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## **STUDENT POLICIES GOALS**

The student is the focal point of all operations of a school system. This top priority is shared with no one.

Consequently, the School Committee can expect to spend much of its time in study, deliberation, and policy formulation on matters directly related to students.

The Committee and staff will work together to establish an environment conducive to the very best learning achievements for each student through meeting the following goals regarding students:

1. To individualize the learning program in order to provide appropriately for each student according to his/her specific background, capabilities, learning styles, interests, and aspirations.
2. To protect and observe the legal rights of students.
3. To enhance the confidence of each student by helping him/her feel respected and worthy through a learning environment that provides positive encouragement through frequent success.
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
5. To deal with students in matters of discipline in a just and constructive manner.
6. To provide in every way possible for the safety, health, and welfare of students.
7. To promote faithful attendance and good work.



## **EQUAL EDUCATIONAL OPPORTUNITIES**

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, creed, disability, pregnancy or pregnancy related conditions, sex, religion, nationality, immigration status, homeless status, gender identity, sexual orientation, and physical and intellectual differences.

To accomplish this, the Committee and its staff will make every effort to comply with applicable laws, including the letter and the spirit of the Massachusetts equal educational opportunities law (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs. The law reads as follows:

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

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

LEGAL REFS:        Title VI, Civil Rights Act of 1964.  
                         Title VII, Civil Rights Act of 1964, as amended by the Equal Employment  
                         Opportunity Act of 1972.  
                         Executive Order 11246, as amended by E.O. 11375.  
                         Title IX, Education Amendments of 1972.  
                         M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971).  
                         M.G.L. 151B.  
                         Board of Education Chapter 622 Regulations Pertaining to Access to Equal  
                         Educational Opportunity, adopted 6/24/75, amended 10/24/78.  
                         Board of Education, 603 CMR 26:00.

CROSS REF.:        AC, Nondiscrimination

Revised & Approved by the Natick School Committee: September 25, 2017

Revised by the Natick School Committee - April 9, 2018

## **STUDENT-TO-STUDENT HARASSMENT**

Harassment of students by other students will not be tolerated in the Natick Public Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, sexual orientation, gender identity, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

LEGAL REF.: M.G.L 151B:3A  
Title VII, Section 703, Civil Rights Act of 1964 as amended  
Board of Education 603 CMR 26:00

REFS.: "Words that Hurt," American School board Journal, September 1999  
National Education Policy Network, NSBA

## **GENDER IDENTITY SUPPORT**

The Natick Public Schools strive to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed. All students need and deserve a safe and supportive learning environment to progress developmentally and academically. Discrimination on the basis of gender identity or gender expression will not be tolerated and any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable.

Natick Public Schools support and respect students' individual differences. For students who identify as gender nonconforming and/or transgender, a supportive strategic plan to address social emotional well being and legal issues will be developed by a team of school personnel who are familiar with the student. This team may include the school administrator, school counselor, social worker and nurse and any other staff person the student requests to be involved with the plan. The student will have input into the membership of their team.

The plan will address the student's needs for the entire educational program and how to communicate these needs, including for any school sponsored activities. In all cases, students will be supported to participate in school and all school related activities and facilities in a manner consistent with their gender identity of choice. To this end, support plans will include discussions about the use of facilities, participation in activities including athletics and how the student will be identified and addressed. If needed and appropriate, education and training will be provided to groups, classes and teams and their facilitators to support the student.

A critical component of the student's support plan may include changes to names and gender identity markers used in communication with and about the student. This information and how the student will be referred to and to whom this information will be conveyed will be included in the planning and communication plan developed with the student. Natick Public Schools will not require legal documentation to change the student's name or gender on the educational record. The student and/or family discussion with the support team will suffice.

Natick Public School's administration and staff will follow the referenced procedures for supporting the student and developing the support plan. The plan will be reviewed and revised on an as needed basis.

References: <http://www.doe.mass.edu/sfs/lgbtq/GenderIdentity.html>

An Act Relative to Gender Identity (Chapter 199 of the Acts of 2011) MGL c.4, s5  
MGL c. 76, § 5  
603 CMR 26.00  
603 CMR 1.00  
603 CMR 23.00  
603 CMR § 23.04  
603 CMR §§23.01 and 23.07.  
The federal Family Educational Rights and Privacy Act, 20 USC 1232g

Revised & Approved by the Natick School Committee: October 15, 2018

## **DISTRICTING POLICY**

### **I. DISTRICTING**

When multiple schools serve a given grade-level or grade-levels within the Natick Public Schools, the administration shall propose a plan of districts to be associated with each such school. A districting plan shall be in effect when approved by vote of the School Committee and shall remain in effect until a new districting plan is approved. The districting plan shall be developed with attention to the following principles:

- Districts should be expected to serve a share of total enrollment that is reasonably proportionate to the share of capacity of each school to total capacity.
- Districts should be reasonably contiguous, but may recognize that some discontinuity or elongation may be required in order to serve the entire Town.
- Districts should help minimize the costs and travel times of bus routes for each school.
- Adjacent districts shall not have linear borders, but instead shall overlap in “overlap zones” that may be served by either of two or more schools. The overlap zones shall be within statutory walking distances of each school that serves the overlap zone, or of stops on bus routes that serve each school. Published maps of the districting plan shall show explicitly the overlap zones.
- A district plan should be developed with the intention of enduring for at least five years following adoption. This principle should serve as a goal to guide the persons developing a district plan, and should not be cited to prevent subsequent redistricting or amendment to current districting in the light of major precipitating changes in population or in applicable law.

### **II. MANAGEMENT**

An approved districting plan shall be managed as follows:

- Each student who does not reside within an overlap zone shall be presumptively enrolled in the school that serves the student’s district.
- A student who does not reside within an overlap district may request placement in another school for reasons in the interest of the student. Such requests may be honored at the discretion of the administration taking into account the educational needs of the student and the capacities, enrollments, and class sizes of both the requested school and the school serving the district in which the student resides. Preference in such assignments to any school whose building and bus stops are outside the statutory walking distances shall be given for students who commit to providing their own transportation.
- Each student residing within an overlap zone will be assigned to one of the schools that serve the overlap zone. Factors influencing assignment of a student residing in an overlap zone shall include the following priorities:
  1. the student’s educational needs;
  2. the current assignment of the student’s sibling(s);
  3. the capacities, enrollments, and class sizes of the schools serving the overlap zones and of the bus systems serving those schools; and

4. the student's preference.

- Once a student is assigned to a school, the student will stay assigned to that school for all grade-levels housed in that school unless:
  - ❖ The student moves to another district; or
  - ❖ The student requests and the administration approves reassignment; or
  - ❖ The administration proposes and the student agrees to reassignment; or
  - ❖ The student is reassigned to another school for reasons of educational need, safety, or discipline; or
  - ❖ A new districting plan is developed and approved for implementation.
- The administration may propose for School Committee approval "spot districting" of any dense and contiguous new residential development as an adjustment to the current districting plan.

### III. REDISTRICTING

A new districting plan shall be developed for the School Committee's approval when:

- The administration determines that gross imbalances cannot be managed within the current districts by the methods prescribed in II. MANAGEMENT above; or
- A building project alters the capacity of one or more schools that serve grade-levels served by multiple schools; or
- The School Committee votes to request development of a new district plan.

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J  
Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75.  
Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74  
Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans which Involve Redistricting, adopted 4/24/73

CROSS REF.: JCA, Assignment of Students to Schools

### ASSIGNMENT OF STUDENTS TO SCHOOLS

Generally, students will be required to attend school in the attendance area in which they reside, unless special permission has been granted by the Assistant Superintendent or designee.

Special permission may be granted for the following reasons:

1. If the change involves an exceptional student or a hardship case, or if there are medical considerations.
2. If the change appears to be in the interests of the child and of the schools, and for disciplinary and administrative reasons.
3. If the legal residence of a child changes from one attendance area to another during the school year and the parents wish the child to remain in his/her former school; permission will not extend beyond the current school year.
4. To permit students to take courses not available in their assigned schools.

School bus transportation will not be provided for students attending schools outside their attendance area unless they can be accommodated on existing bus routes and schedules; or unless specific permission is granted by the Superintendent or designee.

**Assignment to a school out of the attendance area will be made by:**

1. Parent(s) will submit such a request in writing to the Superintendent or designee.
2. Superintendent or designee will contact the sending Principal to determine if the move is in the best interest of the child from his/her perspective.
3. Superintendent or designee will consult with the receiving Principal to determine if there is available space and if the move is in the best interest of the child from his/her perspective.
4. The Superintendent or designee will inform the parent(s) in writing of the decision.
5. Each decision is for one school year only on a space available basis. The parents(s) must reapply each year.

**LEGAL REFS:**

M.G.L. 71:37C; 71:37D; 71:37I; 71:37J

Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75

Board of Education Regulations Pursuant to Chapter 6636 or the Acts of 1974, adopted 9/10/74

Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans which Involve Redistricting, adopted 4/24/73

**CROSS REF.:**

JC, Attendance Areas

## **ENTRANCE AGE**

In an attempt to permit children to enter kindergarten and first grade at the time most appropriate for them individually, the School Committee establishes the following policy on entrance age:

**Kindergarten:** For admission, a child must be five years of age on or before August 31 of the year in which s/he may enter kindergarten in September.

**First Grade:** For admission, a child must be six years of age on or before August 31 of the year in which s/he may enter first grade in September.

### **Transfer Students:**

**Into Kindergarten:** A child transferring from another public school kindergarten whose entrance age requirement is lower than that in Natick should have had regular experience in a kindergarten (either half-day or full-day) for at least one-half year, and may be registered no earlier than the first school day in February. In addition, a statement shall be required from the previous school attended that the child is capable of doing kindergarten work, and has been in attendance for at least 75% of the scheduled school days. The Principal will then follow the Students Seeking an Age Exemption procedure to determine if the underage child may enter the Natick Public Schools.

**Completed Kindergarten into First Grade:** A child who has completed kindergarten in another school, whose age requirement is lower than the entrance age for Natick, and who wishes to enter first grade may be admitted provided that the child is capable of doing first grade work and has been in attendance for at least of 75% of the scheduled school days during the kindergarten year. A statement to that effect will be required from the previous school. The Principal will then follow the Students Seeking an Age Exemption procedure to determine if the underage child may enter the first grade in the Natick Public Schools or if the child should attend the full-day kindergarten in Natick.

**Into First Grade:** A child transferring from another school whose entrance age is lower than that in Natick should have had regular experience in first grade at least until the Thanksgiving recess and may be registered for entrance into first grade no earlier than the first day of school after the above mentioned recess. In addition, a statement shall be required from the previous school attended that the child is capable of doing first grade work, and has been in attendance a minimum of 75% of the school year, thus far. The Principal will then follow the Students Seeking an Age Exemption procedure to determine if the underage child may enter the first grade in the Natick Public Schools or if the child should attend the full-day kindergarten in Natick.



**Students Seeking an Age Exemption:**

Parent(s) wishing to seek an exemption for an underage child should use the following procedure:

1. Parent(s) and child will meet with the Principal of the child's local school. The Principal will consider all four areas of the child's development: cognitive; physical; social; and emotional. The Principal will determine if the request warrants consideration.
2. The parent(s) will meet with a school-based assessment team to discuss the merits of early entry. (The team may consist of a teacher, the special education chairperson, the guidance counselor, and any other staff member that the Principal feels appropriate.)
3. The child will visit a kindergarten (or first grade) classroom so that the team can make first-hand observations about the child's potential for success.
4. The team will make a recommendation to the Principal based upon the observations of the members.
5. In the event that the parent(s) does not agree with the recommendations of the team, the parent(s) may meet with the Superintendent and/or the Assistant Superintendent of Teaching Learning & Innovation.

Parents should understand that early entry is based only on the most extenuating circumstances will be considered.

LEGAL REFS.:       M.G.L. 15:1G  
                          Board of Education Regulations for Entrance to First Grade and Kindergarten,  
                          adopted 7/20/71



## **RESIDENCY POLICY**

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

### **1. Eligibility to Attend the Schools**

A student between the minimum and maximum ages established by the Department of Elementary and Secondary Education who has not received a diploma or certificate from a secondary school shall be eligible to attend the schools if:

- a. The Kindergarten student is 5 years of age on or before August 31<sup>st</sup> of the enrollment year. The Grade 1 student is 6 years of age on or before August 31<sup>st</sup> 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.

**2. Verification of Residency**

Before any student is enrolled in Natick Public Schools, his or her parent or legal guardian must provide:

- a. A signed Statement/Affidavit of Occupancy (see below)
- b. Proof of Residency in Natick (3 documents).

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

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

**3. Determination of Eligibility**

The Superintendent, or his/her designee(s), shall determine whether a student is eligible to attend the Schools. In determining whether a student actually resides in Natick for purposes of Sections 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.

#### **4. Post-Enrollment Verification And Enforcement**

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

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

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

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

#### **5. Payment of Tuition for Certain Students**

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

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

## **6. School Choice**

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

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

## **7. METCO**

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

## **8. Foreign Students**

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

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

### **9. Admission of Non-Resident Students**

Except as expressly provided for herein, non-resident students shall not be admitted to the Schools. In addition to non-resident students who are eligible to attend the Schools under Sections 1.e, and 1.g above, the Superintendent may, in accordance with state and federal laws and regulations, permit a non-resident student to attend the schools as follows:

- a. A student who was legally enrolled in the Schools under Sections 1.b and 1.c and whose family moves out of Town on or after April 1 of a school year may, with the permission of the Superintendent, continue to attend the schools for the remainder of the year (see Section 10).
- b. Continued enrollment for grade 12 of a student who has completed grade 11 in accordance to 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. 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 201F)
- Massachusetts Department of Public Health Regulations (105 CMR 220)

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A  
603 CMR 26:01; 26:02; 26:03

CROSS REFS.: JLCA, Physical Examination of Students  
JLCB, Inoculations of Students  
JFBB, School Choice

Adopted by the Natick School Committee - December 5, 2022

### **ADMISSION OF TRANSFER STUDENTS**

The school district will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the school district including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement or eligibility for high school graduation.

To the same extent provided for other students enrolling in the school district, students who enroll in the school district from a Commonwealth charter school shall be subject to the graduation requirements of the school district, may have certain graduation requirements waived, and may make-up certain graduation requirements.

LEGAL REFS.: Chapter 12, Section 11 of the Acts of 2010



## **CHILDREN AND YOUTH IN TRANSITION POLICY**

Although children and youth who lack permanent housing are sometimes referred to as “homeless,” it is the policy of the Natick Public Schools to view children as individuals. Therefore, this policy will use the term, “children and youth in transition,” rather than “homeless children.”

To the extent practical and as required by law, the district will work with children and youth in transition and their families to provide stability in school attendance and other services. In order to provide children and youth who have lost their housing and/or lack permanent housing equal access to free, appropriate public education, it is the objective of the Natick Public Schools to remove barriers to the enrollment and retention of children and youth in transition in accordance with state and federal law.

### **Definitions**

The Massachusetts Department of Elementary and Secondary Education has adopted Section 725(2) of the McKinney-Vento Homeless Assistance Act regarding the definition of homeless children and youth: Individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

#### **This definition shall include:**

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because they are living in circumstances described above; and
- Unaccompanied youth not in the physical custody of a parent or guardian.

### **Liaison**

The Superintendent shall designate at least one staff member in the district to serve as the Children and Youth in Transition Liaison, whose role will be to fulfill the duties set forth in state and federal law. The Assistant Superintendent for Pupil Services will act as the Liaison for the Natick Public Schools.

**Student's Rights to School Selection**

The Natick Public Schools will either continue the student's education in the school of origin until the end of the year in which the student obtains permanent housing; or enroll the student in a public school that non-children and youth in transition who live in the attendance area in which the child or youth is actually living are eligible to attend.

**Enrollment**

The Natick Public Schools will immediately enroll children and youth in transition in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency.

**Transportation Services**

The Natick Public Schools will ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the Liaison), to and from the school of origin.

**Services**

Children and youth in transition are automatically assessed for eligibility for Title I services, regardless of what school they attend if such services are offered for a student's assigned grade. Children and youth in transition will be provided district services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, English Language Learner education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

**Access to Child Nutrition Programs**

It is the policy of the Natick Public Schools to ensure that children and youth in transition are able to participate in federal, state, or local food programs. School lunch and other nutrition programs offered by the district will be made available to children and youth in transition.

**Dispute Resolution**

The Natick Public Schools will utilize the procedures for Dispute Resolution as defined in the McKinney-Vento Homeless Education Act Section 722(g): 42 U.S.C.11432(g). If there is an enrollment dispute, the student shall immediately enroll in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing, and the district's liaison will carry out dispute resolution as provided by state rule.

LEGAL REFS: Title I, Part C, No Child Left Behind Act, 2002

### SCHOOL CHOICE

It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12) and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students be given priority placement in any classes or programs within the District.
4. That the selection of non-resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identification, ancestry, athletic performance, physical handicap, special need, disability, pregnancy or pregnancy related conditions, academic performance or proficiency in the English language.

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B, 151B

Revised by the Natick School Committee: April 9, 2018

## **STUDENT ABSENCES**

Regular and punctual school attendance is essential for success in school. The Natick School Committee does recognize, however, that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in the family.
3. Weather so inclement as to endanger the health of the child
4. For observations of major religious holidays

A child may also be excused for other exceptional reasons with the approval of the school Principal.

A student's understanding of the importance of day to day school work is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible. All notes regarding absences due to illness should be given to the school nurse. If a child is absent 5 or more consecutive days, a physician's certificate will be required for readmission to school.

LEGAL REFS.: M.G.L. 76:1; 76:16; 76:20

### **OBSERVANCES OF RELIGIOUS HOLIDAYS**

The Natick Public Schools shall excuse students from school attendance for personal observances of religious holidays occurring on dates when school is in session.

When students miss assignments, tests or other schoolwork due to such excused absences, they shall be provided a reasonable opportunity to make up their schoolwork in a timely manner.

Students or their parents are encouraged to communicate with teachers in advance of such absences.

No adverse or prejudicial effects shall result to any student because they have availed themselves of the provisions of this section.

### **MAJOR RELIGIOUS HOLIDAYS IDENTIFIED ON SCHOOL CALENDAR**

Major religious holidays where school is in session and where school is closed shall be identified in the Natick Public Schools calendar as voted by the Natick School Committee.

No major assignments nor assessments will be required for any student during the observance of any major religious holiday, including the day following such religious observance.

Guidelines for Observances of Religious Holidays will be published in each school's student handbook.

Students of their parents are encouraged to communicate with teachers in advance of such absences.

No adverse or prejudicial effects shall result to any student because they have availed themselves of the provisions of this policy.

Adopted by the Natick School Committee – February 27, 2023

Cross Ref.: IC/ICA; IKB

## **EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE**

### **Denial of Admission**

Denial of admission means the withholding of the privilege of enrolling in any Natick public school.

The following may be the grounds for denial of admission:

- Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
- Failure to meet the requirements of age or conditions delineated in the Natick School Committee Entrance Age Policy;
- Having been expelled from this District or any district;
- Not being a resident of Natick, and Natick has opted not to participate in the School Choice Law (Exemptions must have approval of the Natick School Committee);
- Failure to comply with the provisions of the Massachusetts School Entry Immunization Law;
- Or any other reason provided by Law.

LEGAL REFS.: M.G.L 71:37H; 76:12; 76:12A; 76:12B

REF: JEB, Entrance Age  
JLCB, Inoculations of Students

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The Natick School Committee has the responsibility to protect the rights of students as guaranteed under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights-including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions affecting students.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy in respect to the student's school records as specified in Policy JRA.

It is the Natick School Committee's policy that as part of the educational process students will be made aware of their legal rights and of the legal authority of the School Committee to make, and delegate authority to its staff to make rules regarding the orderly operation of the schools. These rules will be published in the Student Handbook.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

LEGAL REFS.:        M.G.L 71:37; 71:82 through 71:86  
                         Student Record Regulations

### **DISCIPLINARY APPEALS PROCESS**

Students and their parents and/or guardians who believe that the students have received unfair treatment in the form of disciplinary action will have the right to appeal. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, appeals procedures will begin with the authority imposing the penalty (for example, Principal or teacher) and may ultimately be referred to the Superintendent.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a respectful manner.

LEGAL REF.:        M.G.L 76:17



### **STUDENT ADVISORY COMMITTEE**

Prior to June 1<sup>st</sup> of each year, the members of this student committee will elect a chairperson who will serve for a term of one year. This student shall be an ex-officio non voting member of the School Committee without the right to attend executive sessions unless such right is expressly granted by the School Committee. The chairperson will also be subject to all School Committee rules and regulations and will serve without compensation.

Procedures for the selection of student representatives shall be developed by the student council and high school administration and shall have the advance approval of the School Committee. Each School Committee agenda shall include an opportunity for the Student Representative to report to the School Committee.

Students are encouraged to attend School Committee meetings with the same privileges as those extended to the general public.

LEGAL REF.: M.G.L. 71:38M

## **STUDENT DISCIPLINE**

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be expected to acknowledge and respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents/guardians.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

### **Suspension**

In every case of student misconduct for which suspension may be imposed, a Principal shall consider ways to re-engage the student in learning. Unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and/or 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, principal shall not suspend or exclude a student until alternatives have been employed and their use and results documented. Alternatives may include but shall not be limited to the use of evidence based strategies and programs such as mediation, conflict resolution, restorative justice, and collaborative problem-solving.

The superintendent and/or principal shall also implement district/school-wide models to re-engage students in the learning process which shall include but not be limited to positive behavioral interventions and support models, and trauma sensitive learning models.

### **Notice of Suspension**

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent/guardian in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent/guardian present, the Principal must be able to document reasonable efforts to include the parent/guardian. Notification for any suspension will be communicated with the student and the parent/guardian.

The principal or a designee shall notify the superintendent in writing, including 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.

For any suspension or exclusion under this section, the principal or designee of a school in which the student is enrolled, shall provide to the student and parent/guardian, notice of the charges and the reason for the suspension or exclusion 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 a designee, to discuss the charges and reasons for the suspension or exclusion prior to the suspension or exclusion taking effect. The principal, 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 a designee, can document reasonable efforts to include the parent or guardian in that meeting.

### **Emergency Removal**

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall:

1. Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation;
2. Provide written notice to the student and parent/guardian as required above. The notice shall include the rights enumerated in law and regulation;
3. Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian;
4. Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

**In School Suspension - Not more than 10 days consecutively or cumulatively**

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses provided that the principal follows the process set forth in State regulation and the student has the opportunity to make academic progress.

**Principal's Hearing - Short Term Suspension of up to 10 days**

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

**Principal's Hearing - Long Term Suspension of more than 10 days but less than 90 days**  
**(consecutive or cumulative)**

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Principal and the parent/guardian. The notice shall include the rights enumerated in law and regulation.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

### **Superintendent's Hearing**

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent/guardian shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing - Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent/guardian in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent/guardian and Superintendent to participate. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

### **Expulsion**

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

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

### **Academic Progress**

Any student who is suspended or excluded shall have the opportunity to earn credits, make up assignments, tests, papers, and other schoolwork as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent/guardian of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.



Any student who is excluded or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are excluded or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents/guardians of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is excluded or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student excluded or suspended from school for more than ten (10) consecutive days, whether in-school or out-of- school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

### **Reporting**

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long- term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC - Updated 2023

LEGAL REFS: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H ¾](#); [76:17](#); [76:21](#)

603 CMR [53.00](#)

603 CMR [53.10](#)(3) through (5)

603 CMR [53.13](#)(1)



Chapter 222 An Act Relative to Student Access to Educational Services and Exclusion from School

REFS.: Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973

<https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-guidance.pdf>

Questions and Answers Addressing the Needs of Children with Disabilities and the Individuals with Disabilities Education Act's (IDEA's) Discipline Provisions. -

<https://sites.ed.gov/idea/files/qa-addressing-the-needs-of-children-with-disabilities-and-idea-discipline-provisions.pdf>

Revised and Approved by the Natick School Committee - December 4, 2023

### **STUDENT DRESS CODE**

The responsibility for the dress and appearance of the students will rest with individual students and parents.

They have the right to determine how the student will dress, providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

### **STUDENT CONDUCT ON SCHOOL BUSES**

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

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

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

## **STUDENT PUBLICATIONS**

Within the school setting, students enjoy the constitutional right of freedom of expression, including the right to express their views in student publications, provided such expression does not cause, or threaten to cause by reasonable forecast by school officials, any disruption or disorder in the school. Additionally, such constitutional right of freedom of expression does not include expression which is obscene, defamatory, or advocates violence or illegality where such advocacy is imminently likely to incite the commission of such acts to the detriment of school security, or which can reasonably be forecast to cause substantial disruption or material interference with school activities.

Student publications will be encouraged to comply with the rules for responsible journalism. Students shall affix their names to all articles or editorials written by or contributed to by them. The Superintendent will establish guidelines that are in keeping with this policy and provide for review of student publications prior to their distribution, to address matters that are not protected forms of expression.

Each student publication shall contain the following: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."

### **Distribution of Literature**

The time, place and manner of distribution of literature will be reasonably regulated by the Principal.

LEGAL REF.: M.G.L 71:82

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

## **SYMBOLS OF GANGS/SECRET SOCIETIES**

The goal of the School Committee is to keep District schools and students free from the threats or harmful influence of any gang. For purposes of this policy, a gang is defined as any group, secret society, organization or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior.

### **Symbols**

The School Committee finds that gang symbols are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The School Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the Principal or his/her designee as the need for it arises at individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.

### **SECRET SOCIETIES**

Fraternities, sororities and/or secret societies shall not receive District or building recognition in any manner.

A student may be suspended or expelled for failure to comply with the provisions of this policy.

### **PROHIBITION OF HAZING**

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

LEGAL REF.: M.G.L. 269:17, 18, 19

## HAZING

### CH. 269. S.17. CRIME OF HAZING: DEFINITION: PENALTY

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

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

### CH. 269. S.18. DUTY TO REPORT HAZING

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

### CH. 269. S.19. HAZING STATUTES TO BE PROVIDED: STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, 33 ledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the School Committee of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The School Committee of regents and in the case of secondary schools, the School Committee of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.



## **BULLYING PREVENTION**

The Natick Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical systems, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

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

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Natick public schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school related or through the use of technology or an electronic device that is not owned, leased or used by the Natick school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

#### Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

#### Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

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

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

### Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent. Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

#### Retaliation

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

#### Target Assistance

The Natick Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

#### Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all students from PreK to age 22.

#### Publication and Notice

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

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

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

The bullying prevention and intervention plan shall be posted on the Natick Public Schools website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended  
Federal Regulation 74676 issued by EEO Commission  
Title IX of the Education Amendments of 1972  
603 CMR 26.00  
M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A

REFERENCES:

Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan.

CROSS REFS.:      AC, Nondiscrimination  
                         ACAB, Sexual Harassment  
                         JBA, Student-to-Student Harassment  
                         JICFA, Prohibition of Hazing  
                         JIC, Student Discipline Regulations

Adopted by the Natick School Committee - March 20, 2023

File: JICG

### **TOBACCO USE BY STUDENTS**

Smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all District buildings. All forms of tobacco use shall be prohibited on all District property. In addition, tobacco use by students is banned at all school-sponsored events, even though this use does not take place on school grounds.

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

CROSS REF.: ADC, Smoking on School Premises  
GBED, Tobacco Use on School Property by Staff Members

**DRUG AND ALCOHOL USE BY STUDENTS**

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REFS.: M.G.L.71:2A; 71:96; 272:40A

CROSS REFS.: IHAMB, Teaching About Alcohol, Tobacco and Drugs  
GBEC, Drug Free Workplace Policy

## **USE OF CELL PHONES AND ELECTRONIC DEVICES**

**Natick Public Schools promotes the use of Technology as an effective environment for learning. However, given the degree to which unregulated use of cell phones and other personal electronic devices may interfere with teaching and learning, the following regulations will apply through June 2011 at which time this policy will be reviewed.**

### **In Elementary and Middle Schools:**

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

### **In Natick High School:**

1. Cell phones and personal electronic devices must be turned off and not visible during the school day in all academic wings: A wing, B wing, S wing and N wing hallways and classrooms as well as the gymnasium, the auditorium, the fields and all bathrooms. Texting is prohibited.
2. Electronic devices necessary for a specific educational purpose and/or individual student need may be used in class with the approval of the supervising teacher/staff member. For example, a student in the library may listen to recordings that serve an educational purpose with the permission of the librarian. Electronic devices may be used responsibly in any non-academic area during non-class time. For example, MP3 players may be used in the cafeteria, courtyard or front office hallway.
3. Students will be allowed to use MP3 players to listen to music on the balcony portion of the library only. Students who choose to sit in the lower section must adhere to the no usage policy.

It is the expectation of the School Administration that all students will comply with these guidelines. Students not adhering to guidelines of this policy will be subject to consequences outlined in the student handbook.

Natick Public Schools are not responsible for lost or stolen electronic devices under any circumstances.



## **HARASSMENT OF STUDENTS**

This policy is co-governed by the District's Nondiscrimination Policy including harassment and retaliation. Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Natick Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including termination of employment, subject to contractual disciplinary obligations.

**Employee-to-Student Harassment** means conduct of a written, verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

**Student- to-Student Harassment** means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training. Where it is determined that discrimination or harassment has occurred, the District will act promptly to eliminate the conduct and will impose developmentally appropriate disciplinary, restorative and/or corrective action.

The District will respond promptly and reasonably investigate allegations of sexual harassment through designation of the Title IX Coordinator or building based employees to any reports or complaints of discrimination, including harassment and retaliation, or other violations of civil rights, pursuant to our detailed response protocol. Where it is determined that discrimination or harassment has occurred, the District will act promptly to eliminate the conduct and will impose developmentally- appropriate disciplinary, restorative, and/or corrective action.

LEGAL REF.:	M.G.L. 151B:3A Title IX of the Education Amendments of 1972 BESE 603 CMR 26:00 34 CFR 106.44 (a), (a)-(b) 34 CFR 106.45 (a)-(b) (1) 34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020
CROSS REF.:	AC, Non-Discrimination Policy Including Harassment and Retaliation
SOURCE:	MASC – September 2022

Adopted by the Natick School Committee – December 5, 2022

## **PREGNANT STUDENTS**

The Natick Public Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The Natick Public Schools does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

LEGAL REFS.:      M.G.L. 71:84  
                         Title IX: 20 U.S.C. § 1681  
                         34 CFR § 106.40(b)

## **SEARCH AND SEIZURE & INTERROGATION BY POLICE**

The School Committee policy on search and seizure addresses locker, cubby and desk searches and the search of a student's personal belongings or vehicle on school property. It applies to searches conducted on school property during and after the school day and at school events.

### **Search of Students' Lockers, Cubbies and Desks**

1. It is prohibited to store any illegal items/substances or items/substances in violation of any school rule in a locker, cubby or desk.
2. Items/substances prohibited from being in lockers, cubbies or desks include: Guns/knives/weapons (real or fake), illegal drugs, fireworks/explosives, fire/smoke/odor producing products, and any other evidence of a school rule or legal violation.
3. School lockers, cubbies and desks are the sole property of the Natick Public Schools and access is granted to the students to store school and personal belongings. At no time should this access be considered the granting of an expectation of privacy in these spaces. In the case of lockers, the school maintains a list of combinations and/or possesses a master key to gain access.
4. Students should be aware that, at the discretion of a school administrator, a student's locker, cubby or desk may be searched at any time for any reason and prohibited items/substances will be seized.

### **Search of Students and Their Belongings**

1. Search of a student or of a student's belongings or of a student's automobile parked on school property will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion of a violation of law or the rules of the school.
2. Searches may be conducted by school administrators (or, in their absence, their designees) or activity supervisors in the case of school events.

### **Interrogation by Police in School Related Matters**

The school building administration shall inform a student's parent or guardian before a police officer or other law enforcement personnel interrogates or questions that student in school.

## **STUDENT ORGANIZATIONS**

### **Student Organizations**

Student organizations in the District shall be encouraged when they meet the criteria of contributing to student confidence and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature may require approval at the discretion of the School Committee.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy (see also Policy JICF).

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

### **Student Organizations - High Schools**

In addition to the above requirements, all clubs or organizations at the high school level will relate to the subject matter covered by the curriculum. The Principal is responsible for determining that the purpose of a student organization is related to the curriculum. The Principal is authorized to deny requests by unauthorized student organizations desiring to meet or form in a particular school, the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the appropriate District administrator for review of the Principal's decision.

LEGAL REF.: 603 CMR 26.06

**STUDENT ACTIVITY FEES**

The Natick School Committee recognizes the need for student fees to fund certain school activities. The Natick School Committee also recognizes that some students may not be able to afford these fees. No student will be denied access into any program because of an inability to pay supplementary charges.

A school may exact a fee or charge only upon Committee approval. Students enrolled in certain courses may be charged for the cost of materials used in projects that will become the property of the student.

## **STUDENT FUND-RAISING ACTIVITIES**

The Natick School Committee will not permit students to be required to participate in student fund-raising activities, even if the activity is to benefit the students or school (for example: scholarship funds, sale of tickets to scheduled athletic events or visual arts performances, etc.). Proposals for fund-raising of this kind must be approved by the building Principal (the Superintendent and business office, if system-wide).

No solicitations of any kind involving students may be held in the Natick Public Schools without the specific consent of the building Principal and approval of the Superintendent via the business office. All approved fundraisers are to be registered on the NPS website for transparency with the community. If students are involved in fundraising activities, the funds raised must be managed under the Student Activity Accounts policy.

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process. The Committee further recognizes that families have different resources; those differences should, as much as possible, not be highlighted by school activities, including fundraising.

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by the building Principal, Superintendent and the business office.

Other fundraising activities that would involve students in the fundraising process shall be submitted to the Superintendent via the business office for approval. All approved fundraisers are to be registered on the NPS website for transparency with the community.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are strongly discouraged.

Fundraising activities may not involve competitions among students. Students may not be rewarded with additional recess, snacks, activities or any type of prize for having raised larger amounts of funds or reaching fundraising goals.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

SOURCE: MASC - Updated 2021

CROSS REFS.: KHA, Public Solicitations in the Schools

Adopted by the Natick School Committee – December 5, 2022

### **STUDENT ACTIVITY ACCOUNTS**

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent or designee. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Authorizes the following maximum amounts a school can have in its checking account at any time: Elementary School, \$3,000; Middle School, \$10,000; and High School, \$25,000.



### **Graduating Class Funds**

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation.

Once a class has graduated from High School, their funds should be removed from the High School

Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

### **Inactive Student Activities**

When a student activity ceases to be active for a period of three years or more the Principal or other authorized administrator shall require the following actions:

1. Obtain written notice from the faculty advisor or student officer that the activity will cease to be a viable account. If unable to obtain such notification the Principal shall request action to close the account from the School Committee.
2. Identify in writing all assets of the student activity. The disposition of any assets shall be determined by the School Committee and may not benefit specific individuals.
3. Annually notify all students of the required actions if an activity ceases to exist.

### **Student Activity Deficits**

Individual student activity accounts are not permitted to be in a deficit position. Whenever a deficit exists that is not the result of timing, the Superintendent shall recommend remedial action to the School Committee in a timely manner.

SOURCE: MASC July 2018

LEGAL REFS: MGL [71:47](#)

Revised & Approved by the Natick School Committee: September 17, 2018

### **STUDENT TRAVEL**

All student trips which include late night or overnight travel (between the hours of midnight and 6:00 am) must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval of school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

Legal Ref.: Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002  
M.G.L.69:1B; 71:37N

## **STUDENT TRAVEL REGULATIONS**

### **1. Transportation**

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches. Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory". FMCSA ratings are available at <http://www.saferys.org/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

Airplane travel is to be excluded from these regulations.

### **2. Trip Scheduling**

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Department of Education publication Student Learning Time Regulations Guide.)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

### **3. Fundraising**

The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets. If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

LEGAL REFS.: Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002  
M.G.L. 69:1B; 71:37N; 71:38R  
603 CMR 27.00

## **INTERSCHOLASTIC ATHLETICS**

The participation of the school district in interscholastic athletic programs will be subject to the approval of the Natick School Committee upon the recommendation of the Athletic Advisory Board.

Rules for participation in the approved interscholastic athletic programs and contests will be, at a minimum, those established by sponsoring organizations (for instance, the Massachusetts Interscholastic Athletic Association (MIAA) for high school sports). Final authority regarding Interscholastic Athletic decisions rests with the high school Principal as referenced in the guidelines in the high school student handbook.

LEGAL REFS.:       M.G.L. 71:47; 71:54A  
                      603 CMR 26.06

CROSS REFS.:       AC, Nondiscrimination (and subcodes)

File: JJK

### **NAMING OF SCHOOL SPONSORED TEAMS, CLUBS, ACTIVITIES**

The Natick School Committee formally delegates responsibility to the Superintendent and her/his designees for the naming of all Natick Public School-sponsored teams, clubs, and activities in which students participate, and the mascots thereof where applicable. In discharging this duty, the Superintendent and her/his designee must at all times observe all other School Committee policies and educational mission statements to guarantee that selected names and mascots are consistent with the goals and policies of the Natick Public Schools. The Superintendent and appropriate school administrators shall, from time to time, review school names and mascots to ensure that they remain consistent with the school system's educational policies, goals and mission statements.

## **STUDENT CONDUCT**

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

SOURCE: MASC - Reviewed 2021

LEGAL REF.: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H ¾](#); [71:37L](#); [76:16](#); [76:17](#)

603 CMR [53.00](#)

Revised and Approved by the Natick School Committee - December 4, 2023

File: JKA

**CORPORAL PUNISHMENT**

State law provides that:

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

Established by law

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



## **PHYSICAL RESTRAINT OF STUDENTS**

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603 CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00;
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

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

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

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint."

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

SOURCE: MASC

ADOPTED: August 2015

LEGAL REF.: M.G.L. 71 :37G; 603 CMR 46.00

## **STUDENT WELFARE**

### **Supervision of Students**

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students under the age of 18 will be released only into the custody of parents or other persons authorized in writing by a parent or guardian.

### **Reporting to Authorities - Suspected Child Abuse or Neglect**

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch. 119, S 51A. (Child Protection Act of 1975)

In accordance with the law, the District shall establish the necessary regulations and procedures (Project Alliance) to comply with the intent of the Act consistent with the District's responsibility to the students, parents, District personnel, and the community.

### **Student Safety**

Instruction in courses in industrial arts, science, homemaking, art, physical education, health, and safety will include and emphasize accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

### **Safety on the Playground and Playing Field**

The District shall provide safe play areas. Precautionary measures, which the District requires, shall include:

- A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;
- Instruction of students in the proper use of equipment;
- Supervision of both organized and unorganized activity.

**Fire Drills and Reporting**

The District shall cooperate with appropriate fire departments in the conduct of fire drills. The Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

**Food Delivery on School Grounds**

Food delivery to students from outside private vendors during school hours or during school sponsored after-school activities will not be permitted on school grounds.

LEGAL REFS: MGL 71:37L; 148:2A

Revised and Approved by the Natick School Committee - October 2, 2023

File: JLA

### **STUDENT INSURANCE PROGRAM**

A non compulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program.

All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

## **STUDENT HEALTH SERVICES AND REQUIREMENTS**

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

### **Procedures for Emergency at School**

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain an Emergency Response Manual, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

**Provision for care beyond First Aid, which would enable care by the family or its physician or the Paramedic Assistance Unit of the Fire Department. In instances when the Paramedic Assistance Unit is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;**

**Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents for such administration of medication shall be reviewed and approved by the Principal or designee;**

**Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;**

**Prompt reporting by teachers to the Principal or designee of any accident or serious illness and such reports will be filed with the Business Office.**

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to pick up the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expenses incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

LEGAL REF.: M.G.L. 71:53;54;54A;54B;55;55A;55B;56;57

CROSS REF.: EBB, First Aid

### **PHYSICAL EXAMINATIONS OF STUDENTS**

Every student will be examined once in each school year for screening in sight, hearing, BMI, and for other physical problems as provided in the laws. A record of the results will be kept by the school nurse.

Every student will be required to present evidence of a general physical examination four times: upon entering school and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept.

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad and will be required to present evidence to determine fitness. The school physician may examine athletes upon request of the parent/guardian. A written report stating the fitness of the student to participate signed by the physician will be sent to the school Principal.

The school physician will make a prompt examination of all children referred to him/her by the school nurse. He/she will examine school employees when, in his/her opinion, the protection of the student's health may require it. Except in an emergency, the school physician will not prescribe for or treat any student.

Whenever the school nurse finds a child suffering from any disease or medical problem, the situation will be reported to the parent or guardian in writing, or by personal visit if remedial treatment is recommended. A copy of the report will be filed at the school.

The school nurse will make a monthly report to the Superintendent of the number of students examined; the number excluded; and the number recommended for treatment or special adjustment of work. In all cases of exclusion or recommendation, the causes will be included in the report.

LEGAL REFS.: M.G.L. 71:53; 71:54; 71:56; 71:57

CROSS REF.: JF, School Admissions



### **INOCULATIONS OF STUDENTS**

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against diphtheria, whooping cough, poliomyelitis, tetanus, measles, and such other communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

Established by law

LEGAL REF.: M.G.L. 76:15

CROSS REF.: JF, School Admissions

## **COMMUNICABLE DISEASES**

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as Acquired Immune Deficiency Syndrome (AIDS).

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

LEGAL REF.: M.G.L. 71:55

## **MEDICATION ADMINISTRATION POLICY**

The Natick School Committee will abide by the law set forth by the Commonwealth of Massachusetts (M.G.L. 94C, the Controlled Substances Act) and 105 CMR 210.000, the regulations governing the administration of prescription medication.

No one but the school nurse, and those listed in the medical administration plan acting according to 105 CMR 210.005(E), may administer any medication, including over the counter medications to any student.

In case of an emergency, each school will have access to epinephrine auto-injectors. After an assessment by the school nurse and a life threatening (anaphylaxis) situation exists, s/he will:

- a. Administer the epinephrine auto-injector
- b. Immediately call 911
- c. Follow emergency procedure
- d. Notify a student's parent(s) or guardian(s) or any other designated person.

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of the epinephrine auto-injectors.

The school district, in conjunction with the School Physician and the School Nurse Leader, will stock, at minimum, 2 doses, nasal naloxone (Narcan). Trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

Following consultation and planning with the school nurse and consistent with 105 CMR 210.006(B), students with the following may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems
4. Students with life threatening allergies may possess and administer epinephrine.
5. All medications must be clearly labeled and stored in original pharmacy or manufacturer labeled containers and in such a manner to render them safe and effective.

Each school nurse may also administer acetaminophen and/or ibuprofen to students in the Natick Public Schools. Administration must be based on a protocol which has been developed in collaboration with Natick's School Physician and includes written parental permission.

Other prescription or nonprescription drugs are prohibited unless written permission is obtained by the students primary care provider and the medication is administered by the school nurse. Such permission may only be granted upon receipt of clearly convincing medical evidence to the effect that there is no other way of adequately addressing that student's special medical problem.

The School District will follow the state regulations involving documentation of the administration of prescription medications, storage of prescription medications, reporting and documentation of medication errors, and will address the concerns of parents and/or guardians regarding the administration of medications.

LEGAL REF: M.G.L. 71:54B; 94C

Dept. of Public Health Regulations 105 CMR 210.00

Board of Registration in Nursing 244 CMR

REF: Emergency Medication Procedure

Revised & Approved by the Natick School Committee: September 17, 2018

### **COMFORT CARE/DO NOT RESUSCITATE ORDERS**

Individuals with terminal illnesses are attending school in increasing numbers. Natick Public Schools recognize the educational and social needs of a medically fragile individual who wishes to attend school in the least restrictive environment as defined by IDEA and for students or staff members under Section 504 of the Rehabilitation Act of 1973. As the status of an individual's health declines, the individual and family may make the difficult decision not to prolong life, and request a "Do Not Resuscitate" Order (DNR).

An individualized DNR plan will be developed with the patient, the patient's family, school nurse, nurse leader, private physician, school physician, building principal and the Director of Special Education. The DNR plan will address details concerning the event, comfort measures to be employed, protocols for notification of family, physician roles, transportation and mobilization of the crisis team. The plan will also address what measures to follow if the individual is in a state of physiological distress.

The DNR order will be the form put forth by the Massachusetts Department of Public Health. (See attached) The DNR order will be kept on file in the Nurse's Office. An individual who has a DNR order will have a full time nurse on the premises at the school he/she is attending.

The patient, parent/guardian and or health care agent, may revoke the Comfort Care/DNR order at any time or direct that it not be followed. If (when) the circumstances allow, the person revoking the order should communicate the revocation to the school in writing.

**COMFORT CARE/DO NOT RESUSCITATE (DNR) PROTOCOL**

1. The individual is identified as requesting to have a Comfort Care/ DNR order in place.
2. A meeting will take place within the next two school days. The people that will be invited to the meeting will include: the individual (if possible), the family/guardian, the school nurse, nurse leader, the building principal, private physician, school physician and the Director of Special Education.
3. An individualized plan will be formulated and will address the following:
  - a. How will the individual be transported to the clinic if an event occurs  
If the person cannot be transported to the clinic, need a “shelter in place” plan
  - b. The DNR documentation will be provided by the individual/family/guardian and it will be the Comfort Care/DNR order from the Massachusetts Department of Public Health. The order will be kept on file in the nurse’s office. The order will need to be renewed at the beginning of every school year.
  - c. The nurse will collaborate with the building Principal to ensure that all appropriate staff will be informed of the individual’s healthcare plan and DNR plan, in a confidential and professional manner. Individual confidentiality will be maintained to the extent preferred by the student and family. The nurse/principal will have the staff member sign a form acknowledging they have received the notification of the plan. This meeting will occur within 2 school days of the initial meeting.
    - o The nurse will notify the Natick Fire Department that a specific building has an individual with a DNR order/plan in place. (if written permission is given from pt/family)
    - o Identify who will be of support, (first responders-medical and calm personnel) and a plan to notify them of an impending crisis
  - d. Protocol for immediate notification of family if there is a change in the individual’s condition
  - e. What comfort measures will be given to the individual: emotional support, suctioning, oxygen, medications
  - f. Pronouncement of the individual- school MD, will need death certificates on hand
  - g. How will the deceased be removed from the school? Is there pre planning with a particular funeral home? Where will the hearse come? Will there be a shelter in place?
  - h. Who will mobilize the crisis team for support of staff and students post events? Pay particular concern to any student who might have been present at the outset of the event and feels that staff didn’t help the individual. Will there be outside grief counselors brought in? have their contact info readily available. If there will be outside agencies assisting post-event, develop a rapport with them prior to the actual need. It will be critical to offer staff and students appropriate emotional support.

- i. The individual, parents/guardians, or health care agent can revoke the Comfort Care/ DNR order at any time. They can revoke the order by written notification (preferable) or by verbal direction in an emergency situation. Written notification of the revocation from the person who revoked the order should be obtained as soon as possible. The principal and/or nurse will inform all the staff that had previously signed notification that they were informed a DNR plan was in place, that the order has been revoked. A signature will confirm the staff notification.
- j. Plan for if the individual is in distress but death is not imminent- Individualized Health Care Plan
- k. Individual Health Plan will include, but not limited to:
  - 1) Specific medical interventions that are allowed and disallowed by the DNR order
  - 2) Procedures to be followed for emergencies
  - 3) Plans for interaction with local EMS personnel
  - 4) Plans for ongoing assessment of the student's health status
  - 5) Guidelines for removing the individual from class activities
  - 6) Guidelines for dealing with students and staff
  - 7) Comfort measures to be employed (part of DNR plan)
  - 8) Protocol for handling an emergency on the bus or during other related school activities
  - 9) Training and support for school staff (and students)
  - 10) Plan for ongoing communication with family and family support

## **GUIDANCE PROGRAM**

Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths and limitations. This process should assist students in the development of their potential; their decisions relating to personal, educational, and vocational matters, and also in becoming capable of mature self-guidance.

The school system's guidance program will be based on this definition and developed from these broad fundamental principles:

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Conditions may be improved. Equality of educational opportunity will benefit the individual and society.
3. Guidance is a continuous and developmental process. Every experience of the individual influences his/her performance in some way.
4. Guidance does not propose to program an individual's course of action but rather tries to assist him/her in arriving at his/her own satisfactory solutions.

Guidance services will include: educational guidance; testing programs; occupational, career, and higher education assistance and information; study aids; consultation services; and personal developmental guidance as needed. These services will be available to all students.

While some of the problems of the individual may relate to behavior and consequently entail guidance on behavior, student discipline will not be a regular function of guidance personnel.

LEGAL REFS.: M.G.L. 71:38A through 71:38F; 71:46G  
603 CMR 26.04



### **STUDENT GIFTS AND SOLICITATIONS**

Students are discouraged from giving gifts to classroom teachers and other school personnel. Additionally, the practice of exchanging gifts between students in the school is discouraged.

In any event, gifts to staff shall conform to the following regulation established by the State Ethics Commissions:

- Gifts worth more than \$50 are prohibited, unless they are class gifts;
- Class gifts may be worth up to \$150 from current students and/or their parents. Such gifts require no disclosure but cannot include the names of individual donors and/or the amount they contributed to the gift;
- Gifts that are meant for classroom use and become the property of the school are also exempt from disclosure requirements;
- Any public school educator who receives a gift of any value from the parent of a current student must make a disclosure. Disclosures should be made to the superintendent of the school district.

Solicitation of funds for charitable purposes from students of the school system will be made only as approved by the School Committee.

Any organization desiring to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the Superintendent.

CROSS REFS.:      GBECB, Staff Gifts and Solicitations  
                         JJE, Student Fund-Raising Activities  
                         KHA, Public Solicitations in the Schools  
                         KHB, Advertising in the Schools

### **STUDENT FEES, FINES, AND CHARGES**

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these supplementary charges.

A school may exact a fee or charge only upon School Committee approval. The schools, however, may:

**Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.**

**Charge for lost and damaged books, materials, computers, supplies, and equipment.**

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

## STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REFS:      Family Educational Rights and Privacy Act of 1974,  
                         P.L. 93-380, Amended  
                         P.L. 103-382, 1994  
                         M.G.L. 66:10 71:34A, B, D, E, H  
                         Board of Education Student Record Regulations adopted 2/10/77, June 1995 as  
                         amended June 2002.  
                         603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12  
                         also  
                         Mass Dept. of Elementary and Secondary Education publication Student Records:  
                         Questions, Answers and Guidelines, Sept. 1995

CROSS REF:      KDB, Public's Right to Know

## **STUDENT RECORDS**

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth,” and under M.G.L.c.71, s.34F which directs that “the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.” 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

### **Application of Rights**

603 CMR 23.00 is promulgated to insure parents’ and students’ rights of confidentiality, inspection, amendment, and destruction of students’ records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student’s parents.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student’s age.
- (4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

### **Definition of Terms**

The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

- (1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.
- (2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (3) The evaluation team which evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9<sup>th</sup> grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9<sup>th</sup> grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

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

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

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record.

Access to Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if doing so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.

(c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.

(d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third parties shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

**Access to Authorized School Personnel.** Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

**Access to Third Parties.** Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.



(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

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

Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. The parent has been denied visitation, or
3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.



- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

- (a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
- (b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

LEGAL REFS:      Family Educational Rights and Privacy Act of 1974,  
                      P.L. 93-380, Amended  
                      P.L. 103-382, 1994  
                      M.G.L. 66:10 71:34 A, B, D, E, H  
                      Board of Education Student Record Regulations adopted 2/10/75, as amended  
                                June 2002  
                      603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12  
                      Mass Dept. of Elementary and Secondary Education publication Student Records:  
                      Questions, Answers and Guidelines, Sept. 1995

CROSS REF:      KDB, Public's Right to Know

## **STUDENT PHOTOGRAPHS**

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis. The building Principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to:

Enhance the safety of students through visual identification in an emergency situation.

Facilitate the social, educational, and administrative activities conducted in the school.

Provide a service to parents and students.

Allow the profits gained from the picture-taking program to be used by the building Principal on student activities only.

M.G.L. 30B 1B, 31

Adopted by the Natick School Committee - December 5, 2022