

**SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS**

FILE

JB

Policy for: <b>EQUAL EDUCATIONAL OPPORTUNITIES</b> <i>Heidi Black</i>	Revision 3
Date Approved by School Committee:  February 27, 2018	Signature of Chair  Heidi Black
Page 1 of 1	

The Needham Public Schools shall admit students without regard to race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, or disability. No school shall discourage in any express or implied manner, applicants for admission because of race, color, sex, gender identity, religion, national origin, homeless status, sexual orientation, or disability. Written materials and other media used to publicize a school shall specifically affirm that the school does not discriminate on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, or disability.

Any standards used as part of the admissions process, including but not limited to testing, the use of recommendations and interviewing, to any school (as referred to in 603 CMR 26.02 (1)) shall not discriminate on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, or disability. A student's limited English-speaking ability (as defined by M.G.L. c. 71A) shall not be a deterrent to or limitation on a student's admission to a public school. Needham Public Schools shall not use admission criteria that have the effect of subjecting students to discrimination because of their race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, or disability.

Any complaints under this policy shall be addressed according to School Committee Policy AC, Nondiscrimination and Harassment and the grievance procedures consistent with that policy.

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

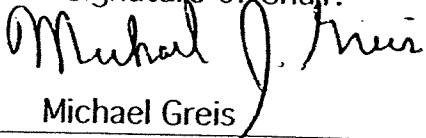
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity,

Board of Education, Chapter 766 Regulations-amended through 603 CMR 26:00

**CROSS REF.:** AC, Nondiscrimination

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	JEB
Policy for:			Revision
ENTRANCE AGE			4
Date Approved by School Committee:	Signature of Chair:	Page	
April 15, 2008	 Michael Greis	1 of 1	

- I. All children five years of age by August 31 will be eligible for admittance to the Needham Public Schools' kindergarten program.
- II. All children six years of age by August 31 will be eligible for admittance to the Needham Public Schools' first grade program.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE: JEC

Policy for:  SCHOOL ADMISSION	Revision  1
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i>
Page 1 of 1	

Upon initial enrollment in the Needham school district, each new student will present:

1. A birth certificate or other legal document showing proof of date of birth.
2. Record of immunization.
3. A certificate that the child has been tested for possible lead paint exposure.

In addition, each child entering kindergarten should be examined before starting school by a physician or pediatrician, who should complete the School Health Form and return it to the child's teacher in September. The child should also have a thorough dental examination and follow-up treatment as needed; a dental certificate should be completed by the child's dentist and returned to the child's teacher in September.

LEGAL REFERENCE: General Laws: Chapter 76, Section 15

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JECA

Policy for: ENROLLMENT of the CHILDREN of SCHOOL DEPARTMENT PERSONNEL	Revision 0
Date Approved by School Committee: November 20, 2001	Signature of Chair: <i>Karen Price</i> Page 1 of 1

In addition to those children who, as a matter of law, are entitled to enroll in the Needham Public Schools, the children of personnel who are permanently employed in the Needham Public Schools may, at the sole discretion of the Superintendent of Schools, be admitted provided that the Superintendent determines that there is space available and that the student involved meets all of the eligibility requirements that apply to students who reside in Needham.

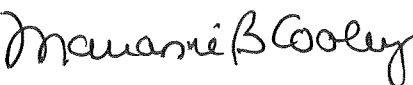
Enrollment applies only to those programs and services that are provided within the Needham Public Schools. If the Superintendent of Schools determines that a student has needs that cannot be met within existing programs in Needham, the parent or guardian of the student involved must secure those services from the community in which the child resides. Fiscal and programmatic responsibility for out-of-district placements will be determined pursuant to relevant state and federal laws. The benefit is available only so long as the student's parent or legal guardian is permanently employed in the Needham Public Schools.

Students who are enrolled pursuant to this policy are subject to all rules and regulations that apply to other students in the Needham Public Schools.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JECBA

Policy for: ADMISSION OF NONRESIDENT STUDENTS	Revision 1
Date Approved by School Committee:  July 12, 2011	Signature of Chair:  Marianne B. Cooley

Page 1 of 2

Any child who actually resides in the town of Needham shall have the right to attend the Needham Public Schools, subject to the following provisions and to other applicable school committee policies and legal requirements.

Except as provided by school committee policy or by law, the Needham Public Schools is not required to enroll a child who does not actually reside in the town. Any person who violates or assists in the violation of this policy may be required to remit full restitution to the town. The Needham Public Schools administrative staff is authorized to require evidence of residence prior to enrolling a child. If there is reasonable basis for questioning the actual residence of a child following his/her enrollment, the administrative staff and/or attendance officer may authorize an investigation. Staff may further initiate steps to terminate the student's enrollment based upon lack of residence in Needham.

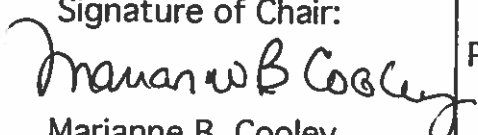
The following provisions apply with respect to residency:

1. **Child in temporary residence with other than his/her parent or legal guardian.** If a child temporarily resides in Needham, apart from the legal residence of his/her parent or guardian for the special purpose of attending school, the student may enroll, subject to (a) the authorization of the Superintendent or his/her designee and (b) payment of tuition by the student's parent or guardian for the period of the student's attendance. The tuition shall be computed at the regular rate established by the school committee for non-resident students. In no case shall said tuition exceed the average expense per pupil in such school for said period. All tuition must be paid prior to the first day of attendance
2. **Foreign Exchange Students.** Children from foreign countries who are living with Needham residents under student exchange programs recognized and approved by the Superintendent, may be enrolled in Needham High School (grades 9-12), without payment of tuition, for a period of up to one school year. The adult who registers a foreign student must declare at the time of registration who is responsible for the payment of other school fees. The sponsoring town resident(s) must arrange for completion of all required immigration department forms as applicable and the student must have an appropriate student visa.
3. **Homeless Students.** The Needham Public Schools adheres to the federal McKinney-Vento Homeless Assistance Act (Act) and related state provisions

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JECBA

Policy for: ADMISSION OF NONRESIDENT STUDENTS	Revision 1
Date Approved by School Committee:  July 12, 2011	Signature of Chair:  Marianne B. Cooley

Page 2 of 2

in permitting or continuing the enrollment of a child or youth identified as homeless under the provision of the Act.


4. **METCO.** The Needham Public Schools adheres to the provisions of Mass. Gen. Laws ch. 76, §12A (METCO) in enrolling non-resident students under the METCO program.
5. **Agreement with another School Committee.** A child who does not reside in Needham may attend the Needham Public Schools with the consent of the school committee of the town where he/she actually resides at the expense of such town, upon such terms as may be fixed by the Needham School Committee and the school committee of the child's town of residence.
6. **Completion of Senior Year.** A high school senior who has completed his/her junior year at Needham High School and who ceases to reside in Needham during his/her senior year may be permitted to continue attendance at Needham High School for his/her senior year. Such continued attendance requires satisfaction of all of the following conditions:
  - a. Residency in Needham as of the last day of school in the junior year
  - b. Recommendation of the High School Principal
  - c. Parents' agreement to provide transportation

Mass. Gen Laws ch. 76, §§ 5, 6, 12, 12A  
Cultural Exchange Act of 1961, 22 U.S.C. 2451 & 22 CFR Part 62  
McKinney Vento Homeless Assistance Act, 42 U.S.C. 11431, et. seq.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JECBC

Policy for: ADMISSION OF METCO STUDENTS		Revision 3
Date Approved by School Committee:  July 14, 2020	Signature of Chair:  Andrea Longo Carter	Page 1 of 1

Consistent with the Needham Public Schools commitment to equity and inclusion the District enrolls Boston resident students who are participating in the Metropolitan Council for Educational Opportunity, Inc. (METCO) Program according to the following provisions:

- The Needham Public Schools adhere to Mass. Gen. Laws ch. 76, Section 12A (METCO) in enrolling non-resident students under the METCO program.
- Admission to the Needham Public Schools is subject to space availability and is generally limited to Kindergarteners and first graders. Exceptions allowing for the admission of students in grades two and up must be approved by the Superintendent of Schools.
- Admission of students is done in accordance with the METCO, Inc. application process, which includes certification that the student resides in the City of Boston and is eligible for admission.
- Prior to making an admission decision, Needham Public Schools administrators and staff will review the student's initial application materials and invite families to meet to provide information about the program and the District. Depending on the student's grade level staff may also request additional information, including a teacher recommendation and/or student records, including, for example, report cards and attendance.
- Students enrolled into the Needham Public Schools through the METCO Program enjoy the full rights and privileges afforded all resident students and are expected to adhere to the rules and regulations of the Needham Public Schools as set forth for all resident students.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE: JECC

Policy for: ASSIGNMENTS OF STUDENTS TO SCHOOLS-REDISTRICTING	Revision 1
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i> Page 1 of 2

When in the judgment of the School Committee school boundaries must be changed or adjusted, the Superintendent will present to the School Committee for its approval a redistricting plan. This plan will effectively reflect the projected spatial requirements necessary to accommodate students and program needs. Moreover, it will be cost effective and consistent with other School Committee policies regarding instruction and facilities.

Guidelines for Redistricting:

1. Provide a redistricting plan which allows each Needham child, to the maximum degree possible, to have equal educational opportunity.
2. Establish a plan, to the maximum degree possible, which will provide comparable program, staff and facilities: e.g. media, resource room, guidance, athletic, fine arts and cafeteria facilities.
3. Develop a plan which provides effective space and staff utilization.
4. Develop guidelines relating to adequacy of facilities as well as the expense of operational maintenance when consideration is given to the closing of certain schools.
5. Continue the practice, to the greatest possible extent, of having children in the same neighborhood attend the same school.
6. Develop school boundaries, wherever possible, that will provide at least two classes per grade level.




SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE: JECC

Policy for: ASSIGNMENTS OF STUDENTS TO SCHOOLS-REDISTRICTING	Revision 1
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i>
Page 2 of 2	

7. Develop school boundaries which will, to the extent possible, eliminate class size inequities and adhere to the School Committee policy on class size in the elementary schools.
8. Develop a plan which will be least disruptive to the total community but still has long range application.
9. Establish a plan which maximizes safety of students walking or being bused.
10. Develop a plan which will be able to respond to changing educational conditions.
11. Encourage community and staff input by sharing with them alternative recommendations.
12. Consider various alternatives giving primary consideration to the most desirable educational plan and yet maximize cost effectiveness.


SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	JECD
Policy for:		Revision	
ASSIGNMENT OF TRANSFER STUDENTS TO CLASSES		2	
Date Approved by School Committee:	Signature of Chair:	Page 1 of 1	
September 5, 1995			

When a child is transferred from a school outside the Needham Public School system, the child will usually be placed at the grade level indicated on the transfer card. However, the school principal reserves the right to have such tests administered by the school administration as he/she feels are necessary to help in the proper placement of the child. These tests may be administered either before grade placement or after, at the discretion of the school administration.

If the parents of an elementary child who has been repeated in a grade request promotion to the next higher grade at the end of the summer vacation because the child has done special work, the following policy shall apply: If an elementary child attends a summer school or is privately tutored during the summer months for the purpose of getting remedial help, the Needham Public Schools will evaluate the child's progress through such tests as the administration feels are necessary. Test results will be considered with other material for the purpose of reevaluation.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

	FILE	JFABC
Policy for: ASSIGNMENT OF ELEMENTARY STUDENTS TO SCHOOLS		Revision
Date Approved by School Committee:  March 19, 2019	Signature of Chair:  Aaron Pressman	Page 1 of 2

Students enrolling in the Needham Public Schools are assigned to one of the five elementary school attendance zones, based upon their residential address in Needham and according to the current street listing.

Under certain circumstances, the Superintendent may make an exception to the assignment of elementary students. Final decisions regarding student assignments to school attendance zones reside with the Superintendent.

The three exceptions include:

1. Parents may request that their child(ren) attend a school other than in their assigned attendance zone. Requests will be submitted in writing to the Superintendent. A decision will be made at the discretion of the Superintendent, in consultation with the sending and receiving principals. Parents moving their residence within Needham into a new school attendance zone and who wish to remain in their original school must request permission to do so under the terms of this policy.

School Committee class size guidelines (Policy IHB), class sizes in the student's currently assigned school and class sizes in the requested school, will be considered in the Superintendent's decision. The Superintendent may consider other factors as well at his/her discretion. Transportation to and from the school in the newly assigned attendance zone will be the responsibility of the parents requesting the transfer.

Once a student is assigned to a new school attendance zone, the student will remain at the receiving school for the duration of the student's elementary education.

2. The Superintendent may assign students newly enrolled in the Needham Public Schools to a school other than the one in their assigned attendance zone under certain circumstances. Circumstances include overcrowding or underenrollment; when there is development of new residential areas; when there is an opening of a new school; or to address any other situation which the Superintendent deems to be an extenuating circumstance and which is consistent with School Committee guidelines

Policy for:  
ASSIGNMENT OF ELEMENTARY STUDENTS TO SCHOOLS

Revision

Date Approved by  
School Committee:

March 19, 2019

Signature of Chair:



Aaron Pressman

Page 2 of 2

Students who are placed in an attendance zone outside of their designated assignment by the District may be eligible for transportation services, according to School Committee Policy EE, Transportation.

3. The School Committee may establish "buffer zones" for one or more elementary schools to provide flexibility in the assignment of students for families new to the Needham Public Schools. A buffer zone is a defined area for which individual addresses may be assigned to one of two elementary school attendance zones.

With respect to the assignment of families residing in buffer zones:

- The preference of the family will be considered in making the initial assignment. However, the Superintendent will use current and prospective enrollment, School Committee class size guidelines and other pertinent factors to guide decision making.
- Families who live in buffer zones are eligible for transportation services, according to School Committee Policy #EE, Transportation.
- Once a student is assigned a school, that will be the student's school until the conclusion of the fifth grade, unless the student's parent or guardian applies for, and is granted a transfer to a school in a different attendance zone as outlined in section # 1.
- The subsequent assignments of siblings in a given family will be made to the same school unless the family requests a different assignment.
- Assignments will be made at the discretion of the Superintendent.

The School Committee directs the Superintendent to consider the following factors in making school assignments within buffer zones: Class size equity, neighborhood continuity and cohesion, family disruption and preference, and any other factor determined to be relevant by the Superintendent.

The attendance areas designated as buffer zones are subject to periodic review by the Superintendent who will bring suggested changes to the School Committee for review and approval.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE: JFCE

Policy for:  SECRET SOCIETIES	Revision  2
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i>
Page 1 of 1	

The School Committee affirms its disapproval of fraternities, sororities, or clubs having similar characteristics, within the jurisdiction of the Needham Public Schools.

It is the policy of the Committee that no initiations, hazing, or similar activities on the part of any school organizations (as defined by law) shall be permitted within the Needham Public Schools.

LEGAL REFERENCE: General Laws: Chapter 269, Section 17

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE: JFCF

Policy for:  HAZING	Revision  0
Date Approved by School Committee: 9/23/86	Signature of Chairman: William J. Miles
Page 1 of 1	

No initiation, hazing, or similar activity shall be permitted by any school organization, club, or team. These activities include "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.\* Pupils who engage in such activities shall be subject to suspension in accordance with School Committee Policy "Suspension of Students" (JGD).

\*Legal Reference: M.G.L. Chapter 269, Section 17-19

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JFCH/JFCI

Policy for:  USE OF DRUGS, ALCOHOL OR TOBACCO	Revision  4
Date Approved by School Committee:  September 20, 2016	Signature of Chair:  <i>Susan B Neckes</i> Susan B. Neckes
Page 1 of 1	

The possession, use, purchase or sale of drugs or drug paraphernalia, and/or alcohol is prohibited within school jurisdiction. (School jurisdiction comprises school property, vehicles on school property, and all school-sponsored events regardless of location.)

Any student, regardless of age, who has been in possession of or consuming alcoholic beverages or illegal drugs, including controlled substances, marijuana, and steroids, prior to attendance at, or participation in, a school-sponsored activity, will be barred from that activity and subject to disciplinary action in accordance with the student handbook.

Smoking, chewing, or other use of tobacco and nicotine products by staff, students, and members of the public is banned from all District property. In addition, tobacco use or possession by students is banned at all school-sponsored events and on all school-sponsored transportation.

With relation to the prohibitions of this policy:

Prescribed medication shall not be in a student's possession or kept at school without written instruction from a parent and treating physician, with the exception of doctor ordered inhalers, prescription enzyme supplements, and glucose monitoring test and insulin delivery system. All other medications are to be kept in the school nurse's office and taken under supervision of the nurse. Only registered nurses and medical doctors are licensed to dispense medication in school.

Consequences for violations of these policies are defined in individual school handbooks.

Legal Refs: MGL 71:2A Prohibition Against Use of Tobacco by Students, MGL 71:37H Policies Relative to Conduct of Students and Teachers, MGL 37:H ½ Felony Complaint or Conviction of Student; Suspension; Expulsion; Right to Appeal, 71:54B, Administration of Psychotropic Drug Regulated; Student Use of Asthma Inhalers; Epinephrine and Cystic Fibrosis Medications, 272:40A Alcoholic Beverages in School, MGL 71:96 Policy on Substance Abuse Prevention

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	JFCK
Policy for:  DRUG-FREE WORKPLACE		Revision  2	
Date Approved by School Committee:  September 5, 1995	Signature of Chair:  <i>Karl H. Claret</i>		Page 1 of 1

The Needham Public Schools has recognized in the past the importance of maintaining a workplace which is drug and alcohol free to enhance the welfare of employees and students. A new federal law, the Drug-Free Workplace Act, requires the Needham Public Schools to certify that it maintains a drug-free workplace as a condition for receiving federal grants and contracts. The requirements of this law give the Needham Public Schools the opportunity to reaffirm the following policy and its commitment to a workplace free of drugs and alcohol.

It is the policy of the Needham Public Schools to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol is prohibited while on duty or on school department property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and dismissal.

It is a condition of employment that each employee abide by this policy and notify the Superintendent of Schools of any criminal drug conviction for a violation occurring in the workplace within five (5) days of such a conviction. The Needham Public Schools has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. Further, no later than thirty (30) days of notice of a conviction, the Superintendent of Schools will take disciplinary action up to and including dismissal from employment.

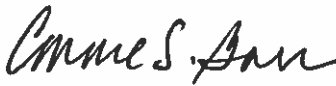
Legal Reference: Anti-Drug Abuse Act of 1988;  
Federal Law P.L. 100-690



SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JFE

Policy for:  Pregnant Students	Revision  0
Date Approved by School Committee:  January 11, 2011	Signature of Chair:  Connie S. Barr

Page 1 of 1

Pregnant students are permitted to remain in regular education classes and participate in extracurricular activities throughout their pregnancy. Exceptions will be made only when a physician expressly prohibits the student's participation.

The district does not require a pregnant student to obtain a physician's certification that the student is able to continue in school. The district will provide reasonable accommodations for students with medical conditions relating to pregnancy to the extent such accommodations are provided to students with other temporary medical conditions. Teachers, guidance counselors and the school nurse are available for support. After giving birth, the student is permitted and encouraged to return to the same academic and extracurricular program as before the pregnancy leave.

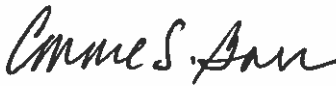
A student may take a leave of absence relating to pregnancy and childbirth for any period of time deemed medically necessary by the student's physician.

Ref: 34 Code of Federal Regulations, Sec. 106.40  
Mass. Gen. Laws. C. 71, Sec. 84

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JFE

Policy for:  Pregnant Students	Revision  0
Date Approved by School Committee:  January 11, 2011	Signature of Chair:  Connie S. Barr
Page 1 of 1	

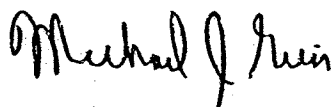
Pregnant students are permitted to remain in regular education classes and participate in extracurricular activities throughout their pregnancy. Exceptions will be made only when a physician expressly prohibits the student's participation.

The district does not require a pregnant student to obtain a physician's certification that the student is able to continue in school. The district will provide reasonable accommodations for students with medical conditions relating to pregnancy to the extent such accommodations are provided to students with other temporary medical conditions. Teachers, guidance counselors and the school nurse are available for support. After giving birth, the student is permitted and encouraged to return to the same academic and extracurricular program as before the pregnancy leave.

A student may take a leave of absence relating to pregnancy and childbirth for any period of time deemed medically necessary by the student's physician.

Ref: 34 Code of Federal Regulations, Sec. 106.40  
Mass. Gen. Laws. C. 71, Sec. 84

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	JG
Policy for:  STUDENT DISCIPLINE		Revision  2	
Date Approved by School Committee:  July 8, 2008	Signature of Chair:   Michael J. Greis	Page 1 of 2	

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations consistent with law, which relate to study, discipline, conduct, safety and welfare of all students enrolled in Needham Public Schools.

The development and implementation of the general rules of conduct are the responsibility of the Principal, Assistant Principal and staff of the building. In order to do this, each school staff in the District will develop rules of conduct consistent with the law and in concert with School Committee policy. School staff and the school council, as appropriate, will develop a student handbook detailing rules of conduct and disciplinary action. The handbooks will be reviewed and approved by the School Committee.

The purpose of rules of conduct is to maintain acceptable behavior and a school climate conducive to learning. Students violating any of the student conduct policies will be subject to disciplinary action. When disciplinary action is necessary, it will be administered with fairness and with consideration of the individual circumstances. The degree, frequency and circumstances surrounding each infraction or incident will determine the disciplinary action to be taken.

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

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

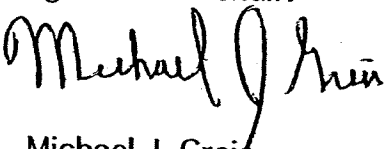
JG

Policy for:	Revision
STUDENT DISCIPLINE	2
Date Approved by School Committee:	Signature of Chair:
July 8, 2008	Michael J. Greis
	Page 2 of 2

Given cause and following procedures as outlined in the student handbooks a student may be suspended or expelled from the school by the Principal (or his/her designee). The Superintendent will be notified of any suspension or expulsion.

LEGAL REFS: M.G.L. c. 71, sec. 37H, sec. 37H1/2 and 37L  
M.G.L. c. 76, sec. 16 and 17  
Mass. DOE, Advisory Opinion on Student Discipline,  
January 27, 1994  
Mass. DOE, Advisory Opinion on School Governance,  
November 1995

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	JGF
Policy for:		Revision	
DISCIPLINE OF SPECIAL NEEDS STUDENTS		1	
Date Approved by School Committee:	Signature of Chair:	Page	
July 8, 2008	 Michael J. Greis	1 of 2	

The Individuals with Disabilities Education Act (IDEA) and related regulations provide special education students (which may include students who have been referred for evaluations or who have previously been found eligible for special education) with certain procedural rights and protections in the context of student discipline. An overview of these rights is summarized below and specific rights and procedures may be found in the individual school handbooks, which are approved by the School Committee each year.

Special needs students who violate school rules may be excluded (i.e. suspended or expelled) from their programs for up to ten school days, to the extent that such a removal would be applied to students without disabilities, without a prior determination as to whether the conduct is related to the student's disability. When a student is excluded from his/her program for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student. In addition, in circumstances described by law, the student's Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination").

If the Team determines that the behavior was not a direct result of the student's disability or of any other suspected disability, the school may discipline the student according to the school's code of conduct as outlined in the school's handbook and the District must continue to provide the student with educational services during a suspension or expulsion. If the Team determines that the behavior was a direct result of the disability the student may not be excluded from the current educational placement (except in the case of weapons, drugs or serious bodily injury) until the Team develops and the parent(s)/guardian(s) consent to a new IEP. The Team must also conduct a functional behavior assessment and develop or revise a behavioral plan for the student.

SCHOOL COMMITTEE POLICY  
 NEEDHAM PUBLIC SCHOOLS

		FILE	JGF
Policy for:		Revision	
DISCIPLINE OF SPECIAL NEEDS STUDENTS		1	
Date Approved by School Committee:	Signature of Chair:	Page	
July 8, 2008	Michael J. Greis	2 of 2	

In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon, or seriously injures an individual at school or school function, a school may place a student in an interim alternative education setting for up to 45 school days. Bureau of Special Education Appeals Hearing Officers may also order the placement of a student in an appropriate interim setting for up to 45 school days upon determination that the current placement is substantially likely to result in injury to the student or others.

Additional information regarding the procedural protections for students with disabilities may be obtained from the Director of Student Development.

Legal Ref: IDEA, 20 U.S.C. 1400 et seq., 34 CFR Part 300  
 Section 504 of the Rehabilitation Act Regulations, 34 CFR 104.33

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE: JHA

Policy for: STUDENT INSURANCE	Revision 1
Date Approved by School Committee: 1/13/87	Signature of Chairman: William J. Miles
Page 1 of 1	

Insurance for Student Football Players

The Needham School Committee will publicly request and approve proposals for insurance for students participating on its athletic football teams.

This insurance will provide supplemental coverage for students injured during official practices and athletic competitions. The cost of this policy will be paid by the Needham Public Schools.

Optional Student Insurance

As a service to parents, the Needham School Committee may, at its discretion, publicly request and approve proposals for optional student insurance.

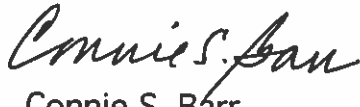
If requested, proposals must provide supplemental coverage for students in case of accident or injury while at school or on school grounds, while participating in school-sponsored events other than inter-scholastic football, and while traveling to and from school or school sponsored activities on school buses. Information about the approved plan will be provided to parents who will then decide whether or not to purchase the insurance. Parents who elect to purchase the insurance must pay the cost of the policy and will be subject to provisions made by the approved insurance agency.

MGL Chapter 40, Section 5;  
Current Practice

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JHC

Policy for: <b>SCHOOL HEALTH SERVICES</b>	Revision  3
Date Approved by School Committee:  November 17, 2015	Signature of Chair   Connie S. Barr
Page 1 of 1	

The School Health Services will provide a program that is responsive to the health and safety needs of students and the school community, is culturally proficient and is supportive of students' access to their educational program.

The Department of School Health Services, under the direction and supervision of the Director of School Health Services, and in consultation and collaboration with the School Physician, adheres to laws, regulations, and Needham Public Schools district policy pertaining to the following:

- DESE Licensed Registered Nurse(s)
- Management of chronic and complex physical and emotional health conditions
- Management of communicable disease, illness, and injuries
- Emergency action planning and medical response
- Administration of medication
- Implementation of mandated health screenings and managing referrals for care
- Maintenance of student health records
- Health and safety promotion and education

Legal Reference:

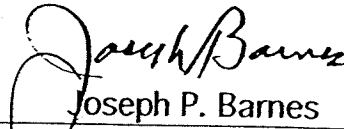
M.G.L. c. 71, §53 (School Physicians and Nurses Regulations)



SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JHCA

Policy for:  PHYSICAL EXAMINATIONS OF STUDENTS	Revision  2
Date Approved by School Committee:  May 5, 2009	Signature of Chair:  Joseph P. Barnes
Page 1 of 2	

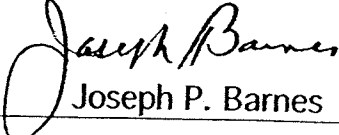
Requirements for Student Physical Examinations by a physician duly registered in Massachusetts are as follows:

- (A) Every child enrolling in the Needham Public Schools will be examined within one year prior to school entry or during 30 days after entry and at intervals of three or four years thereafter prior to entering grades 4, 7, and 10, in compliance within the Massachusetts General Laws and the Regulations of the Department of Public Health.
- (B) A child transferring from another school system will be examined as an entering child unless school health records are transferred with the child showing that he or she has had an adequate health appraisal in the school year of transfer.
- (C) Other circumstances when children may be required to have an examination by a registered physician are:
  - (1) Children referred because of frequent absences due to unexplained illnesses.
  - (2) Children referred because of known physical defects or diagnosed or suspected medical conditions that require repeated appraisal.
  - (3) Children referred from a teacher-nurse conference because the child is not making expected progress in school or because of signs of illness noted by the teacher or nurse.
  - (4) Children seeking to return to school following an absence due to infection/exposure to disease dangerous to the public health as defined by Massachusetts General Laws ch. 111, §6.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JHCA

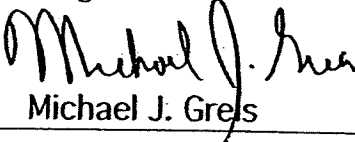
Policy for:  PHYSICAL EXAMINATIONS OF STUDENTS	Revision  2
Date Approved by School Committee:  May 5, 2009	Signature of Chair:  Joseph P. Barnes
Page 2 of 2	

- (5) Children otherwise referred by the school nurse.
- (6) Children under 16 and over 14 years of age requesting employment certificates.
- (7) Children who are planning to participate in competitive athletics. Such children are required to submit a copy of an annual physical examination, prior to such examination.

The Needham Public Schools requires the performance of the health appraisal to be done by the family's own physician. The school physician will carry out health appraisals on children who are homeless or whose families are unable to obtain medical service. The results of the examination shall be recorded on health record forms provided or approved by the Department of Public Health and a copy shall be provided to the school nurse to be filed in the student's school health record.

Legal Reference: Massachusetts General Laws c. 111, §§ 3, 5, and 6; c.71, §§ 54, 55, and 57; Massachusetts Department of Public Health: 105 CMR 200.00

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	JHCB
Policy for:		Revision	
VACCINATION AND IMMUNIZATION OF STUDENTS		2	
Date Approved by School Committee:	Signature of Chair:	Page 1 of 2	
March 3, 2009	 Michael J. Greis		

A child enrolled in preschool through 12th grade in the Needham Public Schools is required to present to the school nurse a copy of a physician's certificate demonstrating that the child has been successfully immunized against communicable diseases in accordance with the requirements of the Massachusetts Department of Public Health (MDPH).

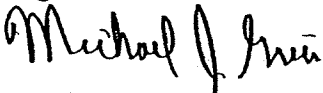
Medical and religious exemptions from immunization requirements are acceptable by law in Massachusetts as follows:

- A child will be admitted to school upon documentation by a physician that he has personally examined such child and that in his opinion the physical condition of the child is such that his health would be endangered by such vaccination or by any of such immunizations.
- A child will be admitted to school whose parent or guardian states in writing that vaccination or immunization conflicts with his sincere religious beliefs.
- Philosophical exemptions are not allowed by law in Massachusetts, even if signed by a physician.
- Documentation of all exemptions must be kept in the student's health files at school.

A homeless child without immunization records will be enrolled and permitted to attend school while the school assists in obtaining immunization records or the necessary vaccinations.

In situations of an emergency or epidemic of disease declared by the MDPH or when one or more cases of disease are present in a school, all susceptible students are subject to exclusion from school per the requirements of the MDPH regarding Reportable Diseases and Isolation and Quarantine.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	JHCB
Policy for:		Revision	
VACCINATION AND IMMUNIZATION OF STUDENTS		2	
Date Approved by School Committee:	Signature of Chair:	Page 2 of 2	
March 3, 2009	 Michael J. Greis		

LEGAL REFERENCE: Massachusetts General Laws: Chapter 76, Section 15

Massachusetts Department of Public Health:

105 CMR 220.000,

105 CMR 300.000

105 CMR 220.400

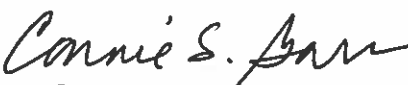
105 CMR 220.600

McKinney-Vento Homeless Assistance Act of 2001

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JHCC

Policy for: <p style="text-align: center;"><b>CONTAGIOUS DISEASES</b></p>	Revision <p style="text-align: center;">2</p>
Date Approved by School Committee:  November 17, 2015	Signature of Chair  Connie S. Barr
Page 1 of 1	

Students, faculty, and staff, who are infected with or exposed to a disease defined as dangerous to the public health will not attend school programs or work in the school settings during the period of contagion.

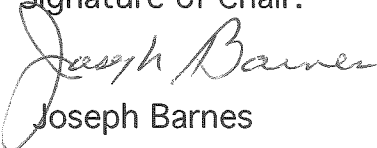
Prior to returning to the school environment or program the affected student or faculty/staff person will present, to the school nurse or Director of School Health Services, a certificate or letter from the Public Health Department or the individual's health care provider. The certificate or letter will document that the risk of contagion from the disease or exposure has passed and that the person may return to the school environment and program.

The School Physician will provide consultation and advice as necessary for the control and prevention of contagious diseases.

Legal Reference:

M.G.L. c 71, § 55 (Contagious Diseases and School Attendance Regulations)

M.G.L. c 111, § 6 (Power to Define Dangerous Diseases)

Policy for:  <b>HIV/AIDS</b>	Revision  1
Date Approved by School Committee:  June 4, 2013	Signature of Chair:  Joseph Barnes
Page 1 of 2	

Public health officials have determined that the presence of individuals diagnosed with Human Immunodeficiency Virus (HIV) infection or Acquired Immunodeficiency Syndrome (AIDS) poses no risk of transmission of HIV/AIDS through casual contact in a school setting. Students with HIV/AIDS infection have the same right to attend classes and participate in school programs and activities as any other student.

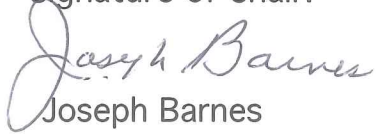
### Privacy and Disclosure

Students and their parent(s) or guardian(s) have no obligation to disclose a student's HIV/AIDS status to school personnel. A student and/or his parent/guardian is encouraged to inform the school nurse in the event such disclosure may assist in managing the student's health needs in school. If a student's parent(s)/guardians(s) elect to inform the school nurse or other school personnel about the student's HIV/AIDS status, any disclosure of this information to others would require the parent's/guardian's specific, informed and written consent.

Under public health statute, M.G.L. c.112 §12F minors may consent to their own dental care, medical testing, diagnosis or treatment in certain circumstances, including HIV/AIDS testing and treatment. If an adolescent student has sought HIV testing independent of parental consent, that student has the right to keep this information confidential. Thus, if the student elects to inform school personnel of such testing or treatment, any disclosure of this information would require the student's specific, informed and written consent.

### Infection Control

A number of serious infectious diseases are spread by blood to blood contact, including contact between blood and an open cut or sore. Therefore, school staff members are expected to adhere to universal precautions for preventing infection when confronted with bleeding or spilled blood. Further, school staff are encouraged to use universal precautions when handling bodily fluids other than blood.

Policy for:  <b>HIV/AIDS</b>	Revision  1
Date Approved by School Committee:  June 4, 2013	Signature of Chair:  Joseph Barnes
Page 2 of 2	

## HIV/AIDS Prevention Education

The Needham Public Schools is committed to educating all students in accordance with the Board of Education's Policy on HIV/AIDS Prevention Education (April, 1990). HIV/AIDS Prevention Education will be appropriate to students' developmental levels and will be offered throughout the coordinated school health and wellness program, K-12, per the [Massachusetts Comprehensive Health Curriculum Framework](#). To the extent practical, instructional materials for such curriculum shall be made reasonably accessible to parents, guardians, administrators and others for inspection and review.

## References

Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973

Massachusetts Board of Education's Policy on HIV/AIDS Prevention Education (April, 1990)

[Massachusetts Comprehensive Health Curriculum Framework](#) (1999)

Massachusetts Department of Education Updated Medical Policy Guidelines: Children and Adolescents with HIV Infections/AIDS in School Settings (August 1991)

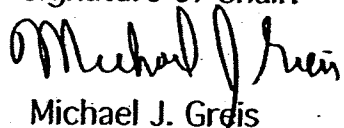
Massachusetts General Laws, C.112 §12F: Emergency Treatment of Minors

Massachusetts General Laws, C.111, §70F: HIV test; informed consent; disclosure of results or identity of subject of test

Massachusetts General Laws, C.71, §55: Communicable Diseases

National Association of State Boards of Education (NASBE) 2001. *Someone at School has AIDS: A Complete Guide to Education Policies Concerning HIV Infection*. Alexandria, VA: NASBE.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

	FILE	JHCD
Policy for:  ADMINISTRATION OF MEDICATIONS TO STUDENTS		Revision  1
Date Approved by School Committee:  March 3, 2009	Signature of Chair:  Michael J. Greis	Page 1 of 2

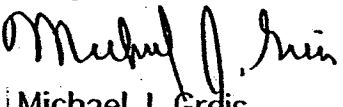
The Needham School Committee approves the policies governing administration of medication to students in the schools under its jurisdiction. Medication is administered to students by the School Registered Nurse acting under the specific written consent of the parent or guardian and under the written directive of the student's licensed medical provider, except in situations when the Needham Public Schools has received authorization by the Massachusetts Department of Public Health (MDPH).

In accordance with the MDPH regulations concerning students' self-administration of prescription medications and after consultation with the school nurse and the development of a medication administration plan, students who fall into the following exceptions may self-administer medication:

- students with asthma or other respiratory diseases may possess and administer prescription inhalers
- students with life-threatening allergies may possess and administer epinephrine via an auto-injector
- students with cystic fibrosis may possess and administer prescription enzyme supplements
- students with diabetes may possess and administer a glucose monitoring test and insulin delivery system



SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

	FILE	JHCD
Policy for:  ADMINISTRATION OF MEDICATIONS TO STUDENTS	Revision  1	
Date Approved by School Committee:  March 3, 2009	Signature of Chair:  Michael J. Greis	Page 2 of 2

**Procedures** per the regulations of the MDPH that govern the specific details regarding administration of medications in the Needham Public School address the following:

- I. Management of the Medication Administration Program
- II. Self Administration of Medications
- III. Handling, Storage and Disposal of Medications
- IV. Documentation and Record-Keeping
- V. Reporting and Documentation of Medication Errors
- VI. Response to Medication Emergencies
- VII. Administration of Epinephrine by Auto-injector to Individuals Experiencing Life-threatening Allergic Reactions
- VIII. Dissemination of Information to Parents or Guardians
- IX. Procedures for Resolving Questions between the School and Parents
- X. Policy and Procedures Review and Revision shall occur at least every two years.

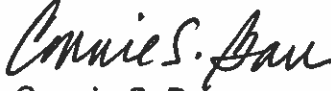
**LEGAL REFERENCE:** Massachusetts General Laws: Chapter C. 71, Section 54B

Massachusetts Department of Public Health: 105-CMR 210.000

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JHCDA

Policy for: <b>LIFE-THREATENING FOOD ALLERGY</b>		Revision 0
Date Approved by School Committee:  December 7, 2010	Signature of Chair:  Connie S. Barr	Page 1 of 2

The Needham Public Schools (NPS) recognizes the increasing prevalence of student food allergies and the life-threatening nature of allergies for many students. The Administration of the NPS shall ensure compliance with the policy and implementation of protocols and procedures to minimize the risk of exposure to allergens that pose a threat to students, to educate all members of the school community, and to plan for the individual needs of students with life-threatening food allergies. Further, these policy, protocols, and procedures will aim to assist students with assuming more individual responsibility for their health and safety as they grow older, and to ensure full participation in their educational programs and school sponsored activities. The school day is defined as the hours of the day that students must attend their education program in school. After school hours include NPS sponsored activities, clubs, athletics, community education programs, and parent or community sponsored events.

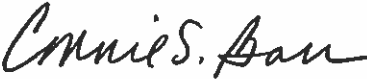
Protocols and procedures for the Management of Life-Threatening Food Allergies (LTA) in the NPS will be reviewed annually and modified as appropriate, and will include the following:

- 1) District- wide and building-based education and training is offered annually to school personnel about the management of student allergies, recognition of signs of an allergic reaction, activation of the emergency response plan, and the administration of epinephrine via auto injector.
- 2) An individualized health care plan including accommodations for prevention, management and emergency response is developed for each student with a medically diagnosed life-threatening allergy.
- 3) Non-curriculum related classroom-based celebrations and parties are food free.
- 4) Inclusion of food for curriculum instruction and related activities or special grade-wide events, requires strict adherence to the food allergy management protocol and consultation with the nurse and approval of the principal.
- 5) The use of food as a reward or incentive during the school day is prohibited, except as indicated in a child's Individualized Education Program.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JHCDA

Policy for: <b>LIFE-THREATENING FOOD ALLERGY</b>	Revision 0
Date Approved by School Committee:  December 7, 2010	Signature of Chair:  Connie S. Barr
Page 2 of 2	

- 6) Sales of competitive food or beverages (including bake sales), not sold/provided via School Breakfast or Lunch Programs, are not permitted during the school day nor beyond school hours in pre-K through grade 5. Sales of competitive food or beverages (including bake sales), not sold/provided via School Breakfast or Lunch Programs, are not permitted during the school day, but are permitted beyond school hours, in grades six- twelve.
- 7) NPS Staff employed by NPS to supervise and/or coach students who are participating as members of school-sponsored athletic teams, clubs, and other extracurricular activities beyond the school day are responsible for implementing the applicable portions of the Food Allergy Policy and related protocols and procedures for the management of students with LTA while the students are under the staff's supervision.
- 8) Unless otherwise required by law, NPS staff is not responsible for implementing the Food Allergy Policy and related protocols and procedures during (1) school sponsored events beyond the school day that are open to the public (e.g. school athletic contests, plays, or ceremonies) or (2) programs or events on NPS property that are sponsored by various parent, community, and private groups.

**References**

- Food Allergy and Anaphylaxis Network <http://www.foodallergy.org>
- Managing Life Threatening Allergies in Schools. Massachusetts Department of Education and Massachusetts Department of Public Health, 2002
- Young, Michael, 2006. The Peanut Allergy Answer Book (2<sup>nd</sup> Ed). Gloucester, MA: Fair winds Press, pg 118-119


**Legal References**

- 105 CMR 210.000: The Administration of Prescription Medications in Public and Private School
- Massachusetts General Laws, Chapter 71: Section 54B. Administration of medications in school settings; regulation
- American with Disabilities Act and Section 504

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JICFB

Policy for:  Bullying Prevention	Revision 2
Date Approved by School Committee:  February 27, 2018	Signature of Chair  Heidi Black
Page 1 of 4	

The Needham Public Schools seeks to maintain an environment in which every student develops emotionally, academically, and physically in a caring and supportive atmosphere free of harassment, intimidation, bullying or cyber-bullying. To that end, bullying, cyber-bullying and/or retaliation are prohibited. For the purpose of this policy, whenever the term bullying is used, it is to denote either bullying or cyber-bullying.

**Definitions**

“Bullying” is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic

expression, or a physical act or gesture, or any combination thereof, directed at a target that:

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

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

a:

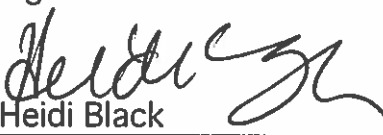
- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications
- mobile applications

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 the author of posted content or messages, if the creation of 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.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JICFB

<p>Policy for:  Bullying Prevention</p>	<p>Revision 2</p>
<p>Date Approved by School Committee:  February 27, 2018</p>	<p>Signature of Chair  Heidi Black</p> <p>Page 2 of 4</p>

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/guardians and families are expected.

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

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

“Target” means a student victim of bullying or retaliation as defined in M.G.L. c. 71, §370.

**Prohibitions**

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 Needham 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 Needham Public 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 (the “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,

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JICFB

Policy for:  Bullying Prevention	Revision 2
Date Approved by School Committee:  February 27, 2018	Signature of Chair  Heidi Black
Page 3 of 4	

parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The Plan shall be reviewed and updated at least biennially.

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

Per MGL, the Plan will include but not be limited to the following components:

- Descriptions of and statements prohibiting bullying, cyber-bullying, and retaliation
- Procedures to report bullying, including anonymous reporting of bullying
- Procedures for responding to and investigating reports of bullying
- Disciplinary action that may result from bullying or retaliation
- Procedures for restoring a sense of safety to a bullying victim; strategies for protecting those who report or provide information about bullying
- Procedures for notification of parents/guardians of a victim and a perpetrator
- Notification and consequences for making a false bullying claim
- Strategy for providing counseling to perpetrator, victim, and appropriate family members
- Strategies to support students vulnerable to becoming a target of bullying
- Provision for ongoing professional development for all staff members to prevent, identify, and respond to bullying; procedures to inform parents/guardians about the bullying prevention curriculum and program

**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 Needham Public Schools website.

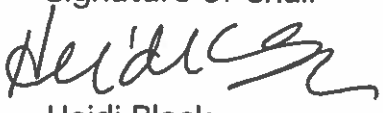
REFERENCES: MA Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFERENCES:

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

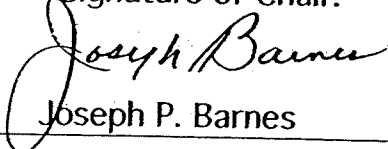
JICFB

Policy for: <p style="text-align: center;">Bullying Prevention</p>	Revision <p style="text-align: center;">2</p>
Date Approved by School Committee:  February 27, 2018	Signature of Chair  Heidi Black  Page 4 of 4

MGL 71:370;  
603 C.M.R. 49.00  
MGL 265:43, 43A  
MGL 268:13B  
MGL 269:14A

CROSS REFERENCES: AC, Nondiscrimination  
JICFA, Prohibition of Hazing  
JK, Student Discipline Regulations

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	JICI
Policy for:  WEAPONS IN SCHOOL		Revision	
Date Approved by School Committee:  June 2, 2009	Signature of Chair:  Joseph P. Barnes	Page 1 of 1	

WEAPONS IN SCHOOL

Possession and/or use of any dangerous weapon in school buildings, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. This includes not only knives and guns, but also other objects used to assault a person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, match or lighter, or a shoe. While such other objects would not always constitute "dangerous weapons," administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether the possession and/or use of a particular object constitutes a dangerous weapon in the school setting.

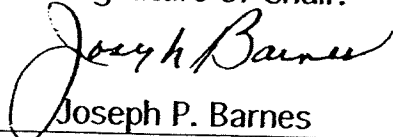
A student found in possession of and/or using a dangerous weapon is subject to short-term suspension by the Principal or his designee and to long-term suspension or expulsion by the Principal.

In accordance with the Gun Free Schools Act of 1994, any student who is determined to have brought a firearm to school or to a school related event will be excluded from Needham Public Schools for a period of not less than one year except as determined by the Superintendent on a case by case basis. The definition of a firearm includes but is not limited to guns (including a starter gun, bombs, grenades, rockets, missiles, mines and similar devices).

LEG REF: Mass. Gen. Laws c. 71, § 37H



SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	JIH
Policy for:		Revision	
SEARCHES OF STUDENTS AND INSPECTION OF LOCKERS			
Date Approved by School Committee:	Signature of Chair:	Page	
June 2, 2009	 Joseph P. Barnes	1 of 1	

Searches of Students and their Possessions

School officials shall have the authority to search students and their personal belongings, including automobiles on school property, when there is a reasonable basis for believing that the search will produce evidence that the student has violated a school rule or a state or federal law. The search must be reasonable in scope, i.e., the type of search must be reasonably related to the object sought and not excessively intrusive in light of the age and gender of the student.


Except as may be necessary to provide for the immediate safety of a student or others, searches will be carried out only by the Principal or designee and in the presence of another adult.

Inspection of Lockers

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

Questioning of Students

School administrators shall have the authority as they deem necessary to interview students regarding matters that are relevant to the school environment, consistent with the Memorandum of Understanding between the Superintendent and the Police Department.

Policy for: STUDENT ACTIVITY ACCOUNT	Revision 2
Date Approved by School Committee: April 26, 2016	Signature of Chair  Susan B. Neckes

The School Committee affirms that there is a value to students who perform functions and handle monies belonging to student groups. The program of co-curricular activities established by the School Committee should provide efficient procedures for their creation, operation, and demise; and should outline a system for safeguarding, accounting and internal control of extra-classroom activity funds.

The purpose of the School Committee's policy on Student Activity Accounts is to:

- Satisfy Mass General Law requirements and audit guidelines issued by the Department of Elementary and Secondary Education (DESE);
- Ensure that policy and procedure govern only student activity money, and not money that is governed under another M.G.L.;
- Require adequate internal control to ensure the protection of student monies; and
- Require that procedures be established to support policy and provide for the segregation of duties.

### Authorization


In accordance with M.G.L. Chapter 71, Section 47 (as amended by Chapter 66 of the Acts of 1966), a school principal may receive monies in connection with the conduct of particular student activities and must deposit said monies via the Town Treasurer. The raising and expending of activity money by student bodies should have but one purpose: to promote the general welfare, education, and morale of all students through the financing of the normal, legitimate co-curricular activities of the student body operation.

The Superintendent is responsible for approving the creation of new student activity accounts, upon recommendation of the Building Principal. The Principal's recommendation, in turn, shall be based on students' request to authorize a new student activity. The Superintendent also is responsible for

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

DIB/JJF

Policy for: <p style="text-align: center;">STUDENT ACTIVITY ACCOUNT</p>	Revision <p style="text-align: center;">2</p>
Date Approved by School Committee:  April 26, 2016	Signature of Chair  Susan B. Neckes

Page 2 of 6

approving the dissolution of inactive accounts, upon recommendation of the Building Principal, except that the School Committee must approve the disposition of inactive club balances greater than zero.

Only those funds raised by student organizations, which will be expended by those students for their benefit, are considered 'student activity' funds. Funds raised or donated, which are governed by laws other than the student activity laws, such as fees, grants or general-purpose donations, cannot be deposited to a student activity account. In addition, funds belonging to staff through sunshine funds or other activities unrelated to the students may not be deposited as student activity funds.

Each student account must be specific to a student organization. No discretionary or commingled accounts can be established. An interest-bearing Student Activity Agency Account shall be established for the purpose of conducting student activities.


All monies received in conjunction with approved student activities will be deposited into the Student Activity Agency Account. Each school principal will be provided with a checking account for expenditure purposes only. Funds may not be deposited directly into the checking accounts. All student accounts must be established by the Town Treasurer at a bank with a branch in Needham.

The maximum balance that may be on deposit in the checking account of each elementary school is \$4,000. The maximum balance that may be on deposit in the checking account of each middle school is \$10,000. The maximum balance that may be on deposit in the checking account of the High School is \$10,000. Each checking account will be initially funded by monies transferred from the Agency Account funds through the warrant process, up to the maximum balance set by the School Committee. Once expenditures are made, the Treasurer will restore the maximum balance by periodically

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

DIB/JJF

Policy for: STUDENT ACTIVITY ACCOUNT	Revision 2
Date Approved by School Committee: April 26, 2016	Signature of Chair  Susan B. Neckes

Page 3 of 6

reimbursing each checking account through the warrant process, to the extent that funds are available in the Agency Account.

All expenditures with invoices shall be paid by check. In the event that a particular expenditure exceeds either the maximum balance or the amount currently available in the checking account, to the extent that funds are available in the Student Activity Agency Account, the Treasurer will transfer funds sufficient to cover the expenditure from the Agency Account to the checking account. No personnel expenses can be charged to the Student Activity Accounts with the sole exception of the Faculty Manager of Student Accounts, who may be paid from the interest earned.

Signature Authority


The Principals must sign all checks and authorizations with an original signature. Signature stamps are not permitted. All checks in excess of the stated maximum must be co-signed by the Town Treasurer or paid through the Town Warrant. Elementary principal maximum, \$3,000; Middle School maximum, \$5,000; and High School maximum, \$5,000.

Year-End & Graduated Class Balances

All year-end fund balances will be maintained with the class year/club. Class year accounts will move to the next school, following the class of students. Upon graduation, the class balance shall be disbursed with the class vote. If there is no such vote, the School Committee shall approve the disposition of any residual balances, upon recommendation by the School Principal.

Interest Earned

The interest earned by the Student Activity Agency Account will be retained by the fund and the School Committee will periodically allocate these funds to

Policy for: <p style="text-align: center;">STUDENT ACTIVITY ACCOUNT</p>	Revision <p style="text-align: center;">2</p>
Date Approved by School Committee:  April 26, 2016	Signature of Chair  Susan B. Neckes

purposes as recommended by the School Principal. The interest earned on each student activity checking account shall remain in the account and be recorded as a separate line item by the building principal. Said interest shall be used to cover the following expenditures without requiring further approval from the School Committee:


- To cover the cost of periodic outside audits of the accounts;
- To purchase forms and supplies related to maintaining the student activity agency account by the school;
- To cover the cost of a student(s) attending a class or school function when students are charged for such, but the principal determines the family is unable to cover such expenses;
- Refreshments for parents/student activities and for volunteers who have helped to support student programs;
- Rectify a deficit student activity account balance; and
- Faculty Manager of Student Accounts

Commissions

Any monies paid to the school or to a student activity organization as commissions belong to the students. Commissions should be deposited to one or more specific student activity sub-accounts (example: yearbook, senior class), as approved by the School Committee upon the recommendation of the Principal. At no time shall such commissions be used to benefit staff.

Tax Exemption

Student activities are conducted under the umbrella of the Town's tax exemption and expenditures made on behalf of students, are therefore tax exempt. Since students are not, in and of themselves tax exempt entities, purchases that students make on their own behalf are not tax exempt. Sales

Policy for: STUDENT ACTIVITY ACCOUNT	Revision 2
Date Approved by School Committee: April 26, 2016	Signature of Chair  Susan B. Neckes

tax on purchases that students make on their own behalf will be reimbursed at the discretion of the Town Accountant.

#### Undesignated Earnings

Should a school have any undesignated earnings, the Principal must present a plan for the collection and expenditure of such monies to the School Committee for approval.

#### Deficit Account Balances


Individual activity accounts shall not be permitted to be in a deficit position, because such a position represents a liability to other individual activities or possibly to future classes. In the event that a specific student activity develops a deficit balance not resulting from timing, the deficit may be resolved using one of the following remedial actions:

- School Committee appropriation;
- Accumulated interest earnings;
- Surpluses of inactive accounts, upon approval of the School Committee;
- Gift from an activity with a surplus balance, upon written approval of one or more student representatives and the School Principal; and
- Any other legal means.

#### Performance Bonds

Each principal shall give bond to the Town in such amount as the Treasurer shall determine to secure the principal's faithful performance of his/her duties in connection with such student activity accounts. The Superintendent may require other personnel responsible for student activity account oversight to give bond, as well.

#### Accounting System

Policy for: STUDENT ACTIVITY ACCOUNT	Revision 2
Date Approved by School Committee: April 26, 2016	Signature of Chair  Susan B. Neckes
Page 6 of 6	

The Superintendent, as assisted by the Director of Financial Operations, shall ensure that an accounting system for student activity funds be established in a sufficient manner to facilitate basic reconciliation and control procedures.

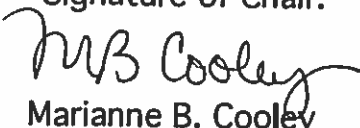
#### Account Reconciliation and Annual Report

Monthly account reconciliation will be the responsibility of the principals. The Director of Financial Operations shall coordinate the reconciliation activities District-wide, and will prepare and submit to the School Committee an annual report of student account activity for the prior school year. The report shall include sources and uses of interest income as well as balance information for all student activity class/clubs. The development and oversight of financial practices and procedures will be the responsibility of the Director of Financial Operations combined with the Town Treasurer and Comptroller. An annual audit of the student activity funds shall be conducted in accordance with the procedures as agreed upon between the School Committee and the auditor, based on DOE guidelines.

A copy of the Student Activity Accounts Guidelines can be obtained from the Director of Financial Operations.

Legal Reference:  
M.G.L. Ch. 71 s. 47

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	JJIF
Policy for: <b>HEAD INJURIES AND CONCUSSIONS IN EXTRACURRICULAR ATHLETIC ACTIVITIES</b>		Revision 0	
Date Approved by School Committee:  January 3, 2012	Signature of Chair:  Marianne B. Cooley	Page 1 of 1	

The Administration of the Needham Public Schools (NPS) shall ensure compliance with the policy and procedures developed in adherence to 105 CMR 201.000: *Head Injuries and Concussions in Extracurricular Athletic Activities*. To prevent complications and promote proper diagnosis, management, and optimal recovery from head injuries or concussions, the procedures ensure that the required documentation of physical examination, history of head injuries or concussions, and medical evaluation and clearance are completed. The procedures adhere to prevention, education, training, post concussion response and management, academic accommodations, and plans for graduated return to full academic and extracurricular athletic activities, in accordance with 105 CMR 201.000.

The superintendent shall designate the Director of Athletics and Director of School Health Services to be responsible for the implementation of the policy and procedures. The Director of Guidance, Director of Fine and Performing Arts, Director of Wellness, School Physician, Certified Athletic Trainer (ATC), and School Nurses will collaborate in the development, implementation, and bi-annual evaluation of the procedures as required by 105 CMR 201.000 for the prevention and management of student head injuries and concussions in extracurricular athletic activities. Information about head injuries and concussions, with reference to the policy and procedures, will be included in the schools' handbooks, websites, and the Needham High School student-athletic handbook.

**Legal References**

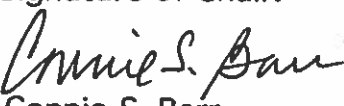
- An Act Relative to Safety Regulations for School Athletic programs, Massachusetts General Laws (M.G.L.) chapter 111, section 222
- Head Injuries and Concussions in Extracurricular Athletic Activities, 105 CMR 201.000
- Physical Examination of School Children, with 105 CMR 200.000:
- American with Disabilities Act and Section 504



SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

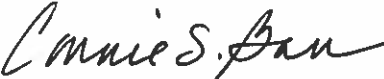
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Policy for: EMPLOYMENT OF STUDENTS		Revision 2
Date Approved by School Committee: January 18, 2011	Signature of Chair:  Connie S. Barr	Page 1 of 1

The primary responsibility of students is to devote their time and energies to the pursuit of their education. Should a student choose to work, Work Permits, required for minors between the ages of 14 and 18, may be obtained at Needham High School.

LEGAL REFERENCE: General Laws: Chapter 149, Section 87

Policy for: <b>PREVENTION OF PHYSICAL RESTRAINT AND REQUIREMENTS IF USED</b>	Revision 1
Date Approved by School Committee:  January 19, 2016	Signature of Chair  Connie S. Barr

The Needham Public Schools complies with the Department of Elementary and Secondary Education (hereinafter “DESE”) regulations governing the use of restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter “Regulations”). According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property.

Only lawful physical restraint will be used in the Needham Public Schools. Physical restraint shall be used with extreme caution, only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate. School personnel shall use physical restraint with two goals in mind:

(a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and

(b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

## Definitions

*Mechanical Restraint:* the use of any device or equipment to restrict a student’s freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed.

*Medication Restraint:* the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting is not medication restraint.

<p>Policy for: <b>PREVENTION OF PHYSICAL RESTRAINT AND REQUIREMENTS IF USED</b></p>	<p>Revision 1</p>
<p>Date Approved by School Committee:  January 19, 2016</p>	<p>Signature of Chair <i>Connie S. Barr</i> Connie S. Barr</p> <p>Page 2 of 7</p>

*Physical Escort:* a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.


*Physical Restraint:* direct physical contact that prevents or significantly restricts a student’s freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

*Prone Restraint:* a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student’s body to keep the student in the face-down position.

*Seclusion:* involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined below.

*Time-Out:* a behavioral support strategy, developed pursuant to 603 CMR 46.04(1), in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

## Requirements for Use of Physical Restraint

Policy for: <b>PREVENTION OF PHYSICAL RESTRAINT AND REQUIREMENTS IF USED</b>	Revision 1
Date Approved by School Committee:  January 19, 2016	Signature of Chair   Connie S. Barr

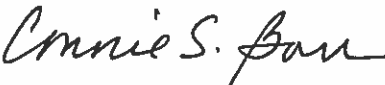
Physical restraint is considered an emergency procedure of last resort. This means that it may be used only when the student's behavior poses a threat of assault or imminent, serious, physical harm to self and/or others; *and* the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

### Prohibitions

Physical restraint shall not be used:

- (a) as a means of discipline or punishment;
- (b) when the student cannot be safely restrained because 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;
- (c) as a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm;
- (d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort. Mechanical restraint, medication restraint, and seclusion are prohibited in all public schools.

Prone restraints are prohibited, except on an individual basis and when all of the following conditions, which require specific documentation, are met: (1) the student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff; (2) all other forms of physical restraint have failed to ensure the safety of the student and/or others; (3) there are no medical contraindications, as documented by a licensed physician; (4) there is

Policy for: <b>PREVENTION OF PHYSICAL RESTRAINT AND REQUIREMENTS IF USED</b>	Revision 1
Date Approved by School Committee:  January 19, 2016	Signature of Chair  Connie S. Barr

psychological or behavioral justification for the use of prone restraint and no psychological or behavioral contraindications, as documented by a licensed mental health professional; (5) the program has obtained consent to use prone restraint in an emergency and the use of prone restraint is approved in writing by the Principal; and (6) the program has documented all of the above before using prone restraint and maintains the documentation. The only staff authorized to administer a prone restraint are staff who have received in-depth restraint training in accordance with 603 C.M.R. 46.04(3).

Floor restraints are prohibited unless the staff administering the restraint have received in-depth training in accordance with 603 C.M.R. 46.04(3), and these trained staff members determine that such method of restraint is required to provide safety for the student or others.

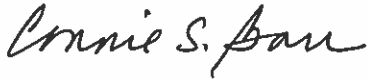
**Proper Administration of Physical Restraint**

Only Needham personnel who have received training pursuant to the Regulations shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

Nothing in this policy shall preclude a teacher, employee or agent of the Needham Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

**Requirements for Use of Time-Out**

Time-out is a behavioral support strategy, developed pursuant to 603 CMR 46.04(1), in which a student temporarily separates from the learning activity or

Policy for: <b>PREVENTION OF PHYSICAL RESTRAINT AND REQUIREMENTS IF USED</b>		Revision 1
Date Approved by School Committee:  January 19, 2016	Signature of Chair  Connie S. Barr	Page 5 of 7

the classroom, either by choice or by direction from staff, for the purpose of calming.

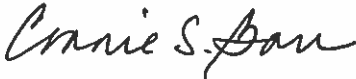
Time-out may be used only for the purpose of calming, it must be terminated as soon as the student has calmed, and it may not extend beyond thirty (30) minutes without the approval of the Principal. A Principal may grant an extension beyond thirty (30) minutes based only on the individual student's continuing agitation.

During time-out, the student must be continuously observed by a staff member. The staff member will either be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary and appropriate for calming. The student may not be involuntarily confined alone in a room or in an area from which the student is prevented from leaving, as this would constitute seclusion, which is prohibited at all times.

**Staff Training**

All school staff must receive training with respect to the district's restraint prevention and behavior support policy and requirements when restraint is used. Training shall include information on the role of various individuals in preventing restraint, the restraint prevention and behavior support policy and procedures, interventions that may preclude the need for restraint, types of permitted physical restraints and related safety considerations, and administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student.

Additionally, the principal must identify specific staff that is authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training in the use of physical restraint and implementation of the Regulations.

Policy for: <b>PREVENTION OF PHYSICAL RESTRAINT AND REQUIREMENTS IF USED</b>		Revision 1
Date Approved by School Committee:  January 19, 2016	Signature of Chair   Connie S. Barr	Page 6 of 7

### **Reporting Physical Restraint Use**

All physical restraints, regardless of duration, will be reported.

#### ***Reporting within School and to Parents***

Program staff shall report the use of any physical restraint, as required by the Regulations. The staff member who administered the restraint shall notify the principal verbally as soon as possible and in writing no later than the next school working day. The report shall be maintained by the school and made available for review by the Parent(s) or DESE upon request.

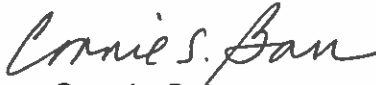
The principal or designee shall make reasonable efforts to inform the Parent(s) of the restraint within 24 hours of the event, and shall notify the Parent(s) by written report within three school working days of the restraint. The information in the report shall comply with 603 CMR 46.06(4). The written restraint report must be provided to the Parent(s) in the language in which report cards and other necessary school-related information are customarily provided.

#### ***Reporting to the Department of Elementary and Secondary Education***

The District will report to DESE all restraints that result in serious injury to either a student or a staff member within three (3) school working days of the restraint. Additionally, the District will provide DESE with an annual report of its physical restraint use.

### **Administrative Reviews of Physical Restraint Use**

The Principal, or designee, shall review restraint data on a weekly basis and convene a review team to assess the progress and needs of any student who has been restrained multiple times in the week and reach consensus on a plan for the student with the goal of reducing or eliminating the need for restraint.

Policy for: <b>PREVENTION OF PHYSICAL RESTRAINT AND REQUIREMENTS IF USED</b>		Revision 1
Date Approved by School Committee:  January 19, 2016	Signature of Chair   Connie S. Barr	Page 7 of 7

The Principal, or designee, must review restraint data on a monthly basis to determine patterns of use, and make adjustments as necessary or appropriate to policy, conduct training, or take other action to reduce or eliminate the use of restraints.

**Prevention of Dangerous Behavior.** As set forth in the Regulations, the Needham Public Schools shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

**Parent Engagement.** In accordance with the regulations, the Needham Public Schools shall engage Parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure.

**Complaints.** Complaints regarding restraint practices should be referred to the office of Director of Student Support Services.


The District will annually review its Restraint Prevention and Behavior Support Policy and Procedures, provide it to all District staff, and make it available to parents of enrolled students.



SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JQ

Policy for: STUDENT FEES, FINES AND CHARGES	Revision 0
Date Approved by School Committee: February 25, 2020	Signature of Chair:  Michael J. Greis

Page 1 of 2

The School Committee recognizes that it may be necessary to charge student fees to fund certain school activities. It also recognizes that some students may be unable to afford these fees. No student will be denied access into any program because of inability to pay these supplementary charges.

### I. Fees, Fines and Charges

A school program may exact a fee, fine or charge (hereinafter 'fee') only upon School Committee approval and subject to applicable statutory authority. Increases or decreases in existing fees require School Committee approval. The Superintendent will provide a written rationale for the fee, for the School Committee's consideration. In addition, the amount of the proposed fee will be set to compensate the School Department for its expenses in providing the program, service or activity and not to raise revenue generally.

Student fees are generally set to:

- Charge students for their participation in voluntary, extra-curricular programs, activities or privileges that benefit the students paying the fee. These fees are paid by choice, in that the student has the option of not engaging in the activity or using the service and thereby avoiding the fee.
- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge students for lost and damaged books, materials, supplies, and equipment.

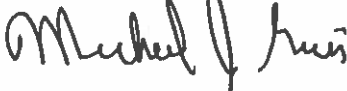
The School Department may waive a student's fee, under Section II of this policy. However, exempt students are still responsible for charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges will be posted and made accessible to students and families. 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 denial of participation in extra-curricular class activities.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

JQ

Policy for: STUDENT FEES, FINES AND CHARGES	Revision 0
Date Approved by School Committee: February 25, 2020	Signature of Chair:  Michael J. Greis
Page 2 of 2	

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 school year, as such debts are considered to be debts of the student to the District and not to a particular school. Unpaid fees may be subject to collection activities.

Consistent with M.G.L. Ch. 44 s. 53, all fees paid to the School Department belong to the Town's General Fund, unless expressly authorized by a statute permitting the school department to collect fees in a separate special revenue fund, specifically earmarked for the purpose for which the fee or charge was raised.

## II. Student Fee Waivers

The Needham Public Schools is committed to ensuring that no child is prevented from participation in any activity for financial reasons. All children who are eligible for free or reduced lunch should be exempted from fees.

However, there are some parents/guardians who are reluctant to make such requests for reasons of privacy. If a school staff person suspects that someone is unable to pay a fee, he/she should pursue the matter with the principal. The principal shall use his/her best judgment about the child's ability to pay. When a fee is charged, it is important to make sure that parents/guardians are aware of the possibility of fee waiver if there is a hardship. The District wants all children to participate in any school activity regardless of their ability to pay.

## III. Fee Based Program Administration

Fee-based programs of the Needham Public Schools shall be administered according to Policy #DFG, Income from Fees, Fines and Charges.

### Legal References:

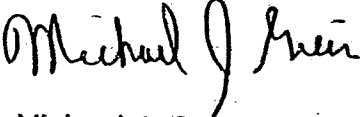
M.G.L. c. 44, § 53A

Emerson College v Boston, 391 Mass. 415 (1984) (proprietary fees)

Silva v City of Attleboro, 454 Mass. 165 (2009) (regulatory fees)

Southview Cooperative Housing Corporate & Others v. Rent Control Board of Cambridge, 396 Mass. 395 (1985)

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	JO
Policy for:  STUDENT RECORDS		Revision  2	
Date Approved by School Committee:  July 8, 2008	Signature of Chair:    Michael J. Greis	Page  1 of 1	

In order to provide students with appropriate instruction and educational services it is necessary for the school system to maintain student records in accordance with state and federal laws and regulations. It is essential that pertinent information in these records be readily available to authorized school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be maintained as confidential records.

The Superintendent, in conjunction with building principals and/or designees will provide for the proper administration of student records in keeping with state and federal requirements. 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, or at the end of any pending litigation. Written notice to the eligible student and his/her parent or legal guardian 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.

Non-custodial parents will be provided access to the student record in accordance with the state laws and regulations governing the access of non-custodial parents.

Legal refs: Family Educational Rights and Privacy Act ("FERPA") 34 CFR Part 99  
MGL 71:34A, B, D, E, H  
603 CMR 23.00