you were given one by an adult.
- Dismissal is done by tables after the area is cleaned and checked by an adult. Students are to remain seated at the tables until an adult dismisses them.

### **SILENT LUNCH**

A silent lunch is assigned to students who do not follow rules of conduct in the cafeteria. If a supervising teacher in the cafeteria determines that your behavior is inappropriate, you will be seated away from other students for the remainder of the lunch period that day (or for additional days), at a table in the office.

### **BEHAVIOR ISSUES**

An office lunch detention, or other consequences, may be assigned for more serious lunch behavior issues. All school rules apply during lunch periods (behavior rubric applies) and ANY staff member may enforce the school rules as they supervise lunch.

### **STUDENT WORK LUNCHES**

On occasion, a teacher may ask you to work with him/her during lunch time which means that you will eat lunch while you work with the teacher in the classroom. If you are to meet a teacher to make up work or to work on a special project during lunchtime, you must have a pass from that teacher before you will be permitted to leave the cafeteria. Otherwise, the cafeteria is the only place where you may eat lunch.

### **Laps @ Lunch**

When the weather is good and parent volunteers are available, students may walk outside during their lunch periods. Once you have finished eating and cleaned your table area, check with a supervisor who will give you permission to go outside. You may walk in the designated area, staying on the paved surfaces (away from bike racks and stairs), until it is time to return to the cafeteria for dismissal to your next class. Students must follow school rules and the directions of adult volunteers while outside.

## Buses

**A Natick Public School bus pass must be presented to board any bus.**

### **BUS PASSES**

If a student does not have the pass at the morning pick-up, the student will be allowed to board the bus, but a bus conduct report will be written by the driver and sent to the office. The student's parent/guardian will be contacted to replace/recover the pass.

Any student who does not have a bus pass to board the bus after school hours will NOT be allowed to board the bus. Furthermore, you may only ride the bus to which you were assigned; **you may not ride a friend's bus if it is not your regular bus and you may not bring a friend with you onto your bus if they are not assigned to that bus.**

The student will be directed back to the office to call a parent/guardian and make other arrangements for a ride home. Similarly, any student who does not have the required late pass from a teacher AND the town issued bus pass will not be allowed to board the late bus.

### **LATE BUSES:**

Late Buses are available between 3:15-3:30 pm to take students home from after school activities each afternoon, Monday through Thursday, except the day before a holiday. Only students who have a town-issued bus pass are eligible to take the late bus. The late bus will take you to your neighborhood, but not necessarily to your normal bus stop. A copy of the late bus schedule is always posted in the office. Please review it to decide which bus you should take, and which stop is closest to your home.

To board the late bus, you must have a pass from the teacher with whom you stayed for any after-school activity, help, or detention. Take both passes directly to the front of the building where you will wait for the late bus. **Natick Public School bus passes must be presented to board any bus. Any student who does not have the required late pass from a teacher AND your town issued bus pass will not be allowed to board the late bus.**

### **Bus Procedures:**

The Natick School Committee considers the school bus as an extension of the school itself, and rules regarding behavior are the same as in the school. School bus safety is a primary concern of the Natick Public Schools and we reserve the right to take whatever action is necessary to maintain a high level of safety.

The right of a student to school bus transportation is a qualified right, dependent on good behavior. In cases where a pupil seriously or continuously misbehaves, the principal or designee of the school will notify parents. The bus pass may be revoked if, in the opinion of the principal, such action is necessary for the general safety and well being of other students.

In cases where a pupil's conduct jeopardizes the safety and well-being of other students, based upon the assessment of the driver, that pupil may be immediately excluded from the bus.

The procedure for handling behavior problems, including bad language, on school buses shall be as follows:

- |                          |   |
|--------------------------|---|
| <b>a. First Offense</b>  | A letter will be sent from the Principal/Vice Principal of the school, or from the Transportation Coordinator, to the parents/guardians of the student advising the parents/guardians of the offense.                                   |
| <b>b. Second Offense</b> | Bus privileges may be revoked for a two-week period and parents shall be notified by the Principal/Vice Principal of the school the student attends.  |
| <b>c. Third Offense</b>  | Transportation privileges may be taken away from the student for the remainder of the school year, and the parents shall be so notified of the offense by the Principal/Vice Principal. There are no refunds if privileges are revoked. |

## **BUS EXPECTATIONS:**

Students shall **stand on the sidewalk** or another designated place while waiting for the school bus. They shall respect other people's property, respect the right of other people to pass on the sidewalk, and display manners that indicate consideration and concern for the safety of others.

Students shall **never approach a school bus until it has completely stopped** and the door is opened. In boarding the bus, they should proceed in an orderly manner, single file. Younger students should be the first to get on and off the bus. 5th graders sit at the front of the bus, followed by 6th graders, then 7th graders, and finally 8<sup>th</sup> graders, who sit in the back of the bus. Students are expected to **remain seated with feet on the floor at all times** and may not sit on backpacks or the back of the seat.

Students shall **not open windows** without permission. Do **not throw anything** in the bus or throw anything out of the window. Do not put your hands, arms or any parts of your body out of the window at any time. Do not touch the rear exit emergency door unless there is an emergency, or the driver directs you.

When crossing the roadway after getting off the bus, **cross only in front of the bus** when the blinking lights are on and the stop sign is extended. Pass at least 10 feet in front of the bus and look for traffic in both directions before crossing the roadway. Never run beside a bus, chase after a bus, or pick up anything that has fallen near the wheels of a bus.

The bus **driver has full authority** as well as responsibility for control of the conduct of students while they are on the bus. Students should not annoy the operator or distract his/her attention from driving. This includes refraining from yelling or making loud noises on the bus. Drivers should be treated with courtesy and respect at all times.

Students should keep their hands to themselves. Students are **not allowed to use profane or abusive language**. Pupils who witness the destruction of property have a responsibility to report such misbehavior to the driver or school authorities.

All Town-paid and Fee-based students are issued a bus pass that they **must show** to the driver each day upon entering the bus. The pass entitles students a school bus ride to and from school. In the event a student loses a bus pass, a duplicate pass may be obtained for a fee from the Transportation Office.

A student who allows another student to use his/her bus pass or sells his/her bus pass is subject to having the bus pass privileges revoked. **You may not ride a bus which is not your assigned bus.**

Per bus company policy, you **may not bring large art projects or instruments** (ex: cello), animals, pets, or large objects on the school bus. Under no circumstances should firearms, explosives, incendiary devices (ex: firecrackers, snaps, etc.), or weapons be brought onto a school bus. Lunch boxes, smaller musical instruments and small athletic equipment (those which can easily be transported on a student's lap or under the seat) must be kept out of the aisle.

Vandalism, destruction or defacing of property will not be tolerated. You may be required to pay for repairs.

There is **no smoking, eating or drinking** on the school bus. The bus must be kept neat without litter.

A student who pays a fee for transportation and whose riding privileges are suspended because of violation of these rules will not receive a fee refund.

**All rules of school conduct apply to the bus.** It is expected that students will behave in a way that exemplifies the core values of Kennedy Middle School.

### **BICYCLES, SCOOTERS, AND SKATEBOARDS:**

Bicycles may be ridden to school and locked in the bicycle rack near the auditorium-gym doors of the school. A lock must be provided by the student to secure the bicycle to the rack. Scooters and skateboards are also allowed and may be secured in the main office during school hours. They are not to be ridden in school parking lots, across the schoolyard, or on any sidewalks on the school property.

### **DRESS CODE**

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

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to have hairstyles associated with race, including but not limited to, texture, type, length and other protective hairstyles such as braids, locs, twists, knots, hair coverings, and other formations.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.
- Ensure dress does not interfere with identification of/or communication with students.
- The primary responsibility for a student's attire resides with the student and parents or guardians. Kennedy Middle School is responsible to ensure that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student.
- Students are expected to wear a top, bottom and footwear in keeping with health and safety standards
- Clothing must be worn in a manner such that a student's undergarments are not showing, and private areas are covered with non-transparent, or opaque, material.
- The use of head coverings such as hats, hoods, helmets or other materials(except those intended for religious purposes), when they interfere with the identification of/or communication with students, will not be allowed.

### **FIRE DRILLS/LOCKDOWN DRILLS**

In each classroom you will see a sign telling you where to go in case of a fire drill or other emergency evacuation of the building. Your teachers will go over the route you are to use to leave the building from each room. In a lockdown drill, students and teachers remain seated silently in their classrooms rather than leave the building. Your teachers will go over this routine with you as well in the beginning of the year.

#### **Basic Expectations**

1. Leave the room quickie and quietly and in double file. DO NOT RUN.
2. Stay with your group once you are outside, remain quiet and orderly.
3. You must move well away from the building once outside.
4. All driveways around the building must be clear for fire trucks to pass. Stay away from them.
5. Do not re-enter the building until your teacher gives permission.

If there is a fire or suspicion of a fire anywhere in the building, report it to the nearest staff member at once.

~ IT IS AGAINST THE LAW TO SET A FALSE ALARM ~

## **E-CIGARETTE/VAPING/TOBACCO USE**

*Possession of tobacco or tobacco-related material such as cigarettes, lighters, matches, pipes, cigarette holders, etc. including e-cigarettes or any other vapor producing product at school, or at any home or away school event, will lead to consequences up to and including suspension.*

### **What's the Bottom Line on the Risks of E-cigarettes for Kids, Teens, and Young Adults?**

From the Center for Disease Control (CDC), last updated March 11, 2019

- The use of e-cigarettes (sometimes called vapes) is unsafe for kids, teens, and young adults.
- Most e-cigarettes contain nicotine. Nicotine is highly addictive and can harm adolescent brain development, which continues into the early to mid-20s.<sup>4</sup>
- E-cigarettes can contain other harmful substances besides nicotine.
- Young people who use e-cigarettes may be more likely to smoke cigarettes in the future.

## **MAKE-UP WORK**

**It is the responsibility of the student who has been absent due to illness or suspension to obtain all make-up work from his/her teachers immediately upon return to school.** Failure to obtain make-up work is no excuse for not doing work missed. We encourage students to look online or call a classmate for assignments when he/she is not present in school.

- In cases of extended illness for **three days or more**, assignments may be requested through the office.
- **Home/hospital tutorial:** any student absent for **14 or more consecutive days** due to illness will be eligible for tutoring services.
- Students missing school due to family trips or vacations should note the following School Committee Policy on Homework for the Natick Public Schools.

## **NATICK PUBLIC SCHOOLS HOMEWORK PROCEDURES**

The Natick School System believes that homework contributes to the understanding of the curriculum and reinforces learning. Homework is a meaningful extension of daily classroom activities. Homework provides for practice of skills and application of principles based upon work begun in the classroom. It enriches school experiences and promotes a permanent interest in learning. It stimulates individual initiative, personal responsibility, and self-direction. Due to the differences in age levels, learning styles, and modes of instruction in the elementary and secondary schools, homework expectations will necessarily differ.

### **Teachers and Homework Responsibilities:**

- Assign homework that is meaningful and useful.
- Allow time for student's questions to clarify directions.
- Respond to each assignment by a grade and/or comment, written or oral, within a reasonable length of time.
- Provide opportunities for both short-term and long-term assignments.
- Monitor long-term assignments in order to avoid last-minute student efforts.
- Limit assigning homework over school vacations.
- Inform parents of their role in supervising homework.
- Communicate with pupils and parents when problems concerning homework arise.
- Will respect the observance of religious holidays when assigning homework.



### **Students and Homework Responsibilities:**

- Record the directions for homework in an assignment notebook.
- Make sure the directions are clearly understood.
- Maintain an appropriate study environment.
- Accept responsibility for completing assignments and keeping materials in order.
- Hand in meaningful products on time.
- Budget time properly for long-term assignments.

### **Parents and Homework Responsibilities:**

- Provide a suitable place for study.
- Establish a consistent study time.
- Check student assignment notebook (also see the homework on websites and Moodle, and check PowerSchool for grades 6-8).
- Oversee long-term assignments and assist student in learning to budget time accordingly.
- Encourage student to accept responsibility for completing homework assignments.
- Assist with - but do not do - the work.
- Recognize that homework is not limited to written assignments, but includes studying, reading, and/or researching.

### **Homework Time Allotment Guidelines**

Homework should be given at least twice a week and no more than four times a week at the elementary level. It is recognized that flexibility will be necessary at all levels. The following are suggested per day:

#### **ELEMENTARY SCHOOLS:**

##### **PRIMARY GRADES**

Kindergarten - Optional

First Grade - 15 minutes

Second Grade - 15 to 30 minutes

Third Grade - 30 to 45 minutes

Fourth Grade - 30 to 60 minutes

##### **MIDDLE SCHOOLS**

Fifth Grade - 45 to 60 minutes

Sixth Grade - 1 hour to 1.5 hours

Seventh Grade - 1 hour to 2 hours

Eighth Grade - 1-1/2 hours to 2 hours

# **TECHNOLOGY USE**

## **Natick Public Schools Student Responsible Use Policy**

### **Student Responsible Use Guidelines**

I understand that the use of technology is a privilege for which I am responsible. When using any NPS Online and Digital Technologies (ODT); I will always be a good digital citizen. I acknowledge that I understand the following:

#### **I am responsible for being prepared for learning.**

- ☐ If issued a school computer, I will arrive at school each day with my computer, a fully charged computer 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 the school district may inspect, audit, and confiscate any NPS device at any point in time.
- ☐ I understand that vandalism in any form including stickers is prohibited. (If I want to personalize my device I will purchase a cover.)
- ☐ I will report to a Principal/Dean any known or suspected acts of vandalism.
- ☐ I will respect my and others' use and access to the NPS network and NPS equipment.
- ☐ I understand bringing in a personally owned home computer for school use is not allowed.
- ☐ I will ensure that my actions protect NPS technology.
- ☐ I understand that I should not tamper with, or attempt to bypass any of the controls in place (i.e., reinstall the operating system, modify the software image or disassemble the computer).

**I am responsible for the data I create and for protecting it.**

- ☐ I understand the district provides me with a Google account to save and store all my data and files.
- ☐ I understand that I will not have access to my school email and data after graduation or after leaving the district.

**Note:** Students should think about this before applying to colleges and providing contact info.

**Note:** To download your data prior to leaving school, students may use [Google Takeout](#).

- ☐ I understand it is my responsibility to save any data or files that I create. I understand I should not save or store personal data or files on any device.
- ☐ I understand that the school district may reimage any computer at any time to maintain the equipment in good working order.

**There will be consequences for Irresponsible Use.**

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

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

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

### **Disclaimer**

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

NPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. Students under the age of 18 should only access NPS network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school. A great resource to help parents manage technology use is Common Sense Media (<https://www.commonsensemedia.org>)

## **Natick Public Schools** **Student Data Privacy Policy**

### **I. OBJECTIVE:**

The objective of the Natick Public Schools in the development and implementation of this Data Privacy Policy (“DPP”), is to be transparent with the community about the information we collect, how we use information, how we share information, how we protect information, how to contact us with questions, concerns or to report potential violations, and to comply with our obligations under all federal, state and local laws.

### **II. PURPOSE:**

The purpose of the DPP is to better: (a) understand what is “personally identifiable information” (“PII”), and the laws and requirements that govern its protection; (b) be aware of the types of data we collect, how we use it, and when not to use it; (c) understanding third parties are required to be fully vetted by the school district before given access to any student data; (d) and establish a process for asking questions or reporting any violations of this policy.

For purposes of this DPP, “personally identifiable information” (“PII”) for students is defined as any information that is not directly listed as directory information and whereby a “reasonable person in the school community” who does not have personal knowledge of the relevant circumstances could identify the student. It includes direct identifiers (such as a student’s or other family member’s name, or student id number) and indirect identifiers (such as a student’s date of birth, place of birth, or mother’s maiden name).

It includes all information, including recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified.

Protecting students’ PII is to comply with our obligations under the Federal Educational Rights and Privacy Act (“FERPA”) at 20 U.S.C. 1232g and 34 CFR Part 99, Children’s Online Privacy Protection Act (“COPPA”), 15 U.S.C. 6501-6502; Protection of Pupil Rights Amendment (“PPRA”) 20 U.S.C. 1232h; the Individuals with Disabilities Education Act (“IDEA”), 20 U.S.C. §§ 1400 et. seq. and several Massachusetts student privacy laws, including Massachusetts student record regulations, 603 C.M.R. 23.00, Massachusetts General Law, Chapter 71, Sections 34D to 34H and 603 CMR 28.00.

### **III. INFORMATION WE COLLECT:**

We collect various types of information provided by families of students, including, but not limited to:

#### **Information Required for Student Enrollment**

We collect various personal information for each student that enrolls in the Natick Public Schools.

This information includes but is not limited to:

- Biographical Information
- Parent/Legal Guardian Information
- Custodial Agreements
- Previous School Information (if any)
- Demographic Information
- Health & Medical Information
- Family Financial Information - if applying for financial assistance

#### **Information Created once a Student is Enrolled in School**

- Student ID Number
- Student Email Address
- Assessments, Grades / Transcripts
- Attendance Records
- Discipline Records
- Student Schedules
- Exams, Papers, Assignments, etc.
- Advising Records
- Individual Education Plans ("IEP") & 504s
- Transportation Information
- Bank or Credit Card Information - POS or to pay any fees

#### **Other Information that is Collected**

**Student Web Searches:** A content filter is in place on the school network that tracks and blocks a student's attempts to access inappropriate content and websites visited. The content filter overwrites this information every 7 days.

**Student Email:** All student email, using their school-issued email address, is archived. This information is collected in the event it is needed to investigate a student conduct issue or Student related concern. All investigations follow a protocol of approval or if required by local or federal laws. Archived information is purged annually, over the summer, for students no longer enrolled in the district.

**Video Surveillance:** This is used in or around a school to ensure a safe environment for our students, faculty & staff and to aid in any investigation or incident reported at a school. Video footage is retained for up to 30 days then overwritten unless preserved for any current investigation or incident.

**Tracking of School-Owned Devices:** All school-owned devices have location tracking enabled so the device

can be found if reported lost or stolen, needs to be audited, or requires a Software update to perform at the level needed. Location is limited to the last known location.

#### **IV. HOW WE USE INFORMATION**

We use the information provided by families and the data students create to provide the best possible educational opportunities for all of our students. This may include:

- Providing personalized educational services to help students achieve greater learning outcomes.
- Communicating with you, which may be to respond to inquiries or events happening at school.
- Providing you with information, including communications of interest based on email lists, text lists, or other electronic communications you joined.
- Improving, delivering, maintaining and protecting the learning environment we have created for our students, faculty & staff.
- Ensuring the safety, security, and integrity of all of our schools and the educational services we provide.
- Family financial information may be collected and used to determine the eligibility of local, state or federal financial assistance programs.
- Bank or credit card information may be collected by third-party vendors we partner with to provide school lunches or processing payment of fees.

#### **V. HOW WE SHARE INFORMATION**

We share PII with school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement with the school district, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

We share PII with administrative office staff and clerical personnel, including operators of data processing, who are either employed by the district or are employed under a service contract, and whose duties require them to have access to student records for purposes of processing information for the student record.

We work with third-party vendors to deliver many of our educational programs and services that support our schools. We require all vendors that store, manage or have access to our student information to sign a Data Privacy Agreement (“DPA”). If a vendor will not sign the DPA, the District will seek parent/guardian consent for the information to be shared with a vendor and provide the vendor’s privacy policy to the parents/guardians. The goal of this DPA is to ensure all third parties:

- Follow all local and federal laws protecting students’ rights for data privacy - FERPA, CIPA, COPPA, and PPRA and state law.
- Ensure the school district retains ownership of all student data regardless of where the data resides.
- Provide the school district notification of a data breach, if one should occur, within a specific

time frame.

- Not resell or use student information for any other purpose than the service it was intended for.
- Provide the school district the right to audit the vendor for compliance.
- Ensure industry best practices are being followed with respect to data privacy and data security.

## VI. HOW WE PROTECT INFORMATION

The Natick Public Schools takes data privacy very seriously. Ensuring student data is protected is not a one-time event but part of our ongoing efforts of implementing best practices throughout the district.

Data privacy, however, isn't possible without having the proper controls in place to ensure data security, along with raising awareness among all faculty, staff, students, parents, vendors, and members of the community we serve.

Below are steps the district has taken to ensure both data privacy and data security so students' private information remains protected:

- The Natick Public Schools transitioned from Acceptance Use Policies to [Responsible Use Policies](#) for our students, faculty, and staff. In these policies are specific 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)



## Kennedy Middle School Technology Rubric (click on rubric for link)

### [Middle School 1:1 Technology Rubric](#)

#### **Discipline Policies Offenses & Consequences**

##### **Minor Offenses**

Consequences for most minor offenses for students are handled on team. For repeated violations, students may be asked to stay after school with the teacher, or may be referred to the office for additional consequences.

(If a 5<sup>th</sup> grade student is to stay after school, he or she will be given one day's notice.)

Minor Offenses	Range of Consequences
<ul style="list-style-type: none"><li>Repeatedly being unprepared for class – missing necessary materials such as a book, a pen or pencil.</li><li>Continual disruptions to class</li><li>Rude/discourteous behavior to teacher or staff member or another student</li><li>Being tardy to class without a tardy pass.</li><li>Unexcused absence from lunchroom or the “working lunch” period</li><li>Entering a classroom without permission.</li><li>Being out of class without a pass during class time.</li><li>Chewing gum</li><li>Overdue signed forms including behavior referrals &amp; report card receipts.</li><li>Lacking proper care of school materials issued to students, e.g. textbooks, class materials</li><li>Student use of the drinks machine located outside the gymnasium during school hours</li><li>Defacing/damaging or vandalism to school property that can be corrected satisfactorily by students</li><li>Cell phones or any other electronic devices on or in use during the school day. (Cell phones must remain in the student's locker or out of view with the power shut off. School personnel will confiscate cell phones if this is not followed. (Refer to Cell Phone Policy in separate section of this handbook.)</li></ul>	<ul style="list-style-type: none"><li>Conference with the administrator</li><li>After school detention/parent notification</li><li>After school detention/parent conference</li><li>Multiple infractions may result in an extended after school two-hour detention. (used at the discretion of the administrator after consulting with the teacher)</li></ul>

## Discipline Policies Offenses & Consequences (continued)

### Major Offenses

The following offenses may result in up to three after-school detentions for the first offense and a suspension for repeated major offenses. In the instance of a major offense - parents will be notified via behavior referral form.

Major Offenses	Range of Consequences
<ul style="list-style-type: none"> <li>• Three or more minor violations on the same day (monitored by faculty and/or administration)</li> <li>• Unexcused absence from class, teacher detention, homeroom or lunch period.</li> <li>• Throwing or misuse of food or excessive horseplay in the cafeteria</li> <li>• Throwing or shooting objects that may cause injury, e.g. ice, snow or snowball, pens, paper clips, lasers, pencils, rubber bands, etc.</li> <li>• Defacing/damaging school property/vandalism (Damage that cannot be adequately repaired by student.)</li> <li>• Cheating, copying or plagiarism (Academic consequences of the cheating incident are determined by the classroom teacher, and may include a failing grade for the assignment(s) in question.</li> <li>• Lying to avoid punishment for infractions of this policy</li> <li>• Gambling of any kind during school hours</li> <li>• Misbehaving during any emergency drill (lockdown, fire drill, medical/shelter in place)</li> <li>• Using profane language or obscene gestures – this includes the use of foul language, either directed at a peer or a staff/faculty member</li> <li>• Forging parent signature on any school document</li> <li>• Selling goods, such as candy, etc. to other students during school hours and/or on school property including the school bus</li> </ul>	<ul style="list-style-type: none"> <li>• Conference with the administrator <b>&amp; up to</b> three after school detentions</li> <li>• Community service requirement (Assigned at the discretion of the administration &amp; in consultation with parent)</li> <li>• Multiple infractions may result in an extended after school two-hour detention. (Assigned at the discretion of the administrator after consulting with the teacher.)</li> <li>• Restitution of destroyed/damaged property</li> <li>• Suspension for a period of one to ten days. Most suspensions are for 1 – 3 days depending on the severity of the infraction. (See Suspension guidelines section)</li> </ul> <p>*In some cases a student cannot stay for detention due to a major commitment, such as a doctor's appointment. When this happens, the student must make the conflict known to the teacher and provide a note from his/her parent or guardian so that other arrangements may be worked out. If the student does not communicate this with his/her teacher about the conflict, it will be considered a violation of the discipline policy.</p>

## Suspension Offenses

The following offenses are considered serious enough to warrant a suspension for the first and each subsequent offense. Parents will be notified of the suspension by phone or letter. The Superintendent of Schools will be notified of the reason(s) for the suspension. The student who is suspended is responsible for making up all missed work. Students on suspension at home must remain at home during school hours. After a suspension, the school may request a conference with a parent before the student may return to his/her school program.

**PLEASE NOTE:** Items marked with \* are also covered by sections of the Massachusetts Education Reform Bill of 1993. Please refer to that section later in this handbook.

Suspension Offenses	Suspension Framework
<p>* 1. Tobacco, alcohol or other drugs</p> <p>a. Use of tobacco on school property, school buses and field trips</p> <p>b. Possession, use or sale of alcohol or other prescription, illegal drugs or controlled substances on school property, school buses and field trips. The police will be notified.</p> <p>2. Any act of vandalism to school property – such as furniture, books, equipment, lavatories that cannot be satisfactorily corrected by the student.</p> <p>*3. Disrespectful or threatening behavior directed toward a staff member. A staff member is any adult in the building connected with the school departments, e.g. administrator, teacher, substitute teacher, volunteer, secretary, nurse, custodian, guest speaker, or bus driver.</p> <p>4. Stealing</p> <p>*5. Possession, use or sale of any dangerous or illegal devices, e.g.: fireworks, knives, or firearms etc.</p> <p>6. Leaving school property without permission. Once students arrive on school property, they cannot leave without permission.</p> <p>7. Extorting money from others.</p> <p>8. Causing a fire, false alarm or bomb scare.</p> <p>9. Causing a fight, fighting and/or willfully causing injury to another person.</p> <p>10. Two major offenses on the same day.</p> <p>11. Making racial or derogatory remarks to another student, staff person, or adult in the building or on school grounds.</p> <p>12. Engaging in any threatening behavior directed towards any student or adult in the building or on school grounds.</p> <p>13. Violations of Mass. Chapter 655 An Act Increasing the Penalties of Hazing</p>	<ul style="list-style-type: none"> <li>Depending on the severity of the infraction, suspension can range from 1 to 10 days</li> <li>Repeated occurrences of the same infraction will result in a more lengthy suspension</li> </ul>



# Bullying Prevention & Intervention Plan

*UPDATED BY NATICK PUBLIC SCHOOLS APRIL, 2023*

# **Natick Public Schools BULLYING PLAN**

## **LEADERSHIP**

The Natick Public Schools has and will continue to employ multiple layers of involvement in the development of our Plan as required by M.G.L. c. 71, §

37O. Under the direction of the Superintendent, Natick's Plan was developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. In addition, at all of our schools Bullying Prevention and Intervention is an objective in the Schools and thus, is discussed and reviewed by all School Councils.

## **GOALS**

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

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

A perpetrator, or aggressor, is defined as a student or a member of a school staff including but not limited to an educator, administrator, school nurses, cafeteria workers, custodians, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation.

A target is a person who is the subject of the bullying or retaliation by the perpetrator, or aggressor.

Bullying is defined as the repeated use by one or more students or by a member of a school staff including but not limited to an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to themselves or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

It is equally important for all members of the school community to understand that conflict is not automatically synonymous with bullying. Arguing, bantering back-and-forth, ignoring, roughhousing and fighting, while potentially serious forms of conflict, are not necessarily instances of bullying. Bullying is characterized by intention, repetition and power imbalance. Not every conflict meets these criteria.

**“Cyber-bullying”** - is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, cell phone text messaging, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic,

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

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

## **RATIONALE**

The Natick Public Schools prohibits all forms of harassment, discrimination and hate crimes based on: race, color, creed, religion, ancestry, national origin, ethnicity, sex, sexual orientation, gender identity, pregnancy related conditions, socio-economic status, homelessness, age, academic status, mental, physical development or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and

priority to our school district. The Natick Public Schools also prohibits bullying of school community members for reasons unrelated to race, color, creed, religion, ancestry, national origin, ethnicity, sex, sexual orientation, gender identity, pregnancy or pregnancy related conditions, socio-economic status, homelessness, age, academic status, mental, physical development or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. Further, the Natick Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

## **I. APPLICATION**

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

## **II. DISCIPLINARY AND CORRECTIVE ACTION**

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

- It is a violation of this plan for any administrator, teacher or other employee, or any student to engage in or condone harassment in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment.
- This plan is not designed or intended to limit the school's authority to take disciplinary action or take remedial action when such harassment occurs out of school but has a link to school, or is disruptive to an employee's

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

- Reports of cyber-bullying by electronic or other means, occurring in or out of school will be reviewed and, when a link to work or school exists, will result in discipline. Parents of students alleged to have engaged in cyber harassment will be invited to attend a meeting at which the activity, words or images subject to the complaint will be reviewed.
- The Building Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment, bullying, or cyberbullying. As a means of support counseling services will be available upon request or referral for targets, aggressors and appropriate family members of the involved students.
- Strategies for protecting the target: Each school will employ clear procedures for restoring a sense of safety for a target and assessing that target's need for protection including but not limited to strong disciplinary procedures, parental contact and availability of administration/counselors for support.
- Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

<b>Target Safety</b>	<b>Remediation Actions</b>	<b>Student Disciplinary Actions</b>
<ul style="list-style-type: none"> <li>● Guidelines for avoiding further unnecessary contact with the target</li> <li>● Clarification about who will be notified</li> <li>● Notify staff about incident and danger of further contact</li> <li>● Strategies to avoid further bullying</li> <li>● Identifying trusted adults and "safe areas"</li> <li>● Education about rights to be free of retaliation and reasonable expectations about social consequences for being part of a bullying investigation</li> <li>● Periodic check-ins</li> <li>● Whole community meetings</li> <li>● Identification and empowerment of bystanders</li> <li>● Education about technology</li> </ul>	<ul style="list-style-type: none"> <li>● Meetings between parents</li> <li>● Counseling</li> <li>● Education including strategies to repeating behavior</li> <li>● Revision of IEP, if applicable</li> <li>● Individual Behavior Plan (for repeat offenders)</li> <li>● Restorative Practices</li> <li>● Response to Intervention/Goal Attainment Plans</li> </ul>	<ul style="list-style-type: none"> <li>● Admonishment, warning</li> <li>● Parental Contact/Letter</li> <li>● Student Apology/Think About it Form</li> <li>● Temporary removal from the classroom</li> <li>● Loss of privileges</li> <li>● Classroom or administrative detention</li> <li>● In-school suspension during the school week or the weekend for students</li> <li>● Out-of-school suspension</li> <li>● Emergency Removal</li> <li>● Student Re-entry Plan</li> <li>● Legal action</li> <li>● Expulsion or termination</li> <li>● Consequences for repeat offenses</li> </ul>

## **I. REPORTING**

Students, who believe that they are the target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying. To assist in this matter the Natick Public Schools has created an online bullying reporting form. The form is available for students, parents and

community members. Internally, the Natick Public Schools has created reporting and documentation forms for staff members and administrators. Annual training on the use of these forms will be provided.

Upon investigation and determination that bullying or retaliation has occurred, the principal shall promptly notify the parents of the target and the aggressor of the determination and the school district or school's procedures for responding to bullying or retaliation. The principal shall inform the target's parent of actions that school officials will take to prevent further acts of bullying or retaliation.

Each school shall document any incident of bullying that is reported per this policy and the Principal or designee shall maintain a file. A report shall be provided to the Superintendent upon request.

### **Confidentiality:**

The regulations also speak to confidentially at 603 CMR 49.07 which states:

1. A principal may not disclose information from a student record of a target or aggressor to a parent or guardian unless the information is about the parent's or guardian's child.
2. A principal may disclose a determination of bullying or retaliation to a local law enforcement agency under 603 CMR 49.06 without the consent of a student or his or her parent. The principal shall communicate with law enforcement officials in a manner that protects the privacy of targets, student witnesses, and aggressors to the extent practicable under the circumstances.
3. A principal may disclose student record information about a target or aggressor to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals as provided in 603 CMR 23.07(4)(e) and 34 CFR 99.31(a)(10) and 99.36. 603 CMR 49.07(3) is limited to instances in which the principal has determined there is an immediate and significant threat to the health or safety of the student or other individuals. It is limited to the period of emergency and does not allow for blanket disclosure of student record information. The principal must document the disclosures and the reasons that the principal determined that a health or safety emergency exists.

## **II. RETALIATION**

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

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. This includes retaliation done anonymously.

Parents or guardians of bullying victims will be informed of the Department of Education's problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system.

## **III. TRAINING AND PROFESSIONAL DEVELOPMENT**

Annual training will be provided for all school employees and volunteers and any other staff who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Importantly information will be provided on the complex interaction and power differential that can take place among an aggressor, a target and witnesses to bullying. Staff members will be trained on students who are at risk for bullying. Specific information will be centered on research documenting those students who could be targeted as potential victims. Staff members will be provided the latest information on cyberbullying and Internet safety issues as they relate to cyberbullying. Training will include staff duties, an overview of the steps that the building Principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school. Our goal is to build the skills of staff members to prevent,



identify, and respond to bullying.

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

Grade Level	Program	Intended Outcomes
PreK-4	Classroom Based Social Emotional Learning Programs aligned with CASEL Standards. (PBIS, Everyday Speech, Collaborative Problem Solving)	<p><u>Foundation skills for all students PreK-4 (Everyday SpeechCurriculum)</u></p> <p>Listening and communication Cooperation Calming down Understanding feelings Expressing anger appropriately Friendship and including one another Identifying and reporting dangerous and destructive behavior Dealing with teasing Problem solving Developing feelings of empowerment Building leadership capacity</p> <p><u>K-2 More In-Depth Focus on the following skills (Supplemental Guidance Lessons)</u></p> <p>Safety Diversity awareness Accepting differences Friendship Peer relations and peer pressure Including others Developing empathy and understanding Acts of Kindness Tattling vs telling/reporting Introduction to defining bullying behavior</p> <p><u>3-4 More In-Depth Focus on the following skills (Supplemental Guidance Lessons)</u></p> <p>Defining Bullying Behavior Definition of target, bystander, ally, and student using bullying behavior Understanding the role of the bystander Effective strategies and resources for the target of bullying behavior, the bystander, and also the student who is displaying bullying behavior Conflict resolution Introduction to cyberbullying and internet safety</p>
5-8	Seminars in Health Classes; Counselors Push In to Health Classes; PATHS; Seminars on Bullying Prevention & Intervention	<p>Definitions of respect, empathy, stereotypes, peer pressure identifying and combating bullying, exploration of identity, peer relationships, empathy and perspective taking, How to report bullying and keep school safe role of perpetrator, target, ally and bystander Working in groups</p>

		Defining and keeping friends and allies Perspective-taking Recognizing bullying The role of bystanders/importance of emotions/brain and the body connections Stress management strategies Exploration of cyber law and exposure to online safety practices, Exploration of activism and upstanding behavior through literature studies and project-based service/research experiences Leadership as critical component to combating bullying in the community Identifying how diversity and identity issues play in to bullying
9-12	Seminars on Bullying Prevention & Intervention	Each grade will participate in a seminar either first or second semester.  Students will understand the significance of empathy in bullying prevention, as they learn how to appreciate and value diversity within the student population.  Students will participate in a variety of grade appropriate discussions and activities, designed to increase their understanding and raise awareness.  Anti-Bullying legislation will be discussed, as students are encouraged to contribute their unique voice to prevention initiatives.

In addition, at both middle schools and at the high school, students who elect or are selected to be part of a student leadership team will receive intensive training around bystander intervention into bullying situations. It has been our experience that the most powerful solution to help prevent bullying is to empower peer leaders to use their influential voice to interrupt the cycle of bullying.

#### **IV. PUBLICATION AND NOTICE**

Annual written notice of the relevant sections of the bullying prevention and intervention plan will be provided to students and their parents or guardians, in age-appropriate terms. All school handbooks will include relevant sections of the bullying prevention and intervention plan.

Annual written notice of the bullying prevention and intervention plan will be provided to all school staff. The faculty and staff at each school will be trained annually on bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty shall be included in the school employee handbook.

The bullying prevention and intervention plan as well as reporting forms will be available for all community members as a link from our district web page.

## **V. REQUIREMENTS FOR STUDENTS WITH DISABILITIES**

For students identified with a disability the IEP Team must consider and specifically address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing.

Whenever the IEP Team evaluation indicates that a student's disability affects social skills development, or when the student's disability makes him or her vulnerable to bullying, harassment, or teasing, the IEP must address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing. These provisions apply to IEP's. Small group social and pragmatic language groups are currently provided for students with disabilities alongside non-disabled peers. Co-Taught social skills groups are also offered with speech and language pathologists, social workers, and school psychologists.

## **VI. COLLABORATION WITH FAMILIES**

A. **Parent education and resources.** The Natick Public Schools will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district. The programs will be offered in collaboration with PTOs, School Councils, SEPAC, Natick's Anti-Bullying Coalition, or similar organizations.

B. **Notification Requirements.** Each year the Natick Public Schools will inform parents of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The Natick Public Schools will send parents written notice each year about the student-related sections of the Plan and the district's Internet safety policy. All notices and information may be made available to parents or guardians will be in electronic formats and will be available in hard copy when requested. The Bullying Intervention and Prevention Plan will be posted to the NPS website.

## **VII. REMINDERS TO ALL STAFF**

**Do not ignore bullying:** Bullies count on adults to ignore bullying behaviors, and this allows them to continue bullying activities. (Steiner, A. 2002)

**Intervene immediately; bullying is common, but not benign.** Bullies are much more likely to grow up to have criminal or violent behaviors. Targets of bullies suffer disproportionately from mental health problems.

**Separate alleged bully & target:** Do not use mediation or attempt to force them to confront one another.

**Bullying is different from conflict.** Conflict is an equal-power quarrel or problem between two students. Bullying is abuse; it occurs when there is a power differential between the Aggressor and the Target for purposes of making the Target afraid and hurt.

**Stay neutral and calm.** The tone you take with students during investigations will affect your ability to defuse the bullying.

**Don't make promises** or deals until your investigation is complete.

**Reassure reporters and targets** that they have done the right thing by reporting. Make sure they know they will be protected from retaliation.

**Empower aggressors to change.** Remind aggressors that they have power to stop the bullying. Teach them

strategies to stop (e.g., “for now, stay off of Facebook”).

**Maintain confidentiality but ACT:** It is important to protect reporters from retaliation, but information on bullying **MUST** be acted upon. There are no “off-the-record” conversations.

**Be objective** in your note-taking; your emails and the notes you take in meetings about students become part of their official record.

**Be timely!** The faster you talk to all students involved, the less likely the students will feel social pressure to change their stories.

**NATICK PUBLIC SCHOOLS**  
**BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM**

1. **Name of Reporter/Person Filing the Report:** *This line may be left blank if an anonymous report is being made*  
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the:      Target of the behavior      ☐      Reporter (not the target)      ☐

3. Check whether you are a:      ☐ Student      ☐ Staff member (specify role) \_\_\_\_\_  
   ☐ Parent      ☐ Administrator      ☐ Other (specify) \_\_\_\_\_

Your contact information/telephone number: \_\_\_\_\_

4. If student, state your school: \_\_\_\_\_ Grade: \_\_\_\_\_

5. If staff member, state your school or work site: \_\_\_\_\_

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6. **Information about the Incident:**

Name of Target (of behavior): \_\_\_\_\_

Name of Aggressor (Person who engaged in the behavior): \_\_\_\_\_

Date(s) of Incident(s): \_\_\_\_\_

Time When Incident(s) Occurred: \_\_\_\_\_

Location of Incident(s) (Be as specific as possible): \_\_\_\_\_

---

7. **Witnesses** (List people who saw the incident or have information about it):

Name: \_\_\_\_\_ • Student • Staff • Other \_\_\_\_\_

Name: \_\_\_\_\_ • Student • Staff • Other \_\_\_\_\_

Name: \_\_\_\_\_ • Student • Staff • Other \_\_\_\_\_

---

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

---

FOR ADMINISTRATIVE USE ONLY

9. **Signature of Person Filing this Report:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Note: Reports may be filed anonymously.)

10. **Form Given to:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

## II. INVESTIGATION

1. Investigator(s): \_\_\_\_\_ Position(s): \_\_\_\_\_

### 2. Interviews:

<input type="checkbox"/> Interviewed aggressor	Name: _____	Date: _____
<input type="checkbox"/> Interviewed target	Name: _____	Date: _____
<input type="checkbox"/> Interviewed witnesses	Name: _____	Date: _____
	Name: _____	Date: _____

3. Any prior documented incidents by the aggressor? ☐ Yes ☐ No

If yes, have incidents involved target or target group previously? ☐ Yes ☐ No

Any previous incidents with findings of BULLYING, RETALIATION ☐ Yes ☐ No

Summary of Investigation:

\_\_\_\_\_  
(Please use additional paper and attach to this document as needed)

## III. CONCLUSIONS FROM THE INVESTIGATION

### 1. Finding of bullying or retaliation:

<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> Bullying	<input type="checkbox"/> Incident documented as _____
<input type="checkbox"/> Retaliation	<input type="checkbox"/> Discipline referral only _____

### 2. Contacts:

<input type="checkbox"/> Target's parent/guardian	Date: _____	<input type="checkbox"/> Aggressor's parent/guardian	Date: _____
<input type="checkbox"/> District Equity Coordinator (DEC)	Date: _____	<input type="checkbox"/> Law Enforcement	Date: _____

### 3. Action Taken:

<input type="checkbox"/> Loss of Privileges	<input type="checkbox"/> Detention	<input type="checkbox"/> STEP referral	<input type="checkbox"/> Suspension
<input type="checkbox"/> Community Service	<input type="checkbox"/> Education	<input type="checkbox"/> Other _____	

### 4. Describe Safety Planning: \_\_\_\_\_

Follow-up with Target: scheduled for \_\_\_\_\_ Initial and date when completed: \_\_\_\_\_

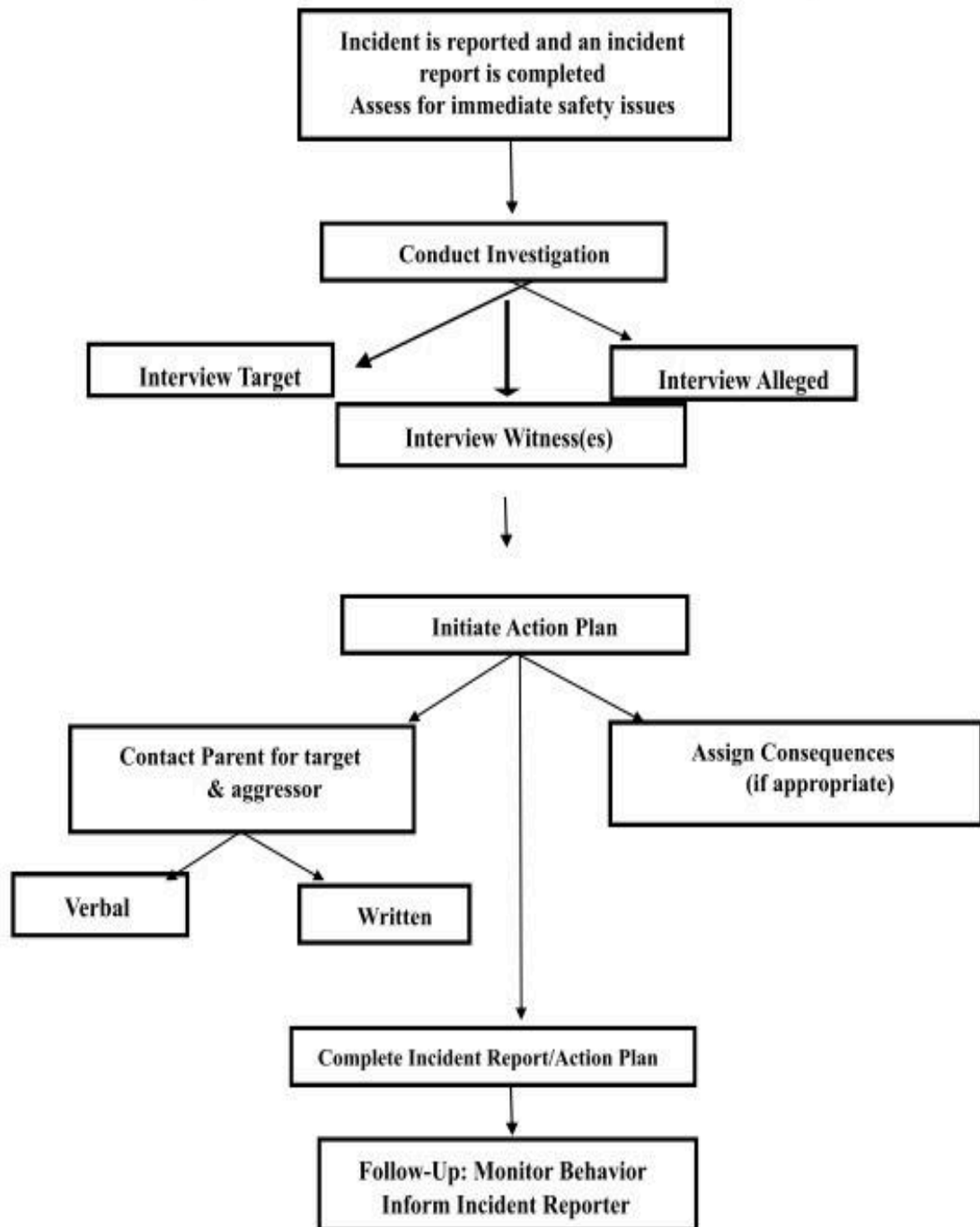
Follow-up with Aggressor: scheduled for \_\_\_\_\_ Initial and date when completed: \_\_\_\_\_

Report forwarded to Principal: Date \_\_\_\_\_ Report forwarded to Superintendent: Date \_\_\_\_\_  
(If principal was not the investigator)

Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Natick Public Schools

### Process for Responding to a Report of Bullying Flow Chart





# **NPS HARASSMENT AND SEXUAL HARASSMENT POLICY FOR STUDENTS**

## **PREAMBLE**

The Natick Public Schools, in accordance with the provisions of state and/or federal law, prohibits discrimination and harassment on the basis of gender, race, national origin, sexual orientation, language preference, religion, handicap, and all other protected characteristics in education programs and activities of the public schools. The Natick Public Schools also prohibits other harassment (any pattern of intimidation or ridicule for any mean spirited, irrelevant or invidious reason). This policy applies to both education and employment opportunities.

The Natick School Committee is committed to maintaining an education atmosphere in which each and every student can pursue scholastic achievement and personal fulfillment. All harassment is a destructive behavior that interferes with the education process; it will not be tolerated.

The purpose of the following policy is to define sexual harassment, establish appropriate standards of behavior and set guidelines for recognizing and dealing with sexual harassment for the student body. The provisions of this policy may also be utilized to deal with issues of other kinds of harassment.

## **I. DEFINITION**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when such conduct unreasonably interferes with school performance or creates an intimidating, hostile or offensive education environment.

Sexual harassment may include, but is not limited to:

- a. Assault, inappropriate touching, intentionally impeding movement, continuing comments, gestures, or written communications of a suggestive or derogatory nature involving or because of sex.
- b. Continuing to express sexual interest after being informed that the interest is unwelcome.
- c. Leering or voyeurism.
- d. Displaying lewd or sexually explicit photographs or other materials.

Sexual harassment is a violation of an individual's right to privacy and personal dignity. It may exist whenever inappropriate conduct relating to or involved with sex offends, shocks, or is otherwise distasteful to someone.

## **II. GENERAL GUIDELINES REGARDING DISCRIMINATION and HARASSMENT**

1. Problems and complaints regarding discrimination and harassment should be resolved in a prompt and equitable manner. Students who need help or wish to talk about harassment should see an advocate immediately.
2. The administration may determine that this complaint procedure is not applicable to situations in which other appeal and adjudication procedures have been provided by state law or other specific Natick Public School policies.
3. Retaliation in any form for the filing of a complaint or the reporting of sexual harassment is prohibited and will result in serious disciplinary action, as will gossip about or otherwise revealing confidential information learned in connection with a harassment investigation.

## **III. PROCEDURE FOR DEALING WITH DISCRIMINATION and/or SEXUAL HARASSMENT**

1. Any individual subjected to sexual discrimination and / or harassment may, if he or she chooses, (in accordance with Title VI and Section 504) confront the harasser informally in order to resolve the complaint on a personal level.
2. If the complainant does not want to deal directly with the discriminator / harasser, or if the matter is not resolved informally, the complainant should immediately report the conduct to an advocate. The advocate must always take every report of discrimination and/or sexual harassment seriously. It must be responded to immediately. In appropriate circumstances, the advocate may choose to sit down with the harasser and the complainant together to work out any informal resolution.
3. If the complainant does not agree to meet with the discriminator / harasser, the complainant should write a letter with an attached response sheet listing:
  - a. The exact description of the behavior, including when and where it happened.
  - b. A description of how the behavior made the complainant feel at that time.
  - c. A request that the behavior stop.
  - d. Where appropriate a promise that if the behavior stops, the complaint will be dropped.
4. The advocate will assist the complainant in drafting the letter to the extent necessary or requested.
5. The letter should be signed and dated by the complainant. The complainant or the advocate should deliver one copy of the letter to the harasser and retain a copy in the advocate's office.

6. The alleged discriminator / harasser should have an opportunity to respond in writing. The advocates will be available to assist the alleged harasser as well.
7. If the problem continues, the school administration will conduct a formal investigation.
8. In the case of serious or repeated allegations of sexual harassment or other cases requiring a formal investigation, the school administration shall:
  - a. Provide the complainant and the alleged discriminator / harasser a supportive faculty member at all discussions regarding the case.
  - b. Keep the investigation group as small as possible to protect the rights of both parties and to prevent the investigation from becoming overly publicized.
  - c. Complete the investigation promptly. If the complaint is not supported, the administration shall carefully explain to complainant and harasser the decision. If the complaint is supported, the staff shall take such action as is necessary to admonish the harasser, alleviate the complainant's concerns and prevent further harassment.
  - d. In serious cases, or in cases where discrimination / harassment does not stop after warning, the advocate should coordinate with the administration in order to impose appropriate disciplinary sanctions, and for referral to police, district attorney, DSS or other appropriate authority.
9. The preceding is a guide for use in most anticipated situations. Discrimination and/or harassment claims and resulting related issues (e.g., concerns over confidentiality, retaliation, etc.) can come in many different forms. No one procedure can be detailed in advance to best deal with every such claim or issue. Above all, every student remains free to bring his/her claim or concern to any staff member or administrator of the student's choice if the student is more comfortable doing so.

## **RELEVANT POLICIES AND LAWS**

1.

### **CHAPTER 385 of the ACTS OF 2002**

#### **AN ACT FURTHER PROTECTING CHILDREN**

Was amended and approved November 27, 2002

Section 38R pertains to all volunteers and was amended as follows:

The school committee and superintendent of any city, town or regional school district and the principal, by whatever title the position be known, of a public or accredited private school of any city, town or regional school district shall have access to and shall obtain all available criminal offender record information from the criminal history systems board of any current or prospective employee or volunteer of the school department, who may have direct and unmonitored contact with children, including any individual who regularly provides school related transportation to children. **Such school committee, superintendent or principal shall periodically, but not less than every 3 years, obtain all available criminal offender record information from the criminal history systems board on all such employees and volunteers during their term of employment or volunteer service.** Said school committee, superintendent or principal shall also have access to all criminal offender record information of any subcontractor or laborer commissioned by the school committee of any city, town or regional school district to perform work on school grounds, and who may have direct and unmonitored contact with children.

Pursuant to this new legislation we will be conducting Criminal Offender Records Information / CORI checks on all volunteers, every three years.

This information will be kept in a locked cabinet in the Human Resources Office and will be accessed only by the Superintendent of Schools, the Director of Human Resources and the Human Resources Administrative Assistant. The law prohibits the dissemination of such information for any purpose other than to further the protection of school children; however, CORI will be shared with the individual to whom it pertains, if so requested in writing.

## **Chapter 92 of the Acts of 2010**

### **AN ACT RELATIVE TO BULLYING IN SCHOOLS.**

*Whereas*, The deferred operation of this act would tend to defeat its purpose, which is to provide forthwith for the prevention of bullying in schools, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:*

**SECTION 1.** Chapter 6 of the General Laws is hereby amended by inserting after section 15MMMMM the following section:-

15NNNNN. The governor shall annually issue a proclamation setting apart the fourth Wednesday in January as No Name Calling Day to increase public awareness of the devastating effects of verbal bullying, to encourage students to use positive dialogue and pledge not to use hurtful names on this designated day, to promote tolerance and respect for differences and to reaffirm the commitment of the citizens of the commonwealth to basic human rights and dignity.

**SECTION 2.** The third paragraph of section 1D of chapter 69 of the General Laws, as appearing in the 2008 Official Edition, is hereby amended by striking out the fourth sentence and inserting in place thereof the following sentence:- The standards may provide for instruction

in the issues of nutrition, physical education, AIDS education, violence prevention, including teen dating violence, bullying prevention, conflict resolution and drug, alcohol and tobacco abuse prevention.

**SECTION 3.** The first paragraph of section 37H of chapter 71 of the General Laws, as so appearing, is hereby amended by inserting after the third sentence the following sentence:- The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O.

**SECTION 4.** The third paragraph of said section 37H of said chapter 71, as so appearing, is hereby amended by inserting after the first sentence the following sentence:- The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O.

**SECTION 5.** Said chapter 71 is hereby further amended by inserting after section 37N the following section:-

Section 37O. (a) As used in this section the following words shall, unless the context clearly requires otherwise, have the following meaning:-

"Approved private day or residential school", a school that accepts, through agreement with a school committee, a child requiring special education pursuant to section 10 of chapter 71B.

"Bullying", the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

"Charter school", commonwealth charter schools and Horace Mann charter schools established pursuant to section 89 of chapter 71.

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

"Collaborative school", a school operated by an educational collaborative established pursuant to section 4E of chapter 40.

"Department", the department of elementary and secondary education.

"Hostile environment", a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

"Plan", a bullying prevention and intervention plan established pursuant to subsection (d).

"Perpetrator", a student who engages in bullying or retaliation.

"School district", the school department of a city or town, a regional school district or a county agricultural school.

"School grounds", property on which a school building or facility is located or property that is owned, leased or used by a school district, charter school, non-public school, approved private day or residential school, or collaborative school for a school-sponsored activity, function, program, instruction or training.

"Victim", a student against whom bullying or retaliation has been perpetrated.

(b) Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

(c) Each school district, charter school, approved private day or residential school and collaborative school shall provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the curriculum of the school district or school. The curriculum shall be evidence-based.

(d) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. The consultation shall include, but not be limited to, notice and a public comment period; provided, however, that a non-public school shall only be required to give notice to and provide a comment period for families that have a child attending the school. The plan shall be updated at least biennially.

Each plan shall include, but not be limited to: (i) descriptions of and statements prohibiting bullying, cyber-bullying and retaliation; (ii) clear procedures for students, staff, parents, guardians and others to report bullying or retaliation; (iii) a provision that reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; (iv) clear procedures for promptly responding to and investigating reports of bullying or retaliation; (v) the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior; (vi) clear procedures for restoring a sense of safety for a victim and assessing that victim's needs for protection; (vii) strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying; (viii) procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation; and provided, further, that the procedures shall provide for immediate notification pursuant to regulations promulgated under this subsection by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator; (ix) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action; and (x) a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students. The plan shall afford all students the same protection regardless of their status under the law.

A school district, charter school, non-public school, approved private day or residential school or collaborative school may establish separate discrimination or harassment policies that include categories of students. Nothing in this section shall prevent a school district, charter school, non-public school, approved private day or residential school or collaborative school from remediating any discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law.

The plan for a school district, charter school, approved private day or residential school and collaborative school shall include a provision for ongoing professional development to build the skills of all staff members, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals, to prevent, identify and respond to bullying. The content of such professional development shall include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyber-bullying; and (vi) internet safety issues as they relate to cyber-bullying. The department shall identify and offer information on alternative methods for fulfilling the professional development requirements of this section, at least 1 of which shall be available at no cost to school districts, charter schools, approved private day or residential schools and collaborative schools.

The plan shall include provisions for informing parents and guardians about the bullying prevention curriculum of the school district or school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school district or school plan; (ii) the dynamics of bullying; and (iii) online safety and cyber-bullying.

The department shall promulgate rules and regulations on the requirements related to a principal's duties under clause (viii) of the second paragraph of this subsection; provided, that school districts, charter schools, approved private day or residential schools and collaborative schools shall be subject to the regulations. A non-public school shall develop procedures for immediate notification by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator.

(e)(1) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall provide to students and parents or guardians, in age-appropriate terms and in the languages which are most prevalent among the students, parents or guardians, annual written notice of the relevant student-related sections of the plan.

(2) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall provide to all school staff annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in a school district or school employee handbook.

(3) The plan shall be posted on the website of each school district, charter school, non-public school, approved private day or residential school and collaborative school.

(f) Each school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of the plan

at his school.

(g) A member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt of such a report, the school principal or a designee shall promptly conduct an investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall (i) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of a perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

(h) If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school informed of the bullying or retaliation shall contact law enforcement consistent with the provisions of clause (viii) of the second paragraph of subsection (d).

(i) Nothing in this section shall supersede or replace existing rights or remedies under any other general or special law, nor shall this section create a private right of action.

(j) The department, after consultation with the department of public health, the department of mental health, the attorney general, the Massachusetts District Attorneys Association and experts on bullying shall: (i) publish a model plan for school districts and schools to consider when creating their plans; and (ii) compile a list of bullying prevention and intervention resources, evidence-based curricula, best practices and academic-based research that shall be made available to schools. The model plan shall be consistent with the behavioral health and public schools framework developed by the department in accordance with section 19 of chapter 321 of the acts of 2008. The resources may include, but shall not be limited to, print, audio, video or digital media; subscription based online services; and on-site or technology-enabled professional development and training sessions. The department shall biennially update the model plan and the list of the resources, curricula, best practices and research and shall post them on its website.

**SECTION 6.** Said chapter 71 is hereby further amended by adding after section 92, added by section 8 of chapter 12 of the acts of 2010, the following section: -

Section 93. Every public school providing computer access to students shall have a policy regarding internet safety measures to protect students from inappropriate subject matter and materials that can be accessed via the internet and shall notify the parents or guardians of all students attending the school of the policy. The policy and any standards and rules enforcing the policy shall be prescribed by the school committee in conjunction with the superintendent or the board of trustees of a commonwealth charter school.

**SECTION 7.** The sixth paragraph of section 3 of chapter 71B of the General Laws, as appearing in the 2008 Official Edition, is hereby amended by inserting after the third sentence the following sentence:-

Whenever the evaluation of the Individualized Education Program team indicates that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing.

**SECTION 8.** Said section 3 of said chapter 71B, as so appearing, is hereby amended by inserting after the word "proficiencies", in line 154, the following words:- ; the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing.

**SECTION 9.** Section 43 of chapter 265 of the General Laws, as so appearing, is hereby amended by striking out subsection (a) and inserting in place thereof the following subsection:-

(a) Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking and shall be punished by imprisonment in the state prison for not more than 5 years or by a fine of not more than \$1,000, or imprisonment in the house of correction for not more than 2 ½ years or by both such fine and imprisonment. The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

**SECTION 10.** Section 43A of said chapter 265, as so appearing, is hereby amended by striking out paragraph (a) and inserting in place thereof the following paragraph:-

(a) Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific

person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than 2 ½ years or by a fine of not more than \$1,000, or by both such fine and imprisonment. The conduct or acts described in this paragraph shall include, but not be limited to, conduct or acts conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

**SECTION 11.** Subsection (3) of section 13B of chapter 268 of the General Laws, as so appearing, is hereby amended by striking out the second sentence and inserting in place thereof the following sentence:- Such act shall include, but not be limited to, an act conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including but not limited to any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

**SECTION 12.** Chapter 269 of the General Laws is hereby amended by striking out section 14A, as so appearing, and inserting in place thereof the following section:-

Section 14A. Whoever telephones another person or contacts another person by electronic communication, or causes a person to be telephoned or contacted by electronic communication, repeatedly, for the sole purpose of harassing, annoying or molesting the person or the person's family, whether or not conversation ensues, or whoever telephones or contacts a person repeatedly by electronic communication and uses indecent or obscene language to the person, shall be punished by a fine of not more than \$500 or by imprisonment for not more than 3 months, or by both such a fine and imprisonment.

For purposes of this section, "electronic communication" shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

**SECTION 13.** The department of elementary and secondary education shall periodically review school districts, charter schools, approved private day or residential schools and collaborative schools to determine whether the districts and schools are in compliance with this act.

**SECTION 14.** The department of elementary and secondary education shall issue a report detailing cost-effective ways to implement the professional development requirements in subsection (d) of section 37O of chapter 71 of the General Laws; provided, further, that the report shall: (i) include an option available at no cost to school districts, charter schools, approved private day or residential schools and collaborative schools; (ii) explore the feasibility of an option for a "train-the-trainer" model, so-called, with demonstrated success and an option for online professional development; and (iii) include any other options which may be cost effective; provided, further, that the report shall include a cost estimate for the professional development; and provided, further, that the report shall be provided to the clerks of the senate and house of representatives not later than August 31, 2010; and provided, further, that the clerks of the senate and house of representatives shall forward the report to the chairs of the house and senate committees on ways and means and the house and senate chairs of the joint committee on education.

**SECTION 15.** School districts, charter schools, approved private day or residential schools and collaborative schools shall establish a bullying prevention and intervention plan in compliance with this act and shall file the plan with the department of elementary and secondary education on or before December 31, 2010; provided, however, that school districts, charter schools, approved private day or residential schools and collaborative schools shall establish and have in place the professional development provisions of the fourth paragraph of subsection (d) of section 37O of chapter 71 of the General Laws at the start of the 2010-2011 academic year. Non-public schools shall establish a bullying prevention and intervention plan in compliance with this act on or before December 31, 2010.

**SECTION 16.** The department of elementary and secondary education shall publish guidelines for the implementation of social and emotional learning curricula in kindergarten to grade 12, inclusive, on or before June 30, 2011. The guidelines shall be updated biennially. For purposes of this section, social and emotional learning shall mean the processes by which children acquire the knowledge, attitudes and skills necessary to recognize and manage their emotions, demonstrate caring and concern for others, establish positive relationships, make responsible decisions and constructively handle challenging social situations.

**SECTION 17.** The department of elementary and secondary education shall promulgate the rules and regulations required under the last paragraph of subsection (d) of Section 37O of chapter 71 of the General Laws on or before September 30, 2010.

**SECTION 18.** There shall be a special commission to consist of 7 members: 1 of whom shall be the attorney general or a designee who shall chair the commission; 1 of whom shall be a representative of the Massachusetts District Attorneys Association; 1 of whom shall be a representative of the Massachusetts Chiefs of Police Association; 1 of whom shall be a representative of the Massachusetts Sheriffs' Association; 1 of whom shall be a representative of the Massachusetts Association of School Committees; 1 of whom shall be a representative of the Massachusetts Association of School Superintendents; and 1 of whom shall be a representative of the Association of Independent Schools in New England who represents a Massachusetts school, for the purpose of making an investigation and study relative to bullying and cyber-bullying. The commission shall review the General Laws to determine if they need to be amended in order to address bullying and cyber-bullying; provided, further, that the commission shall also investigate parental responsibility and liability for bullying and cyber-bullying. The commission shall report to the general court the results of its investigation and study and its recommendations, if any, together with drafts

of legislation necessary to carry out such recommendations, by filing the same with the clerks of the senate and the house of representatives who shall forward the same to the chairs of the joint committee on education, the chairs of the joint committee on the judiciary, and the chairs of the house and senate committees on ways and means on or before June 30, 2011.

*Approved, May 3, 2010.*

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<http://www.mass.gov/legis/laws/seslew10/sl100092.htm>

## Suspension/Expulsion Offenses

The following offenses are considered serious enough to **warrant a suspension or expulsion**.

- Parents / guardians will be notified by phone or letter.
- The Superintendent of Schools will be notified in writing of the reasons(s) for the suspension.
- The student is responsible for making up all missed work.
- Students on suspension at home must remain at home during school hours.
- After a suspension, a conference with a parent / guardian is necessary before the student may return to his/her program.

**PLEASE NOTE:** Items marked with \*\* are also covered by sections of the Massachusetts Education Reform Bill of 1993. Items marked with \*\*\* are covered by the Massachusetts Anti-Bullying Law (Chapter 92 of the Acts of 2010). Please refer to those sections later in this handbook.

- \*\*
  - 1. Tobacco, alcohol, or other drugs.
    - a. Use of tobacco on school property, school buses, and field trips.
    - b. Possession, use or sale of alcohol or other drugs on school property, school buses, and drugs on school property, school buses, and field trips. The police will be notified.
  - 2. Any act of vandalism to school property – such as furniture, books, equipment, lavatories, which cannot be satisfactorily corrected by the student.
- \*\*
  - 3. Disrespectful or threatening behavior directed toward a staff member. A staff member is any adult in the building connected with the school department, i.e.: administrator, teacher, substitute teacher, volunteer, secretary, nurse, custodian, kitchen worker, maintenance worker, or bus driver.
  - 4. Stealing
  - 5. The throwing or misuse of food.
- \*\*
  - 6. Possession, use, or sale of any dangerous or illegal devices, i.e., fireworks, knives, and firearms, etc.
  - 7. Leaving school property without permission. Once students arrive on school property before school, they cannot leave without permission.
  - 8. Disobedience to a teacher or administrator.
  - 9. Extorting money from others.
  - 10. Causing a fire, false alarm, or bomb scare.
  - 11. Causing a fight, fighting, and/or willfully causing injury to another person.
  - 12. Failure to report to the office after being sent from a class.
  - 13. Failure to report for office detention.
  - 14. Two major offenses in the same day.
  - 15. Making a racial/ethnic/religious/homophobic slur directed towards any student or adult in the building or on school grounds.
  - 16. Making verbal threats directed towards any student or adult in the building or on school grounds.
  - 17. Violation Mass. Chapter 665 – An Act Increasing the Penalties of Hazing.
- \*\*\*
  - 18. Violation of Chapter 92 of the Acts of 2010; An Act Relative to Bullying in Schools.

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

## SUSPENSION PROCEDURES

**NOTE:** In *Goss v. Lopez* (419 U.S. 566 :1975), the United States Supreme Court held that before a student is temporarily suspended from public school for ten days or less, the student has the constitutional right to receive:

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

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

## **EXPULSION UNDER THE MASSACHUSETTS EDUCATION REFORM ACT OF 1993**

### **M.G.L. 71, Chapter 37H**

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

### **M. G.L. 71, Chapter 37H ½**

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

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

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

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



shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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

**M. G.L. 71, Chapter 37H ½**

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H½ .

(b) Any principal, headmaster, superintendent or person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. Alternative remedies may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. The principal, headmaster, superintendent or person acting as a decision-maker shall also implement school- or district-wide models to re-engage students in the learning process which shall include but not be limited to: (i) positive behavioral interventions and supports models and (ii) trauma sensitive learning models; provided, however, that school- or district-wide models shall not be considered a direct response to a specific incident.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the

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

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

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

## DISCIPLINE FOR STUDENTS WITH IEPs

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

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

## PROCEDURE

1. The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires modification. Any modification will be described in the IEP.
2. The principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.
3. When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the IEP as provided in Section 333 of the Chapter 766 Regulations will be held to determine the appropriateness of the student's placement or program. The team will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:
  - a. Design a modified program for the student or;
  - b. Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code expectations.

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

## STUDENT RECORDS

**TRANSFER OF STUDENT RECORDS:** Please note that a student's records may not be transferred to another school via the parent/guardian. Parents/guardians must sign a "Release of Records" form designating the receiving school and the records will then be sent directly to that school. Please allow a few days for this process to be completed, especially during busy times of the year.

### *Massachusetts Department of Education Summary of Regulations*

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

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

The temporary record contains the majority of the information maintained by the school about the student. This may include such things

as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within five years after the students leave the school system.

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

### **INSPECTION OF RECORD**

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the parent or student consents to a delay. The parent and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the material. The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

### **RECORDS FOR NON-CUSTODIAL PARENTS**

Under the Family Educational Rights and Privacy Act (FERPA), both custodial and non-custodial parents have the right to receive school records for his/her child, unless otherwise specified by the custodial parent. The school is required by law to provide the non-custodial parent with information about their students 21 days after receipt of the written request unless the custodial parent provides us with documentation indicating....

- the parent has been denied legal custody or has been ordered to supervised visitation
- the parent has been denied visitation
- the parents' access to the student has been restricted by a temporary or permanent protective order
- there is an order of a probate and family court judge which prohibits the distribution of student records to the

parent.

### **CONFIDENTIALITY OF RECORDS**

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

### **TRANSFERRING OF RECORDS**

The School System is now authorized to send student records directly to a public school to which a student seeks or intends to transfer, without the consent of the eligible student or parent, provided that the school the student is leaving gives notice, by letter to all parents, that it follows this practice.

### **AMENDMENT OF RECORD**

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

### **DESTRUCTION OF RECORDS**

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

### **SPECIAL EDUCATION RECORDS**

Special Education records, consisting of Individual Education Plans (IEP's), progress reports, and other data, are part of the temporary record. A copy is kept in the school currently attended and in the central Special Education Office. These records are destroyed within a certain time period after a student has graduated or left school. Therefore, it is recommended that parents retain a full set of all records pertaining to their child, as this data is not easily replaceable. Requests for Special Education records must be made through the central office of the Natick Public Schools.

### **VANDALISM**

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Section 85G of Chapter 231 of the General Laws of Massachusetts states that: "Parents of an unemancipated child under the age of eighteen and over the age of seven years shall be liable in a civil action for any willful act committed by said child which results in injury or death to another person or damage to the property of another, damage to cemetery property, or damage to any state, county or municipal property. This section shall not apply to a parent who, as a result of a decree of any court of competent jurisdiction, does not have custody of such a child at the time of the commission of the tort. Recovery under this section shall not exceed one thousand dollars for any such case of action."

## TRUANCY

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Attendance at school and participation in class are necessary to academic achievement.

1. Truancy is a direct violation of the need to be in school. For this reason, students who are truant will receive a failing mark until they make up the work they missed. Office detentions will be assigned.
2. Students who are absent from school, with or without a legitimate excuse, **may not** participate in any afternoon or evening school event. Students on field trips or other school-sponsored activities are considered present.

## RELEVANT LAWS

### Mass. G.L.C. 71 Sec. 2A - Use of Tobacco in Public Schools.

Mass. G.L.C. 71 Sec. 37H - Chapter 71 - 1993.

The Education Reform Act of 1993 requires all school committees in the Commonwealth to promulgate such a policy among its personnel, student body and to other individuals:

**The use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual including school personnel is prohibited pursuant to the provisions of Massachusetts General Law Chapter 71, Section 37H enacted in 1993.**

### Mass. G.L.C. 71 Sec. 10 - Chapter 140 of the Acts of 1987 - Firearms.

Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under provisions of Chapter one hundred and forty, carries on this person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board of officers in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smooth bore arm from which a shot, bullet or pellet can be discharged by whatever means.

### CH. 76, S.5. - Place of Attendance; Discrimination.

Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section:

**No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.**

## HAZING

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### HAZING LAW RECEIPT

Each student is required to receive a copy of the Massachusetts Law 655: "An Act Increasing The Penalties of Hazing." **When a student signs a receipt that states he / she has received a handbook, the student is indicating that he / she has received a copy of that law.** The law is printed below.

### HAZING

In law amendment (Chapter 269) which was signed by Governor Dukakis on hazing, the following applies to students, faculty, and coaches:

1. Whoever is a principal organizer or participant in hazing can face a fine of \$1,000 and/or imprisonment up to 100 days.
2. The term hazing is defined as any conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or person.
3. If someone knows of such a hazing, that person should report such a crime to the proper authorities as soon as reasonably practical. Failure to report such a crime can lead to a fine of not more than \$500.
4. Everyone in school will receive a copy of this amendment and sign acknowledgement of receipt.
5. Every school will submit a report to the board of education and the school committee certifying compliance with the law and that the school has adopted a disciplinary policy with regard to the organizers and participants of hazing.

## THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand Nine Hundred and Eighty-five

### AN ACT PROHIBITING THE PRACTICE OF HAZING (CHAPTER 665)

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by adding the following three sections:

**Section 17.** Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

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

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

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

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

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