NEEDHAM PUBLIC SCHOOLS

Needham, Massachusetts

Needham School Committee

June 6, 2017

6:00 p.m. Executive Session

7:00 p.m. Open Meeting

Broadmeadow School
School Committee Room

A school and community partnership that creates excited learners, inspires excellence, fosters integrity

NEEDHAM PUBLIC SCHOOLS

Needham, Massachusetts

A school and community partnership that creates excited learners, inspires excellence, fosters integrity

SCHOOL COMMITTEE MEETING AGENDA

June 6, 2017

Broadmeadow School: School Committee Room

Next School Committee Meeting:
June 20, 2017

6:00 p.m. **Executive Session**

7:00 p.m. **Public Comments**

7:10 p.m. **School Committee Chair and Subcommittee Updates**

7:20 p.m. **Superintendent's Comments**

7:30 p.m. **Consent Agenda**
Approve Minutes of the Meeting of April 25, 2017
Accept Donations

Discussion Items

7:40 p.m. FY17 End of Year Planning

8:00 p.m. School Committee Policy FBB Enrollment Projections Revision 2 First Reading

8:15 p.m. Superintendent's Evaluation

9:00 p.m. **Action Items**

Approve 2017-2018 Elementary, High Rock and Pollard Handbooks
Rescind School Committee Policy EBBB Accident Reports: Pupils
Vote Name of New School

9:15 p.m. **School Committee Comments**

Information Items

FY 17 QIII School Operating Budget Projection
FY18 Revolving Fund Budgets

Needham School Committee
June 6, 2017

Agenda Item: **Executive Session**

Background Information:

Ms. Heidi Black, Chair, will convene the meeting. On a roll call vote, the committee will vote to go into executive session for the purpose of discussing negotiations, to return to open session.

Needham School Committee
June 6, 2017

Agenda Item: **Public Comments**

Background Information:

- The Chairperson will offer the opportunity for the public to speak to the School Committee on issues not on the agenda.

Needham School Committee
June 6, 2017

Agenda Item: **School Committee Chair and Subcommittee Updates**

Background Information:

- The Chairperson and subcommittee members may offer brief updates on issues not on the agenda.

Members of the School Committee available for comment:

Heidi Black, Chair
Aaron Pressman, Vice-Chair
Connie Barr
Michael Greis
Andrea Longo Carter
Susan Neckes
Matthew Spengler

Needham School Committee
June 6, 2017

Agenda Item: **Superintendent's Comments**

Background Information:

Superintendent Daniel E. Gutekanst will apprise the School Committee of events, information, and matters of interest not on the agenda.

Needham School Committee
June 6, 2017

Agenda Item: **Consent Agenda**

1. Approve Minutes of the Meeting of April 25, 2017
2. Accept Donations

Chair: "Does anyone wish to remove any item from the consent agenda?"

If none removed:

"There being no objection, these items are adopted by unanimous consent."

Needham School Committee
Minutes of the Meeting
April 25, 2017

The Chairman of the School Committee, Susan Neckes, called the meeting to order at 7:01 p.m.

Members of the School Committee present were:

Susan Neckes, Chair
Heidi Black, Vice Chair
Connie Barr
Michael Greis
Andrea Longo Carter
Aaron Pressman
Matthew Spengler

Members of the Central Administration present were:

Dan Gutekanst
Tom Campbell
Mary Lammi
Anne Gulati

Public Comments

Public Comments

The Chairman, Susan Neckes, offered the opportunity for the public to speak to the School Committee on issues, not on the agenda.

There were no comments.

Election of School Committee Officers

Chairman Neckes expressed appreciation for the support she has received from her colleagues this past year. Chairman Neckes acknowledged newly elected School Committee member Matthew Spengler and re-elected School Committee member Michael Greis.

Chairman Neckes stated that School Committee Policy BCA requires that the election of its officers shall be no later than the next regularly scheduled meeting after the annual election of town officers. Chairman Neckes called for the nomination of Chairman of the Needham School Committee.

A motion was made:

Michael Greis made a motion to nominate Heidi Black as Chairman of the Needham School Committee, 2017-2018. The motion was seconded. The motion carried. The vote was 7-0-0.

A motion was made:

Chairman Black called for the nomination of Vice Chairman of the Needham School Committee, 2017-2018. Andrea Longo Carter made a motion to nominate Aaron Pressman as Vice Chairman of the Needham School Committee, 2017-2018. The motion was seconded. The motion carried. The vote was 7-0-0.

A motion was made:

Chairman Black called for the nomination of Executive Secretary of the Needham School Committee, 2017-2018. Michael Greis made a motion to nominate Dan Gutekanst as Executive Secretary of the Needham School Committee, 2017-2018. The motion was seconded. The motion carried. The vote was 7-0-0.

School Committee Chair and Subcommittee Update

School Committee Chair and Subcommittee Update

Chairman Black expressed her appreciation to Ms. Kim Marie Nicols for her service as School Committee member for six years. Chairman Black commended Ms. Nicols for her advocacy of Special Education and Fine and Performing Arts.

Superintendent's Comments

Superintendent's Comments

Superintendent Gutekanst reported that families and students arrived home safely from the Daxing School District in Beijing China. He spoke briefly about the experience and gave a brief preview on activities planned for next year.

Superintendent Gutekanst stated that fee-based ridership registration ends May 15. Parents must register their children for bus passes by May 15. After this date, a late fee applies.

Superintendent Gutekanst welcomed Michele Hoffmeister and Nancy Warn, Co-Chairs of the Needham Education Foundation (NEF) Small Grants Committee and invited them to present the 2017 Spring Grant Awards.

Ms. Hoffmeister and Ms. Warn presented seven grant awards totaling $31,415.00. The grants included one express grant and one multi-school grant benefitting all five elementary schools. After a brief discussion, this item was moved to an Action Item.

Accept Needham Education Foundation 2017 Spring Grant Awards

Accept NEF 2017 Spring Grant Awards

A motion was made: Upon the recommendation of the Superintendent that the Needham School Committee approves, with gratitude, the Needham Education Foundation 2017 Spring Grant Awards in the amount of $31,415.00.
Seconded
Vote 7-0-0

Consent Agenda

Consent Agenda

1. Minutes of the Meeting of February 28, 2017, March 7, 2017, and Executive Session March 7, 2017
2. Approve FY17 Budget Transfers
3. Accept Donations

Chairman Black asked if members of the School Committee wanted to remove any item from the Consent Agenda. She stated that there being no objection, the items are adopted by unanimous consent.

DISCUSSION ITEMS

2016-2017 Pollard School Improvement Plan

Pollard School Improvement Plan Update 2016-2017

Dr. Gutekanst introduced this item. Dr. Gutekanst stated that the Pollard Middle School Council has worked collaboratively this past year to advise Principal Tamatha Bibbo and develop and maintain the School Improvement Plan. Dr. Gutekanst also stated that in accordance with M.G. L. Chapter 71, Section 59c, the Superintendent has approved the Pollard Middle School Improvement Plan. Dr. Gutekanst welcomed Principal Bibbo and members of the Pollard Middle School Council and invited them to present the School Improvement Plan.

Principal Bibbo, teachers, parents, and students presented highlights from the Pollard Middle School Improvement Plan. Principal Bibbo spoke about transition activities for rising 9th graders. The presentation also included an update on iPads and the 1:1 program as well as information on the 8th grade MCAS results. Members of the School Committee and members of the Pollard School Council engaged in a lengthy conversations on the tenets of the Pollard School Improvement Plan. The full School Improvement Plan report is available online at www.needham.k12.ma.us.

Supporting Our District in Addressing Racial Equity

Supporting Our District in Addressing

Dr. Gutekanst introduced this item. Dr. Gutekanst stated that

Racial Equity

parents recently raised concerns about the placement practices of students of color in the middle school. Dr. Gutekanst added that as a result of parent's concerns, the District is engaged in re-evaluating its process around placement. He stated that the District is eager to review all of its practices and programs to ensure they are equitable and accessible for all students, including students of color. Dr. Gutekanst invited Mary Lammi, Director of Student Support Services, Diane Simmons, Director of Planning, Communication and Community Education, Joanne Allen-Willoughby, Director of METCO, and Roderick MacNeal, Eliot School Principal to expound on the presentation and present specific information on implementation and next steps. This presentation is available online at www.needham.k12.ma.us. Discussion followed.

Town Meeting Preparation

Town Meeting Preparation

Chairman Black led the discussion on this item. She reviewed warrant articles with the Committee. Dr. Gutekanst has provided a FAQ sheet that would provide additional information for Town Meeting members. A lengthy discussion followed.

ACTION ITEMS

Vote on School Choice

Vote on School Choice

Upon the recommendation of the Superintendent that the Needham School Committee votes not to participate in the School Choice Program (Chapter 76, Section 12b) for the 2017-2018 academic year as required by the 1993 Education Reform Act, due to programmatic and space limitations.

A motion was made: Seconded
Discussion
Vote 7-0-0

School Committee Comments

School Committee Comments

Ms. Longo Carter stated that the Needham Special Education Parent Advisory Council (SEPAC) would hold its annual awards ceremony on Wednesday, May 17, 2017. Ms. Longo Carter stated that each year, SEPAC recognizes Needham Public School employees who have gone above and beyond in their work with students with special needs. Award winners include teachers, specialists, administrators, and staff members who have been nominated by SEPAC members. Ms. Longo Carter encouraged everyone to attend this event.

A list of all documents used at this School Committee meeting are available at:

A List of Documents

http://rwd1.needham.k12.ma.us/school_committee/Packets 2016-2017

Adjournment

At approximately 9:05 p.m., a motion was made to adjourn the School Committee meeting on April 25, 2017.

A motion was made: Seconded
Vote 7-0-0

Respectfully submitted by:
Cheryl Gosmon, Note Taker

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____ **Date**: June 6, 2017

Item Title: **Approve School Department Donations**

Item Description: The following donations have been made to Needham Public Schools:

• Blair Manning-Garrido, Needham, MA donation to benefit NHS Wellness (PE & Health)	$570.00
• Great Hall Performance Foundation, Inc., Needham, MA donation to benefit the NHS Fine & Performing Arts Dept.	$8,000.00
• NHS Friends of Music, Needham, MA donation to benefit the NHS Fine & Performing Arts Dept.	$547.47
• The Exchange Club of Needham, Community Service Award donation to benefit the NHS Students Acting to Make a Difference Club	$500.00
• Eric Zhu, Needham, MA donation to benefit the NHS Speech and Debate Team	$100.00
• Maribeth & Greggory Haynes, Millville, MA donation to benefit the Mitchell Library, Jane Bielski Memorial Fund	$50.00
• Carol & Robert Martin, E. Longmeadow, MA donation to benefit the Mitchell Library, Jane Bielski Memorial Fund	$100.00
• Annemarie Fayemi, Needham, MA donation of geckos, cages, terrariums, stand, plants, lights, and other equipment and supplies to benefit the Needham Science Center	Est. Value $600.00
• Lisha Goldberg, Needham, MA donation of 3 containers of laundry detergent to benefit the Needham Science Center	Est. Value $25.50
• Roger Austin, Needham, MA donation of 2 large and 7 small tubs to benefit the Needham Science Center	Est. Value $20.00
• George Driscoll, Needham, MA donation of a birdcage and animal carrier to benefit the Needham Science Center	Est. Value $100.00
• NHS Student Council, Needham, MA donation to the NHS Latin Club for States.	$200.00
• NHS Student Council, Needham, MA donation to the NHS ACS Hope Club	$100.00
• Proceeds from Pollard MS Talent Show to benefit the Pollard Launching Scholars Program	$8,217.57
• Proceeds from NHS Student Council Carwash to benefit the NHS Student Council	$593.00
• Proceeds from the Battle of the Bands Fundraiser to benefit the NHS Music Performance Club	$215.00
• Proceeds from Phone Wallet Fundraiser to benefit the NHS Class of 2018	$30.00
• Proceeds from the French Night Silent Auction to benefit the French Club	$166.00
• Proceeds from Bake Sale to benefit the NHS Amnesty International Club	$88.00
• Proceeds from Bake Sale to benefit the NHS UNICEF Club	$30.00
• Proceeds from Bake Sales to benefit the NHS Class of 2019	$136.78
• Proceeds from Bake Sale to benefit the NHS Mandarin Club	$85.00
• Proceeds from Bake Sale to benefit the NHS Science Club	$82.12
• Proceeds from Bake Sale to benefit the NHS Anime Club	$226.60
• Proceeds from Bake Sale to benefit the NHS Hope Club	$44.85
• Proceeds from Bake Sale to benefit the NHS Cradles to Crayons Club	$40.00

Issues: M.G.L. Chapter 44, Section 53A and School Committee policy #DFC/KH authorize the School Committee to accept any grant of gifts or funds given for educational purposes by the federal or state government, charitable foundations, private corporations, PTCs or an individual. M.G.L. Chapter 44, Section 53A further stipulates that any monies received and accepted by the School Committee may be expended without further appropriation.

Recommendations/Options: That the School Committee accept with gratitude the aforementioned donations.

School Committee: Consent Calendar

Respectfully Submitted,
Anne Gulati
Director of Financial Operations

Needham School Committee
June 6, 2017

Agenda Item: **Discussion**

FY17 End of Year Planning

Background Information:

- Ms. Gulati will inform the School Committee of FY17 end of year planning.

Persons Available for Presentation:

Dr. Daniel Gutekanst, Superintendent of Schools
Ms. Anne Gulati, Director of Financial Operations

NEEDHAM PUBLIC SCHOOLS

1330 HIGHLAND AVENUE • NEEDHAM, MASSACHUSETTS • 02492-2692
TELEPHONE (781) 455-0400 X 207 • FOR TTY SERVICE (781) 455-0424 • FAX (781) 455-0417
E-MAIL anne_gulati@needham.k12.ma.us

INTEROFFICE MEMORANDUM

TO: Needham School Committee

FROM: Anne Gulati, Director of School Financial Operations

SUBJECT: FY17 End of Year Planning

DATE: May 30, 2017

The School Committee received the Third Quarter School Operating Budget Projection Report. That report indicated that the School Department could end the year with a positive budget balance in its accounts, owing to employee turnover and extended position vacancies that occurred during the fiscal year.

If there are funds remaining at the end of the school year, we recommend that they be expended in the following priority order:

- $400,000 to offset special education tuition expenditures that otherwise would have been funded by Circuit Breaker reimbursement funds. The unspent Circuit Breaker funds would be carried forward within the Circuit Breaker account to FY18 in order to pay anticipated expenditures in excess of budget. As of May 3, 2017, expenditures are anticipated to exceed budgeted resources by $453,460 in FY18.

- $167,556 to pre-purchase special education tuitions for the purpose of covering the following unbudgeted expenditures on a temporary basis through June 30, 2018:
    - $24,900 for Emery Grover building improvements.
    - $17,656 to temporarily expand up to three part-time bookkeeper positions (0.41 FTE) to 20 hours per week, to assist with recruitment and retention, as needed.
    - $60,000 to purchase and begin to install a new Payroll Time Entry System before June 30.
    - $35,000 to launch a phased project to replace the District's aged phone system with VOIP technology.
    - $30,000 to replace existing door access card readers with the same system used by other Town offices and public safety providers.

- $133,544 to make non-recurring purchases for items that the Superintendent recommended be funded from year-end savings as available during the FY18 budget process and other one-time needs. These include:
    - $100,000 to provide a one-time transportation subsidy in FY17, which was approved as part of the FY18 Transportation Budget.
    - $33,544 to purchase equipment, including $23,304 in one-time needs requested during the FY18 budget process and for which the Superintendent had recommended funding from year-end savings as available.

These purchases would be undertaken only if sufficient available funds remain in the school operating budget to on June 30. Any remaining unspent funds would be returned to the Town to be certified as Free Cash for use in an upcoming budget year.

ALG/alg

Needham School Committee
June 6, 2017

Agenda Item: **Discussion**

School Committee Policy FBB Enrollment Projections Revision 2

Background Information:

- This policy is being revised to reflect the recent Town Meeting vote, including the engagement of a professional demographer to provide enrollment data.

- A copy of the existing policy is enclosed.

Persons Available for Presentation:

Dr. Daniel Gutekanst, Superintendent of Schools
Ms. Anne Gulati, Director of Financial Operations

SCHOOL COMMITTEE POLICY NEEDHAM PUBLIC SCHOOLS	DRAFT	FILE: FBB
Policy For: ENROLLMENT PROJECTIONS		Revision: 2
Date Approved by School Committee:	Signature of Chair:	Page: 1 of 1

Immediate and long-range projections of Needham public school enrollments, by school and grade, will be prepared and updated annually by the School Department. In preparing these projections, the School Department will engage the services of a professional demographer or professional who has the knowledge, skill and ability to provide enrollment data for the ensuing school years. In addition, the School Department will consult with the Finance Committee and Board of Selectmen prior to the development of the projections in order to ensure that projections are robust and provide meaningful data for budget and capital planning purposes. Finally, the School Department will consult with the Future School Needs Committee once the projections are prepared.

These enrollment projections serve as the major source material for all long-range planning activities by the School Committee, by School Administration, and by the Town.

Under the direction of the Superintendent, it shall be the responsibility of Director of Financial Operations, in cooperation with the school principals and other appropriate designated administration officials, to compile any and all data which will aid in the preparation of the most accurate projections possible.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: FBB

Policy for:	Revision
ENROLLMENT PROJECTIONS	1
Date Approved by School Committee: 3/28/89 Signature of Chairman: Mary Ellen Head	Page 1 of 1

Immediate and long-range projections of Needham public school enrollments, by grade, are currently prepared and update annually by the Future School Needs Committee, a committee of the Town of Needham (originally established by vote under Article 37 of the 1951 Annual Town Meeting, and continued by vote each year since that time).

These enrollment projections serve as major source material for all school facilities planning activities by the School Committee, by School Administration, and by the Town.

Under the direction of the Superintendent, it shall be the responsibility of school principals and other appropriate designated administration officials to compile and supply to the Future School Needs Committee any and all data which will aid in compilation of the most accurate projections possible.

Needham School Committee
June 6, 2017

Agenda Item: **Discussion**

Superintendent's Evaluation

Background Information:

- School Committee Policy AFB/CBG details the process for evaluating the Superintendent of Schools.
- The evaluation is being compiled and will be made available to the School Committee at the meeting.

Members of the School Committee Available for Presentation:

Ms. Heidi Black, Chair
Mr. Aaron Pressman, Vice Chair
Dr. Connie Barr
Mr. Michael Greis
Ms. Andrea Longo Carter
Ms. Susan Neckes
Mr. Matthew Spengler

Needham School Committee
June 6, 2017

Agenda Item: **Action**

Approve 2017-2018 Elementary and Middle School Handbooks

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee approves the 2017-2018 elementary and middle school handbooks as submitted.

Elementary Handbooks 2017-18

1. *TO BE INSERTED WITHIN GENERAL SCHOOL INFORMATION SECTION*

SCHOOL ATTENDANCE

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

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

***ABSENCES-REPORTING**

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

***ABSENCES-EXCESSIVE**

Parent(s) or Guardians will be notified when a student has at least five days in which the student has missed two or more classes/periods (unexcused) or who has five or more unexcused absences in the school year. The building principal (or his/her designee) will make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop an action plan to improve the student's attendance. In all circumstances Parents/Guardians are encouraged to contact school staff and work collaboratively with them to correct the reasons that the student is missing school. Excessive, unexcused absences may also result in the school taking legal action to remedy this situation.

ABSENCES-PLANNED

School vacations are planned well in advance, at appropriate intervals during the school year and parents should make family plans accordingly. It should be realized that teachers cannot realistically provide work in advance of planned absences that will adequately make up for missed instruction; therefore, teachers shall not be required to provide work for any student prior to a planned absence. Parents who allow their child to be out of school for vacations are assuming responsibility for their child's educational program. When a student returns to school, he/she shall complete work not available during their absence. The time limit for completion is the length of the absence.

ELEMENTARY SCHOOLS CODE OF CONDUCT
STUDENT BEHAVIOR AND EXPECTATIONS

GUIDING PRINCIPLES

The goal of the Social and Emotional Learning program in the Needham Public Schools is to help students develop self-awareness, self-management, social awareness, responsible decision-making, and relationship skills. The promotion of a social and emotional learning framework in our schools is designed to foster a school culture that promotes respect, inclusion and strong classroom and school culture. The implementation of this framework endeavors to provide an appropriate learning environment for our students.

The elementary school faculties establish a system of rules that govern their teaching and common spaces. Teachers engage students in establishing classroom rules and procedures that provide a structure to support all students as they learn and grow. Students are expected to demonstrate behavior appropriate to specific settings within the school, on the bus and on the playground. Teachers are asked to communicate clearly the rules of these settings to their students. School rules should be simple and few and emphasize a spirit of cooperation, high expectations and caring for one another. The rules will be stated in the affirmative wherever possible.

Children benefit from the consistency of having adult models both at school and at home in order to develop acceptable social behavior. The partnership between school and home is a critical support to our students in their social and emotional development. One of our guiding principles is the fostering of this partnership so that teachers and parents can share information, strategies, ideas, insights and, when needed, can problem-solve to assist our students in developing and maintaining appropriate behavior in the school setting.

STRATEGIES TO HELP CHILDREN MODIFY BEHAVIOR

All students are expected to demonstrate respect for other individuals, their rights and their property in school and during all school-sponsored activities, including those times when they are riding school buses. Students are expected to behave in accordance with school rules and regulations. When appropriate, school personnel will modify environments to help prevent the likelihood of misbehavior.

Behavior expectations will be in keeping with each child's developmental readiness. Through classroom structures and direct skill instruction, children will be instructed in how to:

1. Make sound decisions and seek adult help (assistance when needed)
2. Behave responsibly
3. Cooperate with teachers and peer groups

The process for communicating with parents regarding problems with behavior will be initiated early on. Teachers are expected to contact parents for a conference, following the emergence of a behavior difficulty. Our schools believe that a strong home/school partnership is helpful in addressing the student's progress. Likewise, parents should contact their child's teacher with any concerns about social or behavioral problems. It is expected that most behavior problems will be solved at the parent-teacher level. However, if necessary, the Principal may communicate directly with parents regarding a challenging behavior. The following are examples of steps that may be taken in order to help students modify their behavior:

1. Parent-teacher conference - At the first sign of an emerging behavioral pattern or difficulty
2. Teacher creates a behavior plan and/or contracts with the student for improvement
3. Involvement of the principal, school counselor and/or resource teacher as collaborative consultant to the teacher
4. Teacher applies to the Teacher Support Team for review of the student's progress and the development of a behavior intervention

BUS CONDUCT

The school bus is an extension of the school itself and rules regarding behavior are the same as in the school. School bus safety is a primary concern of the Needham Public Schools, and we reserve the right to take whatever action is necessary to maintain a high level of safety. The school reserves the right to exclude students from school and/or the bus for misconduct of a serious nature that occurs on the bus or at the bus stop that may impact the school environment. The right of a student to school bus transportation is a qualified right dependent on good behavior. In a case where a student seriously or continuously misbehaves, parents/guardians will be notified by the principal or designee of the school to which the student is assigned. The bus pass may be revoked if, in the opinion of the principal, such action is necessary for the general safety and well being of other students. In cases where a student's conduct jeopardizes the safety and well being of other students that student may immediately be excluded from the bus.

INVESTIGATION (Interviews & Searches)

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

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

POTENTIAL CONSEQUENCES FOR SERIOUS BEHAVIOR

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

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

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

PROCEDURES FOR SUSPENSION

Please refer to section titled: **PROCEDURES FOR SUSPENSION & EXPULSION** of this handbook for detailed information regarding Needham Public Schools Procedures for Suspension

2. *DISTRICT-WIDE SECTION OF HANDBOOKS*

NEEDHAM SCHOOL NUTRITION SERVICES INFORMATION
ELEMENTARY SCHOOLS

The school cafeteria is open every school day (except early release days), serving many choices of nutritious hot and cold lunches. The Needham Nutrition Services department is dedicated to being a leader in quality nutritious school meals and has won two Healthier US School Challenge awards. The department is directed by a Registered Dietitian, and supported by a second Registered Dietitian as Nutrition Outreach Coordinator. The Cafeteria Staff at

each school are dedicated, talented, and kind people who are there because they love to care for children by preparing and serving excellent food in their "nutrition classroom", and encouraging the students to make good food choices to enhance their well-being.

Much thought and planning is put into providing a variety of entrée and other lunch menu components, which are delicious, kid-friendly, and nutritious. The menu of the day changes, but every day there are six other lunch options available (Chicken Caesar Salad, Turkey Sandwich, Wow(Soy)butter & Jelly Sandwich, Tuna Sandwich, Bagel & Yogurt or Cheese, Soft Pretzel & Yogurt or cheese). Plentiful supplies of many choices of delicious fresh fruits, cut veggie sticks and salads are always available as part of the school lunch.

A printed copy of the Needham Elementary Lunch Menu is sent home with each child at the end of each month, for the following month. The menu and nutritional information, as well as allergy and ingredient information, are available on the Nutrition Service Department page of the Needham School District website. www.needham.k12.ma.us.

Kindergarten students do not participate in the lunch program due to their short school day.
KASE students DO have the option to participate in the lunch program since they are at school for the whole day.

Lunch prices

The price of Elementary lunch for the 2017-2018 school year is $2.60.		Reduced price is $.25
Eliot has a breakfast program.	Price is $1.25	Reduced price is $.25

Elementary Items for sale:
LUNCH Includes 5 components, per USDA: Meat (or Meat Alternate), Grain, Fruit, Vegetable & milk.
The student must take at least 3 components and must take a fruit or vegetable for it to be priced as a meal.

A la carte:	Extra Milk, 8 oz	50 cents
	Bottled water, 8 oz	50 cents
	Flavored Yogurt- 4 oz	50 cents

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

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

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

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

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

Other A la carte items are available at Elementary schools FOR $ALE, which are NOT included in the LUNCH price. These items that are not included are as follows:

- 8 oz water $.50
- 4 oz yogurt $.50

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

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

How the automated cafeteria payment system works:

1. Every student has their own personal lunch account and PIN number (automatically assigned when enrolled- whether or not they ever use it).
2. Parents/Guardians deposit money into the student's account by check via the school cafeteria, on-line (credit card or electronic check), or cash (see How to prepay information below).
3. Sales are automatically deducted from the student's account. Details of account use are tracked in the system and parents can access this information (see #10 below).
4. Pre-payment into the account is strongly encouraged- as it is much faster, however paying with cash is an option.
5. Students who qualify for free or reduced price lunches are processed at the cash register like all other students, avoiding any potentially uncomfortable situation for the student. A la carte water, extra milk, and yogurt are not free nor available at reduced price. Only the meal. (Yogurt is included as the "Meat Alternate" part of the Bagel or Pretzel lunch, but not with other entrée choices.)
6. All students access their accounts at the cash register by entering their 4-digit PIN number on the PIN pad located at the register. Each child's unique PIN number stays the same from year to year, and should be memorized, but not shared. However, if they do not remember it, the cashier can access their account through the computer register by their name.
7. When the lunch account gets low:
   - Older students will be notified at the cash register.
   - An automated 'Low Balance Email' is sent on Monday evenings to the parent/guardian of students whose lunch account is at $25.00 or below.
   - A second 'Low Balance Email' is sent on Thursday evenings if balance is $15 or below.
   - If we have no email address in our lunch account system, a brightly colored "low balance notice" will be placed in the elementary child's backpack once / week if the child's account goes below $25.00.
8. Negative Lunch Accounts
   - When an account goes below zero, only a complete lunch can be purchased- no a la carte items.
   - Negative account balances will be allowed to go to a maximum credit limit of 10 lunches at elementary schools. If the student's account balance reaches that maximum negative credit limit, they will no longer be able to "charge" a regular lunch.
   - The automated "Low Balance Email" that is sent on Monday and Thursday evenings (see above) serve as a further request to deposit money into the lunch account.
   - If we have no email address in our lunch account system, a negative balance letter is printed out and mailed to the home, requesting deposit into the lunch account.
9. Maximum credit limit /Alternate meals
   - When the account reaches the maximum credit limit (value of 10 lunches), and there has been no response to the requests for deposit, the student may receive an "alternate" meal consisting of a cheese sandwich, a serving of canned fruit, and a low fat white milk. There is no charge to the account for this alternate meal. The cheese sandwich lunch is meant to provide basic nourishment so the child won't be hungry, but to get attention to replenish the lunch account.
   - Nutrition Services personnel usually attempt to make phone calls about the negative accounts, if they believe there may be a problem with account communications previously made, and before they get to the cheese sandwich stage.
10. Tracking lunch accounts
    - Parents can look at student lunch account activity. Instructions for doing this are on NPS Nutrition Service website: "MyLunchAccount instructions". You will need the students Powerschool student ID number for this (get from school secretary).

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

How to Prepay:

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

Website: needham.k12.ma.us Departments: Nutrition Services
There is lots of information on the Nutrition Services website, as well as pictures of the cafeterias and meals. Check it out!

Call Nutrition Services:
Feel free to call the Nutrition Services Office with any questions or comments: 781-455-0400:
x219 for Mirella Santucci, Nutrition Services Bookkeeper/Secretary
x216 for Ruth Griffin, Nutrition Services Director
x237 for Jen Tuttelman, Nutrition Outreach Coordinator

HEALTH SERVICE POLICIES

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

Health History

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

Required Immunizations

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

Exemption

Only documentation of medical and religious exemptions from immunization requirements is acceptable by the law in Massachusetts. If there are medical reasons why your child has not been immunized, a certificate must be obtained from your physician annually and forwarded to the school nurse. For religious exemption, please write a note to the school nurse.

Physical Examination

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

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

Lead Poisoning Screening and Vision Screening (Kindergarten entry requirement)

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

Tuberculosis (TB) Testing

Documentation of either:

· Screening for student's low risk of tuberculosis exposure

· Testing for tuberculosis of students at high risk of exposure to tuberculosis.

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

Medication Policy

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

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

Children with Special Health Care Needs

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

Concussions

Concussion or Traumatic Head Injury can occur whenever there is a blow or jolt to the head that causes complicated

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

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

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

Symptoms to look for following a blow to the head:

- Headache or "pressure in head
- Nausea or vomiting
- Loss of consciousness (even briefly) or groggy
- Sensitive to noise and/or light
- Blurred or double visions
- Appears dazed or stunned
- Is confused about assignment
- Confusion: can not recall events prior to hit or fall
- Answers questions slowly

- Forgets sports plays
- Unsure of game, score, or opponent
- Moves clumsily
- Shows behavior or personality changes
- Feeling sluggish, hazy, foggy
- Concentration or memory problems changes
- Balance problems or dizziness
- Can not recall events after hit or fall

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

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

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

Life-Threatening Food Allergy

The Needham Public Schools (NPS) recognizes the increasing prevalence of student food allergies and the life-threatening nature of allergies for many students. The implementation of the Policy for Life-Threatening Food Allergy aims to minimize the risk of exposure to allergens that pose a threat to students, to assist students with assuming more individual responsibility for their health and safety as they grow older, and to ensure full participation in their educational programs and school sponsored activities. The management of students with food allergies requires the awareness, support, and response of the entire school community.

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

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

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

RESPONSIBLE USE OF DIGITAL RESOURCES

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

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

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

- Resources must be used in a manner consistent with the mission of NPS
- Network and account security is the responsibility of all members of the NPS community. Any security risks should be reported to a teacher or network administrator
- Students will not use the internet or any technology resource to perform any act that can be construed as illegal or unethical
- Students will immediately report any suspicious or unusual activity to the supervising teacher or other appropriate staff member
- Computers not owned and managed by NPS must use the public guest NPS network
- Devices, including student owned devices, that disrupt the educational process or operation of the NPS are prohibited and will be removed. Such devices may be held and searched.
- Students will not deliberately damage any of the District's systems or cause the loss of other users' work
- Students will not override or encourage others to override any firewalls, desktop management or security measures established on the network.

Respect and protect the intellectual property of others

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

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

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

Respect and practice the principles of community
Students are expected to be courteous and to use appropriate language and will communicate only in ways that are kind and respectful.

- Students will report threatening or discomforting materials to a teacher or trusted adult

- Students will not access, transmit, copy, or create material that violates the school's code of conduct (such as messages that violate the prohibitions against bullying and harassment, including sexual harassment).
- Students will not access, transmit, copy, or create material that is illegal (such as obscenity, pornography, stolen materials, or illegal copies of copyrighted works).
- Students will not use NPS resources to further other acts that are criminal or violate the school's code of conduct.
- Students will not send spam, chain letters, or other mass unsolicited mailings
- Students will not buy, sell, advertise, or otherwise conduct business unless approved as a school project. Violation of any portion of the Student Responsible Use of Digital Resources policy may result in not only revocation of the privilege of using IT, but also in disciplinary action, up to and including suspension from school. In addition, legal action may be taken for conduct that is unlawful.

Notification of Student Access to Digital Tools
There will be a number of digital resources that teachers may use as educational tools with students. This is our notice to you that your child may have access to digital tools such as apps and web sites. These tools will be vetted regarding educational value, age appropriate content, and student data privacy. If such tools require student accounts, then students will be guided through the process to use a school-appropriate user name and password. Examples of such tools are the following:

Khan Academy
Khan Academy is a free online resource that allows students to learn anytime, anywhere, with material that is uniquely appropriate for them. Students can explore new topics and practice their skills by using interactive practice and tutorials. Teachers will use this app when they feel appropriate; not all teachers will use this app. When used in class teachers will assist with log-in.
Website: www.khanacademy.org
Terms of Service: www.khanacademy.org/about/tos
Privacy Policy: www.khanacademy.org/about/privacy-policy

Quizlet
Quizlet is a free website providing learning tools for students, including flashcards, study, and game modes. Quizlets can be made by teachers and shared or made by students as a study tool. Teachers will use this app when as appropriate, though not all teachers will use it. When used in class teachers will assist with log-in.
Website: https://quizlet.com/
Terms of Service: https://quizlet.com/tos
Privacy Policy: https://quizlet.com/privacy

Newsela
Newsela is a resource that provides teachers, parents, and students with over 1,000 current event articles scaled at five different reading comprehension levels. Newsela uses leveled articles and real-time assessments to build comprehension. Articles are aligned to curriculum standards and often include lesson plan components such as writing prompts and quizzes.
Website: https://newsela.com/
Terms of Service: https://newsela.com/pages/terms-of-use/
Privacy Policy: https://newsela.com/pages/privacy-policy/

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

SCHOOL DISCIPLINE
PROCEDURES FOR SUSPENSION & EXPULSION

GENERAL INFORMATION REGARDING SUSPENSION Any student who is suspended from school will be given the opportunity to make up school work as needed to make academic progress. If the student is excluded from school for more than ten (10) consecutive days the student will have an opportunity to receive education services in order to make academic progress through the school-wide education service plan.
Except in the case of Statutory Offenses described later in this handbook, students may not be suspended more than 90 days in a school year and school staff will avoid suspensions of more than 10 days until alternatives such as positive behavioral interventions and supports have been tried as appropriate.

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

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

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

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

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
4. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension (see section C).

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

Except in the case of an Emergency Removal (see section D) prior to imposing a short-term out-of-school

suspension **(10 days or less in a school year) an administrator will** provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

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

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

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

If the student is in preschool or grade K-3, the administrator will send a copy of the written determination to the Superintendent and Director of Student Support Services and explain the reasons for imposing an out-of-school suspension before the short-term suspension takes effect.

C. Procedures For Long -Term Suspension

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

1. Notice: The notice will include all of the components for a short-terms suspension in Section B above, plus the following:
   a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
   b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
   c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;

d) the right to cross-examine witnesses presented by the school district;
e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.

2. Format of Hearing: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:
   1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
   2. Set out the key facts and conclusions reached;
   3. Identify the length and effective date of the suspension, as well as a date of return to school;
   4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
   5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:

      a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
      b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

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

D. Exception For Emergency Removal

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.
The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.
The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent as provided in Section B & C above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.

- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

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

E. Appeal To The Superintendent

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

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section C above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section C above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

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

Conduct Which May Lead To Expulsion (Statutory Offenses)

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

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

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

Gun Free Policy

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 determine 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). 20 U.S.C. S8921

STATUTORY OFFENSES: DUE PROCESS AND PROVISIONS OF LAW:

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

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.
2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.
3. A letter will be mailed to the parent/guardian of the suspended student stating:
   a. The reason for the suspension
   b. A statement of the effective date and duration of the suspension
   c. A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

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

STATUTE: CONTROLLED SUBSTANCES, DANGEROUS WEAPONS & ASSAULTS ON EDUCATIONAL PERSONNEL (MASS. GEN. LAWS, CHAPTER 71 SECTION 37H)

a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but limited to, a gun or a knife; or a controlled substance as defined in chapter 94 C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
c. Any student who is charged with a violation of either paragraph a or b shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, a Principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph a or b.
d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have 10 days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the

Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

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

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

Notwithstanding the provisions of section 84 and sections 16 and 17 on chapter 76;

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal if said Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his/her request for an appeal no later than 5 calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parents/guardians within 3 calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.
2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal of a school in which the student is enrolled may expel said student if such Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the superintendent, in writing, of his/her request for an appeal no later than 5 calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parents/guardians within 3 calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The Individuals with Disabilities Education Act at 20 U.S.C., §1400, et. seq. and related regulations and 34 C.F.R.,

§300 et.seq., ("IDEA") provide eligible students ("students") with certain procedural rights and protections in the context of student discipline, as set forth below. These rights are in addition to the due process rights applicable to all students as described above.

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

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

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

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

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

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

Discipline of Students Whose Eligibility for Special Education is Suspected

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

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

DISCIPLINE OF STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 ("Section 504") provides students with disabilities certain procedural rights and protections in the context of student discipline. Prior to imposing a "significant change in placement" for disciplinary reasons, the district must determine whether the conduct is a manifestation of the student's disability. A significant change of placement results not only from an exclusion for more than 10 consecutive school days, but also from a pattern of shorter suspensions accumulating to 10 schools days during a school year. Whether a pattern exists must be decided on a case-by case basis, considering such factors as the length of each suspension, the nature of the alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.
Prior to any significant change in placement for disciplinary reasons, a group of individuals knowledgeable of the student, the evaluation data, and the school program must determine whether the conduct at issue is related to the student's disability. If the conduct is directly related to the disability, the district will not impose the discipline and will develop an individual behavior management plan if the behavior significantly interferes with the student's ability to benefit from his education. If the conduct is not directly related to the student's disability, the district may discipline the student as it does general education students.

NOTICE OF NON-DISCRIMINATION

The Needham Public Schools does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, genetic information or national or ethnic origin in the administration of its educational policies, employment policies, and other administered programs and activities. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the schools.

Any person having inquiries or complaints concerning the Needham Public Schools' compliance with Title VI, Title IX, Section 504, ADA or MGL Ch 76, sec. 5 is directed to contact:

For Students and Parents/Guardians: TOM DENTON, Director of Guidance, 781-455-0800 x 2130

For Employees: TOM CAMPBELL, Director of Human Resources, 781-455-0400 x208

These individuals have been designated by the Needham Public Schools to coordinate the school district's efforts to comply with these laws, or contact the Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921, the Massachusetts Department of Elementary and Secondary Education, Office of Program Quality Assurance Services, 75 Pleasant Street, Malden, MA 02148-4906, or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-994-6000) (TTY 617-994-6196).

Ref: Title VI: 42 U.S.C. 2000d; 34 CFR 100.3(a),(b); EEOA: 20 U.S.C. 1703(f); Title IX: 20 U.S.C. 1681; 34 CFR 106.31, 106.34, 106.35; Section 504: 29 U.S.C. 794; 34 CFR 104.4; Title II: 42 U.S.C. 12132; 28 CFR 35.130; IDEA 2004: 20 U.S.C. 1400; 34 CFR 300.110; NCLB: Title III, Part A, Sec. 3121(c)(1)(C); Title X, Part C, Secs. 721, 722(g)(4); Mass. Const. amend. art. 114; M.G.L. c. 71A, s. 7; c. 76, s. 5; 603 CMR 26.03 as amended by Chapter 199 of the Acts of 2011

POLICY PROHIBITING HARASSMENT

Needham Public Schools are committed to maintaining a school environment free of harassment based on race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, ancestry, or national or ethnic origin. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the Needham Public Schools. Consistent with our Policy Addressing Bullying, Needham Public Schools specifically prohibits all conduct that creates an intimidating, hostile environment for others. However, such conduct based upon the protected classifications described above requires particular attention.

A. Definitions

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon the protected classifications described above, when such communication or conduct is sufficiently serious to deny or limit the ability of an individual to participate in or benefit from their educational programs or school sponsored-events. By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals.

Sexual Harassment. Sexual harassment includes not only the types of conduct listed above that is based upon gender, but can also include unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

B. Harassment and Retaliation Prohibited

Harassment in the school environment is unlawful and is absolutely prohibited. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has filed a complaint of harassment or who cooperates in an investigation of possible harassment is unlawful and is prohibited. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

C. Reporting & Investigating Incidents Of Harassment

Needham Public Schools will promptly investigate every complaint of harassment. If you believe that you may have been harassed, or if you witness or learn about the harassment of another individual, you should inform the principal or the Title IX Coordinator for the district immediately.

For Parents or Students:
TOM DENTON
Director of Guidance Pre-K-12
Needham Public Schools
609 Webster Street
Needham, MA 02494
Tel: (781) 455-0800 x 2130
tom_denton@needham.k12.ma.us

For Faculty & Staff:
TOM CAMPBELL
Director of Personnel Resources
Needham Public Schools
1330 Highland Avenue
Needham, MA 02492
Tel: (781) 455-0400 x 208
tom_campbell@needham.k12.ma.us

These individuals have responsibility for accepting, investigating and resolving complaints of discrimination (including harassment) in a timely manner. They are also responsible for ensuring that all staff and students are trained and/or notified annually about these requirements and procedures.

If you do not wish to discuss your claim with either of these investigators, notify the Superintendent of Schools at 781-455-0400 x 203.

The Title IX Coordinator will promptly investigate any complaint of harassment. Such investigation may include identification and questioning of witnesses and other appropriate actions. Confidentiality of grievant and or

respondents and witnesses will be maintained, to the extent consistent with the Needham High School's obligations relating to investigation of complaints and the due process rights of individuals affected.

If the investigator determines that harassment has occurred, he/she will take action to end the harassment, and take appropriate steps to make sure that it is not repeated. Such steps may range from counseling to discipline, which could include suspension or expulsion.

D. State and Federal Agencies

The Needham Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can address the issue as appropriate. Inquiries concerning the applicability of the aforementioned federal laws and regulations to Needham Public Schools also may be referred to the United States Department of Education Office for Civil Rights (OCR), 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone 617-289-0111) (TTY: 1-800-877-8339)

A grievant may file a complaint with OCR, generally,

1. within 180 calendar days of the alleged discrimination or harassment, or
2. within 60 calendar days of receiving notice of Needham Public School's final disposition on a complaint filed through Needham Public Schools, or
3. within 60 calendar days of receiving a final decision by the Massachusetts Department of Education, Bureau of Special Education Appeals, or
4. instead of filing a complaint with Needham Public Schools.

Inquiries relative to state law may be referred to the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-5023 (telephone 781-338-3000) (TTY 1-800-439-2370) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-994-6000) (TTY 617-994-6196).

DISTRICT MEETINGS, PROGRAMS, ACTIVITIES

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

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

Needham Public Schools
1330 Highland Avenue
Needham, MA 02492
(781) 455-0400 x 203

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

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

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

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

- A communication option will be offered that reflects the individual's preference: interpretation by a sign

language interpreter or oral interpreter; live transcription services; or another method, which could include written notes. This assistance will be arranged through the Massachusetts Commission for the Deaf and Hard of Hearing. Please contact the Director of Student Support Services for more information: (781) 455-0400 x 213.

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

SPECIAL EDUCATION SERVICES

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

HOMELESS CHILDREN AND YOUTH

The **McKinney-Vento Act** is designed to remove barriers to enrollment and retention in school of homeless children and youth. A homeless child is defined broadly as "any child or youth without a fixed, regular, and adequate residence." These students include those who are "doubled up" with friends or relatives (sharing the housing of others due to loss of housing, economic hardship), runaways, unaccompanied youths, as well as others.

Homeless students have the right to continue to attend the same school they attended when permanently housed (or the school in which they were last enrolled) (i.e. school of origin) and to receive round-trip transportation between their temporary housing and their school of origin. In the alternative, the student may choose to attend school where they are temporarily residing. School placement determinations must be made based on the best interest of the homeless student. School districts must presume that keeping the student in the school of origin until the end of the school year in which the student obtains permanent housing is in the student's best interest except when doing so is contrary to the request of the parent, guardian or unaccompanied youth. Homeless students must be enrolled immediately in school even if they do not have the documents usually required for enrollment such as school records or proof of immunizations. The District's Homeless Education Coordinator will contact the previously attended school district to request copies of any required records that are missing.

Any questions about the programming available to homeless students and their families should be directed to the Director of Student Support Services (Responsible for Homeless Education Coordination) who can be reached at (781)-455-0400 x213.

BULLYING POLICY

Bullying Definitions and Responses:

Bullying (and cyber-bullying) will not be tolerated in our schools, on buses or anywhere on school grounds.

Bullying is conduct that is repeated by one or more students or by a member of the school staff and targets another student, causing one or more of the following:

- physical or emotional harm to the targeted student or damage to his/her property;
- placement of the targeted student in reasonable fear of harm to him/herself or of damage to his/her property;
- a hostile environment at school for the targeted student;
- infringement on the rights of the targeted student at school; or
- Material and substantial disruption to the educational process or the orderly operation of the school.

Cyber-bullying is bullying through use of cell phones, computers or other technology and may include conduct such as sending mean or threatening email messages, instant messages, or text messages; creating websites that make fun of, humiliate, or intimidate others; and posting or sending embarrassing pictures of others.

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

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

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

How to Report Bullying: Students who believe they are targets of bullying or retaliation, or who know about bullying conduct should report the conduct to an assistant principal, a teacher, guidance counselor or other school staff member. All school personnel are mandated to report any incidents of bullying that they witness to an appropriate administrator. In addition, parents/guardians are encouraged to report any incidents that may involve bullying. All members of the school community are responsible for keeping students safe. We expect that the community will set a positive example and not tolerate students who might create unsafe situations for other students.

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

PHYSICAL RESTRAINT OF STUDENTS & TIME OUT PROCEDURE

Physical Restraint

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

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

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

Time-out

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

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

Additional information, including a copy of applicable state regulations, can be obtained from Mary Lammi, Director of Student Support Services, who can be reached at 781-455-0400 x213

STUDENT RECORDS

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

a. The **right to access** the student's education records. Parents or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H ("Section 37H") law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the principal on an annual basis. Information about these procedures can be obtained from the building principal.
b. (b) The **right to request amendment** of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.
c. © The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Needham Public Schools and who need access to a record in order to fulfill their duties. The Needham Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials.
d. As required by law, the Needham Public Schools routinely releases (1) the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request, (2) the name and address of students to third party mail service that has been approved by the Department of Elementary and Secondary Education upon the request of a Charter School and (3) directory information, without consent. Directory information consists of the following: the student's name, parents' names, address, parent's email address, telephone listing, date of birth, major field of study, dates of attendance, weight and height of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible student objects to the release of any of the above information, the parent or eligible student may state that objection in writing to the Director of Student Support Services no later than October 1 of each school year**.** Absent receipt of a written objection for the parent or eligible student by that date, this information will be released without further notice or consent**.**
e. (d) The **right to file a complaint** concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 75 Pleasant Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.
f. (e) **Destruction of Records:** Regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information is destroyed, the parent must be notified and have an opportunity to receive a copy of any of the information.
g. (f) **Temporary Records** consist of all the information not kept on the transcript. This information includes the

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

STUDENT AND FAMILY HANDBOOK
2017-2018

HIGH ROCK SCHOOL
77 FERNDALE ROAD
NEEDHAM, MA 02492

PRINCIPAL
Jessica R. Downey

Jessica_Downey@needham.k12.ma.us
(781) 455-0455

SCHOOL TELEPHONE NUMBERS

Main Number…….(781) 455-0455
Absence Phone Line……(781) 455-0455
Main Office Fax……(781) 455-0411
Nurse……..Ext. 258
Guidance……Ext. 265

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

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Пожалуйста, свяжитесь с офисом программы ELL по телефону 781-455-0800, если вам нужен перевод этого документа

이 서류에 대한 번역이 필요하시면 ELL 프로그램 사무실(781-455-0800)로 전화주시기 바랍니다.

Por favor telefone para o escritório do programa ELL no número 781-455-0800 se precisar deste documento traduzido.

Si usted desea que este documento sea traducido, por favor llame a la oficina del Programa de aprender el idioma inglés al número 781-455-0800.

If you need this Handbook translated into another language, please call the English Language Learners' Office (ELL) at (781) 455-0800.

HIGH ROCK SCHOOL
77 FERNDALE ROAD
NEEDHAM, MA 02492

Dear Students & Families,

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

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

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

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

Best wishes for a successful school year.

Sincerely,

Jessica R. Downey

Jessica R. Downey
Principal

High Rock School Calendar 2017-2018

August/September (21 days)							September
S	M	T	W	TH	F	S	
27	28	29	30	31	1	2	8/30 First Day of School
3	~~4~~	5	6	7	8	9	4 School Closed/Labor Day
10	11	12	13	14	15	16	21 No School/Rosh Hashanah
17	18	19	20	~~21~~	22	23	26 Early Release @ 11:30 a.m.
24	25	~~26~~	27	28	29	30	

October (21 days)							October
S	M	T	W	TH	F	S	
1	2	3	4	5	6	7	9 School Closed/Columbus Day
8	~~9~~	10	11	12	13	14	11 Midterm I (28/56 days)
15	16	17	18	19	20	21	26 Early Release @ 11:30 a.m.
22	23	24	25	~~26~~	27	28	
29	30	31					

November (18 days)							November
S	M	T	W	TH	F	S	
			1	2	3	4	10 School Closed/Veterans' Day
5	6	7	8	9	~~10~~	11	21 Term I Ends (56/56 days)
12	13	14	15	16	17	18	22 No School/Professional Day
19	20	21	~~22~~	~~23~~	~~24~~	25	23-24 School Closed/Thanksgiving
26	27	28	29	30			27 Term II Begins

December (16 days)							December
S	M	T	W	TH	F	S	
					1	2	6 Delayed Opening @ 9:25 a.m.
3	4	5	~~6~~	7	8	9	25 School Closed/Christmas Day
10	11	12	13	14	15	16	26-29 No School/Winter Vacation
17	18	19	20	21	22	23	
24	~~25~~	~~26~~	~~27~~	~~28~~	~~29~~	30	
31							

January (21 days)							January
S	M	T	W	TH	F	S	
	~~1~~	2	3	4	5	6	1 School Closed/New Year's Day
7	8	9	10	11	12	13	12 Midterm II (29/85 days)
14	~~15~~	~~16~~	17	18	19	20	15 School Closed/MLK Day
21	22	23	24	25	26	27	16 Delayed Opening @ 9:25 a.m.
28	29	30	~~31~~				31 Early Release @ 11:30 a.m.

No School – School Closed

Early Release Day

Delayed Opening – 2 hours

February (15 days)							February
S	M	T	W	TH	F	S	
				1	2	3	13 Early Release @ 11:30 a.m.
4	5	6	7	8	9	10	19 School Closed/Presidents' Day
11	12	~~13~~	14	15	16	17	20-23 No School/Winter Vacation
18	~~19~~	~~20~~	~~21~~	~~22~~	~~23~~	24	
25	26	27	28				

March (21 days)							March
S	M	T	W	TH	F	S	
				1	2	3	2 Term II Ends (58/114 days)
4	5	6	~~7~~	8	9	10	5 Term III Begins
11	12	13	14	15	16	17	7 Early Release @ 11:30 a.m.
18	19	20	21	22	23	24	29 Early Release @ 11:30 a.m.
25	26	27	28	~~29~~	~~30~~	31	30 No School/Good Friday

April (16 days)							April
S	M	T	W	TH	F	S	
1	2	3	4	5	6	7	10 Delayed Opening @ 9:25 a.m.
8	9	~~10~~	11	12	13	14	16 School Closed/Patriots' Day
15	~~16~~	~~17~~	~~18~~	~~19~~	~~20~~	21	17-20 No School/Vacation Week
22	23	24	25	26	27	28	26 Midterm III (33/147 days)
29	30						

May (22 days)							May
S	M	T	W	TH	F	S	
		1	2	3	4	5	24 Early Release @ 11:30 a.m.
6	7	8	9	10	11	12	28 School Closed/Memorial Day
13	14	15	16	17	18	19	
20	21	22	23	~~24~~	25	26	
27	~~28~~	29	30	31			

June (9 days)							June
S	M	T	W	TH	F	S	
					1	2	5 Early Release @ 11:30 am.
3	4	~~5~~	6	7	8	9	13 Term III Ends (66/180 days)
10	11	12	13	14	15	16	*13 180th Instructional Day
17	18	19	20	21	22	23	**20 Includes 5 Snow Days
24	25	26	27	28	29	30	

No School – School Closed

Early Release Day

Delayed Opening - 2 hours

*13 – Last Day of School w/o snow days
** 20 – Last Day of School w/5 snow days

HIGH ROCK DAILY SCHEDULE

High Rock will open to students at 7:25 a.m., school day starts at 7:40 a.m. and ends at 2:10 p.m. Students need to wait outside the main entrance to the school if they arrive before that time.
Early Release dismissal is at 11:30 a.m. All students are expected to leave the building at this time, as there is no adult supervision available.
Delayed Opening doors open at 9:25 a.m. for students, school day starts at 9:40 a.m. and ends at 2:10 p.m.

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

DAILY PROCEDURES & EXPECTATIONS

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

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

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

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

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

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

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

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

ABSENCES-REPORTING
In the event a child will be absent for the day, parents or guardians are expected to call the school office by 7:25 a.m. Parents and guardians must furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. Parents/guardians will be contacted on the day of absence or as soon as practical and within three (3) days of the student's absence if the Parent(s) or Guardian has not contacted the school regarding an absence.

ABSENCES-EXCESSIVE
Parent(s) or Guardians will be notified when a student has at least five days in which the student has missed two or more classes/periods (unexcused) or who has five or more unexcused absences in the school year. The building principal (or his/her designee) will make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop an action plan to improve the student's attendance. In all circumstances parents/guardians are encouraged to contact school staff and work collaboratively with them to correct the reasons that the student is missing school. Excessive, unexcused absences may also result in the school taking legal action to remedy this situation.

ABSENCES-PLANNED
School vacations are planned well in advance, at appropriate intervals during the school year and parents/guardians should make family plans accordingly. It should be realized that teachers cannot realistically provide work in advance of planned absences that will adequately make up for missed instruction; therefore, teachers shall not be required to provide work for any student prior to a planned absence. Parents/guardians who allow their child to be out of school for vacations are assuming responsibility for their child's educational program. When a student returns to school, he/she shall complete work not available during their absence. The time limit for completion is the length of the absence.

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

VACATIONS & ABSENCE DUE TO NON-MEDICAL REASONS
A student who is absent from school due to a family vacation taken during the school year misses important instruction in the classroom. The school calendar is published far in advance of the school year (Spring of the previous year) to help parents/guardians plan family trips. Whenever possible, plan your family vacations to coincide with school vacations. Since assignments are based upon material that has been previously taught, work must be made up after a child returns. Assignments cannot be sent home in advance. Vacations are always considered unexcused absences from school.

TARDINESS
A student not in advisory by 7:40 a.m. is considered tardy. If a student is late, they must report to the Main Office for a pass. A tardy is excused if the student is late because of a family emergency or medical appointment. A tardy is unexcused if a student is running late. **Five (5) unexcused tardies during a trimester will make a student ineligible for Honor Roll.** Ten (10) or more unexcused tardies during the school year will result in a lunch detention each time a student is tardy. Excessive tardiness could result in more disciplinary action by the Main Office.

CONTACTING SCHOOL OR HOME DURING THE SCHOOL DAY
If a parent/guardian needs to contact a student during the school day they should call the Main Office and the message will be given to that student. Students cell phones are to be turned off and stored in lockers during the school day. If your child needs to contact a parent/guardian during the school day, they may ask a teacher or the Main Office for permission to use the telephone.

AFTERSCHOOL
After 2:10 p.m. all students are expected to be in a supervised area with a teacher if they are staying afterschool. Teachers provide after school help for students from 2:10 until 2:40 p.m. on Tuesday,

Wednesday and Thursday. Students should be picked up at 2:40 p.m. when staying for after school help unless they have another after school activity at the school. On Monday and Friday all students are dismissed at 2:10 p.m.

VISITORS

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

CORI & SORI PROCESS FOR VOLUNTEERS

All volunteers who may have direct and unmonitored contact with children will be required to participate in the **C**riminal **O**ffender **R**ecord **I**nformation and **S**ex **O**ffender **R**egistry **I**nformation check prior to volunteering in the school. The school secretary will provide the form to a volunteer for completion and then submit it to the Director of Personnel for processing with the Criminal History Systems Board. The Superintendent, or his designee, will review the CORI & SORI information to determine if the volunteer may have unmonitored contact with children.

SAFETY PROTOCOLS

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

NO SCHOOL ANNOUNCEMENT

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

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

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

TWO-HOUR DELAYED OPENING

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

EMERGENCY EARLY RELEASE ANNOUNCEMENT

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

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

MIDDLE SCHOOL CODE OF CONDUCT

STUDENT BEHAVIOR AND EXPECATIONS

GUIDING PRINCIPLES AT THE MIDDLE SCHOOL

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

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

HONOR CODE

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

STUDENT EXPECTATIONS

Students are expected to conduct themselves in a polite and courteous manner, which respects the rights and privileges of all members of the school community. Members of the school community include: students, faculty, substitutes, visitors, guests, and all school employees. The following rules reflect this expectation:

1. Enter each classroom quietly and cooperate with courtesy and respect in a manner outlined by the teacher.
2. Ask permission before using school and classroom equipment or classmates' materials.
3. Any personal electronic devices that are not appropriate during the school day should be kept in a locker. Those that are visible will be confiscated.
4. Cell phones may not be used during the school day and must be turned off and placed in lockers from 7:25 a.m. to 2:10 p.m. If students are seen with a cell phone during the school day it will be confiscated and will need to be picked up by a parent/guardian after the school day. **At no time** should students have a cell phone on their person.
5. Gum chewing is not permitted at any time.
6. All medications brought to school must be taken to and left with the nurse before school begins.
7. Students are prohibited from selling any items during school without approval of the Principal.
8. Snowball throwing is not allowed on school property.
9. Riding of bicycles, skateboards or rollerblading is not allowed in the bus loading area, in the driveway, or on school grounds.
10. Students may not carry backpacks, oversized bags, knapsacks and gym bags during the school day.
11. Follow school dress code (see page 10)

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

DRESS CODE

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

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

BUS CONDUCT

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

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

The bus pass will be revoked if, in the opinion of the principal, such action is necessary for the general safety and well being of other students. In cases where a student's conduct jeopardizes the safety and well being of other students that student may immediately be excluded from the bus.

INVESTIGATION (Interviews & Searches)

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

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

POTENTIAL CONSEQUENCES FOR SERIOUS BEHAVIOR

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

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

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

PROCEDURES FOR SUSPENSION

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

SCHOOL/HOME COMMUNICATION

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

POWERSCHOOL

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

REPORT CARDS

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

PARENT/TEACHER APPOINTMENTS

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

PRIVATE SCHOOL RECOMMENDATION PROCEDURE

Please contact the Main Office first if your child will be applying to private school.

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

SCHOOL CALENDAR

Every attempt is made to include all relevant events and activities on the school's online calendar. This calendar will include events specific to each cluster (i.e. field trips) as well as school-wide events such as music concerts. You can locate our calendar through the Needham Public Schools Website at http://needham.K12.ma.us or through the link included on the High Rock School Website.

FROM THE PRINCIPAL

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

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

HIGH ROCK SCHOOL WEBSITE

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

HIGH ROCK SCHOOL TECHNOLOGY WEBSITE

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

PARENT COMMUNICATION GUIDELINES FOR EMAIL

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

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

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

The probability that emails could contaminate communication from a parent/guardian to teacher is high when:

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

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

HOMEWORK

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

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

INDEPENDENT READING

Students are required to read at least 180 minutes each week at home. Research has consistently shown that sustained, self-selected reading leads directly to gains in vocabulary and reading

achievement. High Rock School recognizes the importance of independent reading to student growth and development in literacy. Reading time will be logged using bookmarks that are maintained in the Flex classrooms. Students should expect that reading bookmarks will be assessed periodically to help develop and sustain long-term reading goals.

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

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

SCHOOL LIFE

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

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

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

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

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

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

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

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

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

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

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

HIGH ROCK AFTER SCHOOL CLUBS
There are a number of after school clubs offered to High Rock students free of charge. Clubs meet on a regular basis. These clubs are open to all students. All programs are under the direction and supervision of faculty advisors. Calendars for these days are determined and posted on our Website at the start of the school year.
Student Leadership Team - The members of the SLT plan activities to enrich school life. This leadership program is open to all students throughout the school year.
Yearbook Committee - The members of the Yearbook Committee help design and develop the yearbook. The team consists of photographers, editors and designers.
Math Team - The Math Team works on problem solving, math skills and the opportunity to compete with other middle schools in two national competitions (Math Olympiad & Continental Math League).
Common Ground - Common Ground is an affinity group program that is designed to support all students around issues of race, diversity and cultural proficiency.
Links - LINKS stands for **L**eadership and **I**nclusion **N**etwor**K** for **S**tudents. Your "Link" is also what we call the person/people you get matched up with. Student's who have good leadership skills, want to learn to improve their leadership skills, want to make new friends, develop their sense of community at High Rock, have strong interpersonal skills or are looking to enhance interpersonal skills may join. This is a full school year commitment. Participants will be expected to attend as many monthly meetings as possible and participate in the community outings.
Recycling Club - In Recycling Club, students learn about recycling and other environmental issues. They also develop and execute plans to spread awareness about ways to help the environment.

NCE MIDDLE SCHOOL PROGRAM
A fee-based after-school enrichment program called NCE Middle School Programs is available to all students. The goal of the program is to engage 6th graders in fun and enriching activities, introduce them to new skills, and help students and teachers make connections outside the classroom setting. The after-school activities are generally scheduled for one afternoon per week for approximately 10 weeks. There is a Fall and a Spring session. A late bus is available for the two 10-week sessions. For more information on NCE Middle School Program go to the Needham Public Schools Website and click on Beyond the Day www.needham.k12.ma.us or call Community Education at (781) 455-0400, ext. 222.

In addition, a few combined 6th - 8th grade activities are available. These include Cross-Country (running) team, as well as Treble Choir, Jazz Band, Wind Ensemble and Town Orchestra. Sixth grade students participating in after-school activities at Pollard may ride the shuttle bus from High Rock to Pollard.

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

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

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

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

NUTRITION SERVICES INFORMATION

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

Much thought and planning is put into providing a variety of entrée and other lunch menu components, which are delicious, kid-friendly, and nutritious. The menu of the day changes, but every day there are other lunch options available , including Chicken Caesar Salad, various sandwiches, Hamburgers, Chicken Patties, Bagel & Yogurt or Cheese. Plentiful supplies of many choices of delicious fresh fruits, cut veggie sticks and salads are always available as part of the school lunch.

Breakfast is available daily before school with a variety of options.

The menu and nutritional information, as well as allergy and ingredient information, are available on the Nutrition Service Department page of the Needham School District website. www.needham.k12.ma.us.

Meal prices		**Reduced price:**
Lunch:	$2.85	$.40

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

A la Carte See below

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

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

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

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

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

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

- 2nd Entrée $2.00
- A few "A-list" (healthy) Snack choices (baked chips, etc.) $.50 - $1.00
- Fresh baked Cookie $.50 (on Friday's only)
- 8 oz. water $.50
- 4 oz. yogurt $.50

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

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

How the automated cafeteria payment system works:

1. Every student has their own personal lunch account and PIN number (automatically assigned when enrolled- whether or not they ever use it).
2. Parents/Guardians deposit money into the student's account by check via the school cafeteria, on-line (credit card or electronic check), or cash (see **How to prepay** information below).
3. Sales are automatically deducted from the student's account. Details of account use are tracked in the system and parents can access this information (see #10 below).
4. Pre-payment into the account is strongly encouraged- as it is much faster, however paying with cash is an option.
5. Students who qualify for free or reduced price lunches are processed at the cash register like all other students, avoiding any potentially uncomfortable situation for the student. A la Carte items (above) are not free nor available at reduced price. Only the meal.
6. All students access their accounts at the cash register by entering their 4-digit PIN number on the PIN pad located at the register. Each child's unique PIN number is confidential and should not be shared. The PIN number stays the same from year to year until High School, when the number is changed to a 5-digit number. You will be notified of this number in the Welcome Back to School letter from Nutrition Services. If a student does not remember it, the cashier can access their account through the computer register by their name.
7. When the lunch account gets low:
   - Students are notified at the cash register.
   - An automated 'Low Balance Email' is sent on Monday evenings to the parent/guardian of students whose lunch account is at $25.00 or below.
   - A second 'Low Balance Email' is sent on Thursday evenings if balance is $15 or below.
8. Negative Lunch Accounts
   - When an account goes below zero, only a complete lunch can be purchased- no a la Carte items.
   - Negative account balances will be allowed to go to a maximum credit limit of 5 lunches at Pollard If the student's account balance reaches that maximum negative credit limit, they will no longer be able to "charge" a regular lunch.
   - The automated "Low Balance Email" that is sent on Monday and Thursday evenings (see above) serve as a further request to deposit money into the lunch account.
   - If we have no email address in our lunch account system, a negative balance letter is printed out and mailed to the home, requesting deposit into the lunch account.
9. Maximum credit limit /Alternate meals

- When the account reaches the maximum credit limit (value of 5 lunches), and there has been no response to the requests for deposit, the student may receive an "alternate" meal consisting of a cheese sandwich, a serving of canned fruit, and a low fat white milk. There is no charge to the account for this alternate meal. The cheese sandwich lunch is meant to provide basic nourishment so the child won't be hungry, but to get attention to replenish the lunch account.
- Nutrition Services personnel usually attempt to make phone calls to parent/guardian about the negative accounts if they believe there may be a problem with account communications previously made, and before they get to the cheese sandwich stage.

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

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

How to Prepay:

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

Food Allergies:

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

Website: needham.k12.ma.us Departments: Nutrition Services
There is lots of information on the Nutrition Services website, as well as pictures of the cafeterias and meals. Check it out!

Call Nutrition Services:

Barbara Buckley, Cafeteria Manager @ High Rock. 781-455-0455 x126

Feel free to call the Nutrition Services Office with any questions or comments: 781-455-0400:
x219 for Mirella Santucci, Nutrition Services Bookkeeper/Secretary
x216 for Ruth Griffin, Nutrition Services Director
x237 for Jen Tuttelman, Nutrition Outreach Coordinator

HEALTH SERVICE POLICIES

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

HEALTH HISTORY

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

REQUIRED IMMUNIZATIONS

Massachusetts Department of Public Health Regulation 105 CMR 220 requires students to be immunized before admission to school. An immunization certificate/record that includes the month, day, and year the immunizations were administered needs to be submitted to, and reviewed by, the

school nurse before the student begins school. State regulations also require each child to meet grade entry immunization requirements.

EXEMPTION

Only documentation of medical and religious exemptions from immunization requirements is acceptable by the law in Massachusetts. If there are medical reasons why your child has not been immunized, a certificate must be obtained from your physician annually and forwarded to the school nurse. For religious exemption, please write a note to the school nurse.

PHYSICAL EXAMINATION

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

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

LEAD POISONING SCREENING AND VISION SCREENING (Kindergarten entry requirement)

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

TUBERCULOSIS (TB) TESTING

Documentation of either:

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

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

MEDICATION POLICY

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

- The Health Services policy encourages that medication be administered before and after school hours, if possible.
- All medication, prescription or over-the-counter, requires an order from a health care provider who is a licensed prescriber as well as a completed parental permission form. **Medication will not be administered until all required documents are completed and received by the School Nurse.** These required forms are available in the health offices or may be downloaded from the Needham Public Schools Department of Health Services website.
- After consultation with the school nurse and the development of a medication administration plan, students who fall into the following exceptions may self-administer medication:
  - students with asthma or other respiratory diseases may possess and administer prescription inhalers
  - students with life-threatening allergies may possess and administer epinephrine via an auto-injector
  - students with cystic fibrosis may possess and administer prescription enzyme supplements
  - students with diabetes may possess and administer a glucose monitoring test and insulin delivery system

- Medications must be delivered to the School Nurse in a correctly labeled pharmacy or manufacturer's medication container by the parent, guardian or responsible adult. (Medications are not accepted in containers such as plastic bags.) **Students are not permitted to bring medication to school.**
- All medication orders expire at the end of each school year. New medication orders are required at the start of the school year.
- All medications must be picked up by a parent/guardian before the close of the school year. Any medications that are not picked up by the close of school will be destroyed.

CHILDREN WITH SPECIAL HEALTH CARE NEEDS

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

CONCUSSIONS

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

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

- Student sustains head injury during school, extracurricular athletics or activities, or other setting
- Student is removed from "play" from sports, physical education, or other physical activity until medically evaluated
- Student is assessed by school nurse during school day and certified athletic trainer during NHS sports, as available
- Coach, certified athletic trainer, or school nurse completes head injury report
- Parent/Guardian is notified and student is dismissed from school or athletic activity and referred for medical evaluation
- Medical provider evaluates student and documents diagnosis of traumatic brain injury or concussion
- Parent provides school nurse with documentation of head injury from medical provider and plan of care including orders for brain and physical rest
- School nurse notifies guidance department and teachers/coaching staff of injury and initiates a re-entry meeting with teachers, guidance, special education liaison, parent/guardian, and student (as applicable)
- A graduated academic re-entry plan and accommodations are implemented per protocol unless severity of head injury or prolonged recovery necessitate development of a 504 plan or amendment to IEP
- Nurse will review symptoms with student each day to assess recovery, update return to academics check list, and advise guidance and teachers of student's readiness to progress with return to academics plan

- Teachers, students, parents will maintain an open dialogue regarding work expectations and progress
- Medical provider provides updated documentation about student's medical recovery and clearance for progression to full academic program including physical activity and physical education
- School Nurse notifies guidance and teachers of progression to full academic program without accommodations due to head injury
- School Nurse notifies certified athletic trainer to initiate graduated return to athletics per protocol
- Certified athletic trainer consults with medical provider for authorization to clear student to return to full athletics.

SYMPTOMS TO LOOK FOR FOLLOWING A BLOW TO THE HEAD:
Some of these symptoms will appear immediately after the blow. Some may quickly disappear while other symptoms can increase or develop hours or even days after the injury.

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

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

LIFE-THREATENING FOOD ALLERGY
The Needham Public Schools (NPS) recognizes the increasing prevalence of student food allergies and the life- threatening nature of allergies for many students. The implementation of the Policy for Life-Threatening Food Allergy aims to minimize the risk of exposure to allergens that pose a threat to students, to assist students with assuming more individual responsibility for their health and safety as they grow older, and to ensure full participation in their educational programs and school sponsored activities. The management of students with food allergies requires the awareness, support, and response of the entire school community.

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

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

- NPS recognizes the increasing prevalence of student food allergies and the life- threatening nature of allergies for many students.
- An individualized health care plan including accommodations for prevention, management and emergency response is developed for each student with a medically diagnosed life-threatening food allergy.
- The school programs are not declared as "allergen free" and foods with known allergens (peanuts, tree nuts, milk, eggs, shell fish, fin fish, soy, wheat) are not banned
- Communication, planning, and education with faculty/staff, parents/guardians, and students will aim to minimize the risk of exposure to allergens that pose a threat to students.
- Non- curriculum related classroom-based celebrations and parties are food free
- Use of food as a reward or incentive during the school day is prohibited unless approved as part of an Individualized Education Program (IEP).
- Inclusion of food for curriculum instruction and related activities or special school events, requires strict adherence to the management protocol

- Sales of competitive foods and beverages (including bake sales/fundraisers) will not be permitted district wide during the school day and beyond school hours at the preschool-elementary level. Beyond the school day sales of competitive foods are permitted in grades six- twelve.
- NPS Staff employed by the NPS, to supervise and/or coach students participating as members of school-sponsored athletic teams, clubs, and other extracurricular activities beyond the school day, are responsible for implementing the applicable portions of the Food Allergy Policy and related protocols and procedures for the management of students with LTA
- NPS staff are not responsible for implementing the Food Allergy Policy and related protocols and procedures during (1) school sponsored events beyond the school day that are open to the public (e.g. school athletic contests, plays, or ceremonies) or (2) programs or events on NPS property that are sponsored by various parent, community, and private groups.

RESPONSIBLE USE OF DIGITAL RESOURCES

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

Student email

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

Student Roles and Responsibilities

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

- Resources must be used in a manner consistent with the mission of NPS
- Network and account security is the responsibility of all members of the NPS community. Any security risks should be reported to a teacher or network administrator
- Students will not use the internet or any technology resource to perform any act that can be construed as illegal or unethical
- Students will immediately report any suspicious or unusual activity to the supervising teacher or other appropriate staff member
- Computers not owned and managed by NPS may not be connected to the NPS network without specific permission
- Devices, including student owned devices, that disrupt the educational process or operation of the NPS are prohibited and will be removed. Such devices may be held and searched.
- Students will not deliberately damage any of the District's systems or cause the loss of other users' work
- Students will not override or encourage others to override any firewalls, desktop management or security measures established on the network.

Respect and protect the intellectual property of others

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

Safety and privacy of self and others

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

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

Respect and practice the principles of community

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

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

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

Notification of Student Access to Digital Tools

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

Khan Academy
Khan Academy is a free online resource that allows students to learn anytime, anywhere, with material that is uniquely appropriate for them. Students can explore new topics and practice their skills by using interactive practice and tutorials. Teachers will use this app when they feel appropriate; not all teachers will use this app. When used in class teachers will assist with login.
Website: www.khanacademy.org
Terms of Service: www.khanacademy.org/about/tos
Privacy Policy: www.khanacademy.org/about/privacy-policy

Quizlet
Quizlet is a free website providing learning tools for students, including flashcards, study, and game modes. Quizlets can be made by teachers and shared or made by students as a study tool. Teachers will use this app when as appropriate, though not all teachers will use it. When used in class teachers will assist with login.
Website: https://quizlet.com/
Terms of Service: https://quizlet.com/tos
Privacy Policy: https://quizlet.com/privacy

Newsela
Newsela is a resource that provides teachers, parents, and students with over 1,000 current event articles scaled at five different reading comprehension levels. Newsela uses leveled articles and real-time assessments to build comprehension. Articles are aligned to curriculum standards and often include lesson plan components such as writing prompts and quizzes.
Website: https://newsela.com/
Terms of Service: https://newsela.com/pages/terms-of-use/
Privacy Policy: https://newsela.com/pages/privacy-policy/

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

SCHOOL DISCIPLINE
PROCEDURES FOR SUSPENSION & EXPULSION

GENERAL INFORMATION REGARDING SUSPENSION
Any student who is suspended from school will be given the opportunity to make up school work as needed to make academic progress. If the student is excluded from school for more than ten (10) consecutive days the student will have an opportunity to receive education services in order to make academic progress through the school-wide education service plan.
Except in the case of Statutory Offenses described later in this handbook, students may not be suspended more than 90 days in a school year and school staff will avoid suspensions of more than 10 days until alternatives such as positive behavioral interventions and supports have been tried as appropriate.
If student in preschool or in grades K through 3 is to be suspended, the principal will provide written notice to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

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

A. <u>In-School Suspension For Less Than 10 Cumulative Days During A School Year</u>

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

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do

so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

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

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

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

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

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

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

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

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

If the student is in preschool or grade K-3, the administrator will send a copy of the written determination to the Superintendent and Director of Student Support Services and explain the reasons for imposing an out-of-school suspension before the short-term suspension takes effect.

C. Procedures For Long -Term Suspension

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

1. Notice: The notice will include all of the components for a short-terms suspension in Section B above, plus the following:
   a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
   b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
   c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
   d) the right to cross-examine witnesses presented by the school district;
   e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
   f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.

2. Format of Hearing: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:
   1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
   2. Set out the key facts and conclusions reached;
   3. Identify the length and effective date of the suspension, as well as a date of return to school;
   4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
   5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:

      a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
      b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

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

D. Exception For Emergency Removal

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.
The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.
The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

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

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

E. Appeal To The Superintendent

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

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section C above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section C above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

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

Conduct Which May Lead To Expulsion (Statutory Offenses)
Students are subject to suspension/expulsion by the Principal for the conduct listed below, subject to the procedures set forth in M.G.L. ch. 71, § 37H (see below).

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

*This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute "dangerous weapons", administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student's possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.
Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, §37H1/2 (see below).

Gun Free Policy
In accordance with the Gun Free Schools Act of 1994, any student who is determined to have a 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). 20 U.S.C. S8921

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

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.
2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.
3. A letter will be mailed to the parent/guardian of the suspended student stating:
    a. The reason for the suspension
    b. A statement of the effective date and duration of the suspension
    c. A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

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

STATUTE: CONTROLLED SUBSTANCES, DANGEROUS WEAPONS & ASSAULTS ON EDUCATIONAL PERSONNEL (MASS. GEN. LAWS, CHAPTER 71 SECTION 37H)

a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but limited to, a gun or a knife; or a controlled substance as defined in chapter 94 C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
c. Any student who is charged with a violation of either paragraph a or b shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, a Principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph a or b.
d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have 10 days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
e. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

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

Notwithstanding the provisions of section 84 and sections 16 and 17 on chapter 76;

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal if said Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his/her request for an appeal no later than 5 calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parents/guardians within 3 calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.
2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal of a school in which the student is enrolled may expel said student if such Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general

welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the superintendent, in writing, of his/her request for an appeal no later than 5 calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parents/guardians within 3 calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

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

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

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

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

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

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

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

Discipline of Students Whose Eligibility for Special Education is Suspected

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

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

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

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

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

LEGAL NOTICES AND SELECTED POLICIES

NOTICE OF NON-DISCRIMINATION

The Needham Public Schools does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, genetic information or national or ethnic origin in the administration of its educational policies, employment policies, and other administered programs and activities. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the schools.

Any person having inquiries or complaints concerning the Needham Public Schools' compliance with Title VI, Title IX, Section 504, ADA or MGL Ch 76, sec. 5 is directed to contact:

For Students and Parents/Guardians: TOM DENTON, Director of Guidance, 781-455-0800 x 2130

For Employees: TOM CAMPBELL, Director of Human Resources, 781-455-0400 x208

These individuals have been designated by the Needham Public Schools to coordinate the school district's efforts to comply with these laws, or contact the Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921, the Massachusetts Department of Elementary and Secondary Education, Office of Program Quality Assurance Services, 75 Pleasant Street, Malden, MA 02148-4906, or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-994-6000) (TTY 617-994-6196).

Title VI: 42 U.S.C. 2000d; 34 CFR 100.3(a), (b); Title VII, as amended by EEOA: 20 U.S.C. 1703; Title IX: 20 U.S.C. 1681; 34 CFR 106.31, 106.34, 106.35; Section 504: 29 U.S.C. 794; 34 CFR 104.4; Title II: 42 U.S.C. 12132; 28 CFR 35.130; IDEA 2004: 20 U.S.C. 1400; 34 CFR 300.110; MGL 71B; ESEA, as amended by ESSA (Pub. L. No. 114-95); M.G.L. c. 151B; Mass. Const. amend. art. 114; M.G.L. c. 71A, § 7; c. 76, § 5; 603 CMR 26.00

POLICY PROHIBITING HARASSMENT

Needham Public Schools are committed to maintaining a school environment free of harassment based on race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, ancestry, or national or ethnic origin. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the Needham Public Schools. Consistent with our Policy Addressing Bullying, Needham Public Schools specifically prohibits all conduct that creates an intimidating, hostile environment for others. However, such conduct based upon the protected classifications described above requires particular attention.

A. **Definitions**

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon the protected classifications described above, when such communication or conduct is sufficiently serious to deny or limit the ability of an individual to participate in or benefit from their educational programs or school sponsored-events. By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals.

Sexual Harassment. Sexual harassment includes not only the types of conduct listed above that is based upon gender, but can also include unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

B. Harassment and Retaliation Prohibited
Harassment in the school environment is unlawful and is absolutely prohibited. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has filed a complaint of harassment or who cooperates in an investigation of possible harassment is unlawful and is prohibited. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

C. Reporting & Investigating Incidents Of Harassment
Needham Public Schools will promptly investigate every complaint of harassment. If you believe that you may have been harassed, or if you witness or learn about the harassment of another individual, you should inform the principal or the Title IX Coordinator for the district immediately.

For Parents or Students:
TOM DENTON
Director of Guidance Pre-K-12
Needham Public Schools
609 Webster Street
Needham, MA 02494
Tel: (781) 455-0800 x 2130
tom_denton@needham.k12.ma.us

For Faculty & Staff:
TOM CAMPBELL
Director of Personnel Resources
Needham Public Schools
1330 Highland Avenue
Needham, MA 02492
Tel: (781) 455-0400 x 208
tom_campbell@needham.k12.ma.us

These individuals have responsibility for accepting, investigating and resolving complaints of discrimination (including harassment) in a timely manner. They are also responsible for ensuring that all staff and students are trained and/or notified annually about these requirements and procedures. If you do not wish to discuss your claim with either of these investigators, notify the Superintendent of Schools at 781-455-0400 x 203.

The Title IX Coordinator will promptly investigate any complaint of harassment. Such investigation may include identification and questioning of witnesses and other appropriate actions. Confidentiality of grievant and or respondents and witnesses will be maintained, to the extent consistent with the Needham High School's obligations relating to investigation of complaints and the due process rights of individuals affected.

If the investigator determines that harassment has occurred, he/she will take action to end the harassment, and take appropriate steps to make sure that it is not repeated. Such steps may range from counseling to discipline, which could include suspension or expulsion.

D. State and Federal Agencies
The Needham Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can address the issue as appropriate. Inquiries concerning the applicability of the aforementioned federal laws and regulations to Needham Public Schools also may be referred to the United States Department of Education Office for Civil Rights (OCR), 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone 617-289-0111) (TTY: 1-800-877-8339)
A grievant may file a complaint with OCR, generally,

1. within 180 calendar days of the alleged discrimination or harassment, or
2. within 60 calendar days of receiving notice of Needham Public School's final disposition on a complaint filed through Needham Public Schools, or
3. within 60 calendar days of receiving a final decision by the Massachusetts Department of Education, Bureau of Special Education Appeals, or
4. instead of filing a complaint with Needham Public Schools.

Inquiries relative to state law may be referred to the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-5023 (telephone 781-338-3000) (TTY 1-800-439-2370) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-994-6000) (TTY 617-994-6196).

DISTRICT MEETINGS, PROGRAMS, ACTIVITIES

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

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

Needham Public Schools
1330 Highland Avenue
Needham, MA 02492
(781) 455-0400 x 203

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

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

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

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

- A communication option will be offered that reflects the individual's preference: interpretation by a sign language interpreter or oral interpreter; live transcription services; or another method, which could include written notes. This assistance will be arranged through the Massachusetts Commission for the Deaf and Hard of Hearing. Please contact the Director of Student Support Services for more information: (781) 455-0400 x 213.

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

SPECIAL EDUCATION SERVICES

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

HOMELESS CHILDREN AND YOUTH

The **McKinney-Vento Homeless Assistance Act** is designed to remove barriers to enrollment and retention in school of homeless children and youth. Homeless children and youth are defined broadly as meaning "individuals who lack a fixed, regular, and adequate nighttime residence." These students include those who are "doubled up" with friends or relatives (sharing the housing of others due to loss of housing, economic hardship), runaways, unaccompanied youths, as well as others.

Homeless students have the right to continue to attend the same school they attended when permanently housed (or the school in which they were last enrolled) (i.e. school of origin) and to receive round-trip transportation between their temporary housing and their school of origin. In the alternative, the student may choose to attend school where they are temporarily residing. School

placement determinations must be made based on the best interest of the homeless student. School districts must presume that keeping the student in the school of origin until the end of the school year in which the student obtains permanent housing is in the student's best interest except when doing so is contrary to the request of the parent, guardian or unaccompanied youth. Homeless students must be enrolled immediately in school even if they do not have the documents usually required for enrollment such as school records or proof of immunizations. The District's Homeless Education Coordinator will contact the previously attended school district to request copies of any required records that are missing.

Any questions about the programming available to homeless students and their families should be directed to the Director of Student Support Services (Responsible for Homeless Education Coordination) who can be reached at (781)-455-0400 x213.

NEEDHAM PUBLIC SCHOOLS BULLYING POLICY

NEEDHAM PUBLIC SCHOOLS BULLYING POLICY

Bullying, cyber-bullying and retaliation will not be tolerated in the Needham Public Schools. This includes all forms of bullying that involve Needham students either on campus, on buses, or anywhere on school grounds or while engaged in school sponsored events or activities. While it is recognized that we have an obligation to our students and school community to respond effectively to all bullying that happens while school is in session, personnel will also make every reasonable attempt to intervene with situations where bullying might happen outside of school, but the ramifications are brought into the school building.

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

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

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

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

A. Definitions

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

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

a. causes physical or emotional harm to the target or damage to the target's property;

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

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

Cyber-bullying, as defined in M.G.L. c.71, s. 37O is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

i. the creation of a web page or blog in which the creator assumes the identity of another person;
ii. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying; and
iii. the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

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

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

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

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

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

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

C. Reporting Obligations

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

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

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

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

Reporting to Parents/Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will notify the parent/guardian of the target and of the aggressor of this finding and of the school's procedures for responding to it. If the alleged target and alleged aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the school principal or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Needham Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

Reporting to Administrator of Another School District or School: If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Needham Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Needham Public Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

D. **Investigation**

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

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

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

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

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

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

E. Determination

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

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation where appropriate:

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

Closing the Complaint and Follow-Up

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

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

The district will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.

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

POLICY PROHIBITING HAZING

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

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

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

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

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

Section 18: Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars (See M.GL. c. 269, S17-19).

PHYSICAL RESTRAINT OF STUDENTS & TIME OUT PROCEDURE

Physical Restraint

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

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

physical escort. While use of physical restraint is generally restricted to personnel who have received appropriate training, this training requirement does not preclude personnel from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. During a restraint, at least one adult who does not participate in the restraint will be present whenever possible.

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

Time-out

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

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

Additional information, including a copy of applicable state regulations, can be obtained from Mary Lammi, Director of Student Support Services, who can be reached at 781-455-0400 x213.

STUDENT RECORDS

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

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

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

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

d. As required by law, the Needham Public Schools routinely releases (1) the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request, (2) the name and address of students to third party mail service that has been approved by the Department of Elementary and Secondary Education upon the request of a Charter School and (3) directory information, without consent. Directory information consists of the following: the student's name, parents' names, address, parent's email address, telephone listing, date of birth, major field of study, dates of attendance, weight and height of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible student objects to the release of any of the above information, the parent or eligible

student may state that objection in writing to the Director of Student Support Services no later than October 1 of each school year**.** Absent receipt of a written objection for the parent or eligible student by that date, this information will be released without further notice or consent**.**

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

f. (e) **Destruction of Records:** Regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information is destroyed, the parent must be notified and have an opportunity to receive a copy of any of the information.

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

Please see School Committee Policy JO Student Records

POLLARD MIDDLE SCHOOL
200 HARRIS AVENUE
NEEDHAM, MA 02492

STUDENT AND FAMILY HANDBOOK 2017-2018

Principal:
Ms. Tamatha Bibbo

Middle School Assistant Principals:
Ms. Megan Bonomolo
Mr. Mark Levine
Special Education Coordinator – Ms. Marcy Cohen
Math Curriculum Coordinator – Ms. Tammy Ghizzoni
Science Curriculum Coordinator – Mr. Mark Healey
ELA Curriculum Coordinator –Ms. Elizabeth Welburn
Social Studies Curriculum Coordinator – Ms. Brooke Feldman

SCHOOL TELEPHONE NUMBERS

Main Number.....(781) 455-0480
Main Office Fax.....(781) 455-0413
Grade 7 Office..... Ext. 298
Grade 8 Office..... Ext. 229
Nurse..... Ext. 238
Media Center..... Ext. 213/217
Internet..... http://pollard.needham.K12.ma.us/

Пожалуйста, свяжитесь с офисом программы ELL по телефону 781-455-0800, если вам нужен перевод этого документа

이 서류에 대한 번역이 필요하시면 ELL 프로그램 사무실(781-455-0800)로 전화주시기 바랍니다.

Por favor telefone para o escritório do programa ELL no número 781-455-0800 se precisar deste documento traduzido.

Si usted desea que este documento sea traducido, por favor llame a la oficina del Programa de aprender el idioma inglés al número 781-455-0800.

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ADMINISTRATION
2017-2018
Pollard Middle School Phone Number: 781-455-0480

Main Office

Ms. Tamatha Bibbo, Principal, ext. 236
Ms. Linda Riley, Lead Secretary, ext. 236
Ms. Paulina Corbett, Sr. Bookkeeper, ext, 234
Ms. Linda Alexander, Office Aide, ext. 299

Grade Level Offices

Ms. Megan Bonomolo, Assistant Principal, ext. 219
Ms. Gianna Giannacopoulos, Grade Level Secretary, ext. 298
Mr. Jeremy Greenwood, Guidance Counselor, ext. 257
Mr. Mark Levine, Assistant Principal, ext. 298
Ms. Deb Negoshian, Grade Level Secretary, ext. 219
Mr. Mark Yetman, Guidance Counselor, ext. 295
Ms. Sascha D'Angelo, Guidance Counselor, ext. 294

Special Education

Ms. BethAnn Amendt, Special Education Team Chairperson, ext. 233
Ms. Marcy Cohen, Special Education Coordinator, ext. 200
Ms. Linda Keller, Program Assistant, ext. 328

Middle School Curriculum Coordinators

Math	Ms. Tammy Ghizzoni, ext. 323
Science	Mr. Mark Healey, ext. 323
ELA	Ms. Elizabeth Welburn, ext. 249
Social Studies	Ms. Brooke Feldman, ext. 248
METCO Coordinator	Ms. Leslie Smart, ext. 239

K-12 Directors

Guidance	Mr. Tom Denton	781-455-0800, x2130
Fine & Performing Arts	Ms. LeeAnn Sutton	781-455-0800, x2440
Health Services	Ms. Barbara Singer	781-455-0800, x2124
Media & Technology	Ms. Jean Tower	781-455-0471, x210
METCO Program	Dr. Joanne Allen-Willoughby	781-455-0800, x2554
K-8 SPED Director	Mr. Matt Ganas	781-455-0400, x233
Wellness	Dr. Kathy Pinkham	781-455-0800, x2542
World Languages	Dr. Elizabeth Zajac	781-455-0800, x2755

It is the policy of Needham Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, age or disability in its education programs, services, activities or employment practices.

POLLARD MIDDLE SCHOOL

Needham, MA 02492

August 2017

Dear Students & Families:

Welcome to Pollard Middle School! On behalf of the school community, we are excited to welcome you to our school and provide this handbook as an aide for you and your student to use throughout the school year.

This student handbook has been developed through a collaborative effort between faculty, students, and the Pollard School Council. At Pollard, we have dynamic and talented faculty and staff who are passionate about teaching and learning, and believe that learning requires a partnership between the school and home. As a result, we have included in the following pages pertinent school information, such as daily procedures, programs, and policies. Most importantly, the handbook will be a resource for you and your student to learn about the school community's expectations for our students and to understand what we aspire to develop in our students.

At Pollard, students experience a dramatic shift in their cognitive abilities as they move from a concrete mode of thought to a more abstract level of thinking. Consequently, the middle school program is designed to nurture the intellectual, ethical, social, emotional, and physical development of students moving from childhood to adolescence. At Pollard, we strive to support our students as curious, active, and engaged learners. We hope to inspire each student as a scholar, an artist, a musician, a volunteer, an athlete, an entrepreneur, and so much more. To the end, Pollard provides a wide-variety of programs for student involvement both during and after the regular school day. We strongly encourage students to take advantage of the opportunities offered.

We hope that this school year is a positive one for you and your student. We will work tirelessly to support the academic achievement, motivation, and development of an appreciation and enjoyment of learning for your student.

In partnership,

Tamatha L Bibbo

Ms. Tamatha L. Bibbo
Principal

Needham Public Schools
School Calendar

2017-2018

September				
M	T	W	Th	F
28	29	30	31	1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

March				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

	Holiday/Recess
	PreK-8 Early Release (ER)
	PreK-12 Early Release (ER)
	PreK-8 Delayed Opening- 2 hrs
	Professional Day

NOTE: Classes at the high school (grades 9-12) begin at 8:35 on Fridays

AUGUST 2017	
8/28	**General Staff meeting/Prof. Dev**
8/29	**Professional Development Day**
8/30	All Schools Open
8/31	First Day of Kindergarten
8/31	Preschool Orientation
SEPTEMBER 2017	
9/1	First Day of Preschool & KASE
9/4	Labor Day - No School
9/21	Rosh Hashanah
9/26	PreK-8 Early Release
OCTOBER 2017	
10/9	Columbus Day
10/26	PreK-12 Early Release
NOVEMBER 2017	
11/10	Veterans' Day Observed No School
11/22	***No School- Prof Development***
11/23-24	Thanksgiving Recess
DECEMBER 2017	
12/6	PreK-8 Delayed Opening
12/25-1/1	Winter break
JANUARY 2018	
1/2	Classes Resume
1/15	Martin Luther King Jr. Day
1/16	PreK-8 Delayed Opening
1/31	PreK-12 Early Release
FEBRUARY 2018	
2/13	PreK-8 Early Release
2/19-23	February Recess
2/26	Classes Resume
MARCH 2018	
3/7	PreK-12 Early Release
3/29	PreK-8 Early Release
3/30	Good Friday
APRIL 2018	
4/10	PreK-8 Delayed Opening
4/16-4/20	April Recess
4/23	Classes Resume
MAY 2018	
5/24	PreK-12 Early Release
5/28	Memorial Day
JUNE 2018	
6/4	Graduation
6/5	PreK-8 Early Release
6/13	Last day if no snow days-ER
6/20	**Last day 5 snow days-ER**

Approved by School Committee October 18, 2016

POLLARD MIDDLE SCHOOL

2017-2018 BELL SCHEDULE

	GRADE 7		GRADE 8	
Doors Open	**7:35 am**		**7:35 am**	
Advisory	7:50 – 8:03		7:50 – 8:03	
Period 1	8:06 – 9:01		8:06 – 9:01	
Period 2	9:04 – 9:59		9:04 – 9:59	
Period 3	10:02 – 10:57		10:02 – 10:27 **Lunch 10:27 –10:55** 10:57 – 11:27	10:02 – 10:57 **Lunch 10:57 – 11:25**
Period 4	11:00 – 11:55		11:30 – 12:25	11:28 – 12:25
Period 5	**Lunch 11:55 -12:23** 12:26 – 1:22	11:58–12:28 (part1) **Lunch 12:28 – 12:56** 12:58-1:23 (part2)	12:27– 1:22	12:27 – 1:22
Period 6	1:25 – 2:20	1:25 – 2:20	1:25 – 2:20	1:25 – 2:20
Student Dismissal	2:20 pm		2:20 pm	
***After School Help**	2:20 – 2:50		2:20 – 2:50	
After School Activities	2:50 - Varies		2:50 - Varies	

* After School Help is offered on Tuesdays, Wednesdays, and Thursdays.

We dedicate ourselves to cultivating academic excellence, civic responsibility, and the personal growth of each member of our community.

We Know:

Students enter Pollard Middle School at a critical phase of their development. They experience rapid physiological and emotional changes, an emerging sense of self, and an increased need for self-assertion. Cognitively, middle school students move from concrete toward abstract thinking. Middle school students strive for self-acceptance and a sense of belonging, which shapes their behavior and perceptions. Healthy connections with adults and peers are crucial. Adult recognition reinforces students' sense of worth and their ability to balance extreme and competing developmental needs.

We Believe:

- All students can learn, and it happens at varying rates through multiple learning styles.
- Active learning requires taking risks, and mistakes are valuable for learning.
- Learning through a broad-based curriculum and exposure to different perspectives are integral to educating the whole child.
- Learners should feel safe, cared for, and valued.
- Learning requires a partnership between school, home, and the community.

We Work To Provide:

- A student-centered curriculum that is experiential, interdisciplinary, and exploratory.
- A staff that plays multiple roles in fostering student growth, as they provide knowledge, serves as role models, and responds to each individual's needs.
- A middle school environment that stresses civic and global awareness and each student's role as a member of a family, a community, and society at large.

We Strive To Develop:

- Creative and critical thinkers.
- Confident and open-minded risk takers.
- Responsible and thoughtful decision-makers.
- Articulate and reflective communicators.
- Collaborative and socially conscious contributors to the community.

Pollard Core Values

All members of the Pollard community will:

- ***BE curious, confident and independent learners***
- ***ACT with compassion, integrity and inclusivity***
- ***STRIVE for personal growth***

SCHOOL/HOME COMMUNICATION

The communication between the school and home is vital in supporting the overall mission of the Pollard school community. Electronic communication is the primary vehicle in which the main office or the individual grade level offices communicate with parents/guardians. There are a number of sources that are used for the purposes of communicating between the school and home:

POWERSCHOOL
PowerSchool is an electronic information system which tracks student data, attendance, and grades. It is our primary student information system and serves to enhance the communication between home and school. The system is online and provides safe and secure access using password protection. Specific information pertaining to password access can be obtained from the student's grade level office.

Please note the following:

- **Grades in Powerschool will be updated on the 15th and 30th of the month**.
- Projects, major tests, or assignments that come due on or near these dates may not appear as part of the update.
- Teachers enter homework at different times, and all homework may not be recorded.

DAILY ANNOUNCEMENTS
Each day student related announcements are shared as part of morning announcements with students. A listing of these announcements are posted daily on the school's website under "*Daily Bulletin*."

POLLARD LISTSERV
Pollard will have two separate listservs for each grade established for the parent/guardians in the school. Separate correspondence from the Pollard principal and/or grade level offices will be sent to all the family electronically using the Pollard listserv. Parents/guardians are responsible for signing up to become a member of the appropriate email lists. For each grade level that your child is in, please sign up for a listserv account. The addresses where parents/guardians can sign-up to be a member of each listserv are as follows:

Grade Seven
http://lists.needham.mec.edu/mailman/listinfo/polgrade7

Grade Eight
http://lists.needham.mec.edu/mailman/listinfo/polgrade8

***Please Note**:*
These listservs are operated, maintained, and the property of the Needham Public Schools. In addition, it is the parent/guardian responsibility to manage the accuracy of the email addresses on record. The school holds no responsibility to update or change the email contact information contained within these lists.

SCHOOL CALENDAR
Every attempt is made to include all relevant events and activities on the school's online calendar. This calendar will include events specific to each grade level (i.e., field trips) as well as school-wide events such as music concerts. You can locate our calendar through the Needham Public School's website at http://pollard.needham.k12.ma.us or through the link included on the Pollard Middle School website.

POLLARD SCHOOL WEBSITE
The Pollard Middle School maintains a comprehensive school website, which includes a range of information about each grade level, department, and program of studies. Current news and events are also included on the site. Please visit us at http://pollard.needham.k12.ma.us/main/

SCHOLASTIC INFORMATION

GRADING AND REPORTING OF STUDENT PROGRESS
Achievement grades are officially reported using standard letter grades at the end of each trimester with a total of three report cards for the school year. The grading system currently in use is as follows:

A	93-100	C	73-76	F	Below 60 and failing
A-	90-92	C-	70-72	I	Work Incomplete
B+	87-89	D+	67-69	M	Medical*
B	83-86	D	63-66	P	Passing*
B-	80-82	D-	60-62	*Used only with principal's approval	
C+	77-79				

Report cards are generally distributed the week after the end of each trimester. Pollard uses the *PowerSchool* informational system, the school no longer produces hard copies of student interim reports or report cards at the end of the first or second trimester. The school will, however, issue a hard copy of a child's official report card at the end of the third trimester as well as anytime at the request of the parent/guardian. At the interim point of each trimester, and at the end of the first and second trimester, information will be forwarded to parents/guardians outlining the fact that it is the respective interim reporting period of the trimester and patents/guardians are strongly encouraged to log on and to review the academic standing of their child.

Beyond the data distributed through the official report card, teachers communicate with families whenever they deem it appropriate to share information, note concerns, or commend students for outstanding performance and/or marked improvement. These communications may take a variety of forms including a conference, telephone call, letter, memo, or teacher-designed information form.

HOMEWORK
Effective homework enhances classroom learning and achievement at the middle school level. The amount of homework and the nature of assignments vary from day-to-day and subject-to-subject. The amount of time an individual student takes to complete homework will likewise vary. In general, middle school students should expect to complete one to two hours of homework a night.

In cases where the average amount of homework per day falls outside of the above guidelines, or there are questions about homework assignments, parents/guardians should feel free to contact the appropriate teacher(s), guidance counselor, or the grade level assistant principal. It is important to note that students are expected to plan their time accordingly around long-range assignments (i.e., projects) which may be worked on over a number of days or weeks and which require careful time management. Information regarding homework for most teachers is available online on our school's website. All students are expected to go on *My Homework* each night to see the nightly assignments. There may be some homework that requires students to use their iPads; however, the amount of time for this homework should not exceed 1 hour. If students are on their iPads at home for an excessive amount of time for "homework", please let your child's teacher know.

The student role in homework completion includes the following:

- Write assignments in the provided assignment notebook or in *MyHomework* each day in class.
- Use MyHomework as your online agenda to help you organize all your assignments.
- Use the iPad as an educational tool; do not get distracted by it.
- Plan and prioritize time for short-term and long-term assignments.
- Develop a routine for homework with a time and place suitable for study.
- Ask clarifying questions about homework prior to leaving school.
- Come prepared with homework and materials needed for all classes.
- Establish and use a study buddy for absences and make up work in a timely fashion when absent.
- Communicate with your teacher or family when you need special consideration or extra help.

The family's role in homework completion includes the following:

- Establish clear expectations for your child about homework.
- Ensure there are a regular time, place, and materials for homework.
- Monitor homework completion as needed.
- Communicate regularly with your child about homework.
- Communicate any questions or concerns about homework with child's teachers.

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

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

Please note the importance our school places on student attendance. Five (5) or more unexcused tardies and/or absences during a trimester will make a student ineligible for Honor Roll.

EFFORT GRADE (RUBRIC)
1 = Excellent
- Consistently is prepared for class with all homework and materials.
- Participates actively in class activities.
- Behavior is consistently appropriate and enhances the learning environment.
- Consistently perseveres when challenged with new or difficult tasks.

2 = Good
- Usually is prepared for class with all homework and materials.
- Usually participates actively in class activities.
- Behavior is usually appropriate and enhances the learning environment.
- Usually perseveres when challenged with new or difficult tasks.

3 = Fair
- Is inconsistent in preparation for class with all homework and materials.
- At times, participates actively in class activities.
- At times, behavior is inappropriate and does not enhance the learning environment.
- At times, perseveres when challenged with new or difficult tasks.

4 = Unacceptable
- Is rarely prepared for class with all homework and materials.
- Rarely participates actively in class activities.
- Behavior is rarely appropriate and does not enhance the learning environment.
- Rarely perseveres when challenged with new or difficult tasks.

HONOR CODE
Honesty with others and oneself is one of the most precious qualities that a person can possess. It is the goal of Pollard Middle School to aid in the development of this trait in all of its students. Dishonest acts such as lying, cheating, or stealing are never acceptable. Such acts will result in family notification and appropriately assigned penalties. Students are expected to prepare themselves honestly for tests, homework, research papers, etc. No credit will be given for work obtained through cheating. A student aiding another in cheating will be treated in a similar manner.

PROMOTION TO GRADE 7 AND 8
Students in Grade 6 must receive a final passing grade in three major subjects, including English Language Arts in order to be promoted to Grade 7. Students in Grade 7 must pass three major subjects, including English Language Arts and Math in order to be promoted to Grade 8. Students who do not meet the above requirements must repeat the necessary course(s) in an accredited summer school program with documentation of a passing grade in order to be promoted to the next grade level. Your child's attendance in a summer school program is subject to approval by the principal.

PROMOTION TO GRADE 9
A student in Grade 8 must pass three major subjects, including English Language Arts and Math, to be promoted to Grade 9. Students who do not meet these requirements must repeat the necessary course(s) in an accredited summer school program in order to be promoted to Grade 9. If your child fails math and/or English Language Arts for the year, he/she will need to attend a summer school program in these subjects. Should your child fail social studies or science, he/she will need to enroll with a tutor over the summer to work on fulfillment of the requirements in these subjects for promotion to Grade 9. Attendance in summer school is subject to the approval of the principal.

Documentation of passing grades in summer school must be presented to the principal **before** a student's records will be sent to a high school. Exceptions to this rule may be made only on the basis of a Student Support Team (SST) recommendation and the written approval of the middle school and high school principals.

PRIVATE SCHOOL RECOMMENDATION PROCEDURES
We realize that some families will choose to apply to private schools as an alternative educational option. Part of the application process often includes a request that transcripts and recommendations be completed and sent by appropriate Pollard staff. In order to accommodate all requests in a timely manner we have outlined the following procedures to assist in this process:

- All recommendation forms and transcript requests must be submitted to the grade level office **a minimum of one month** prior to the application deadline.
- Whenever possible, please submit requests as early as possible so that proper attention may be given to your child's recommendation. Any requests received less than one month before the deadline cannot be guaranteed to reach the school before the specified due date.
- All recommendation forms must be accompanied with a stamped, addressed envelope for each school to which records and recommendations are to be mailed.
- All recommendations will be mailed directly to the school and not given to families or students.

FAMILY/TEACHER APPOINTMENTS
Parents/guardians are encouraged to make appointments with individual teachers to discuss the academic progress of their child. When there are more widespread concerns (i.e., beyond the progress in one subject area) regarding the academic progress of a student, a cluster meeting may be arranged by calling the grade level office.

STUDENT SUPPORT TEAM
All of our schools have Student Support Teams (SST). These are faculty groups who come together on a regular basis to support their colleagues in the enormous responsibility of meeting the diverse needs of their students. This forum provides an opportunity to share expertise and make decisions about how best to meet the needs of individual learners. Specific topics of discussion and collaborative problem solving may focus on:

- How instructional strategies may be varied
- Accommodations that may help a student better learn
- Behavioral interventions that may be adapted to improve behavior
- What other regular education supports may be needed to enhance learning

TEXTBOOKS AND iPADS
Students are responsible for all books/iPads issued to them. A book/iPad not returned on the date due becomes a financial obligation for the student to whom it was issued. Students who have textbooks or iPads stolen from their desk or locker should immediately report the loss to their subject teacher. Subject teachers will issue temporary books/iPads until such time as the originals have been found. Students should check the *Lost and Found* and make an exhaustive search before new books are issued. All thefts should be reported directly to the grade level office.

Students have iPads in school to be used as a learning tool in classes. If a student is using the iPad for another reason during the school day, the teacher has the right to suspend iPad use for the period, or refer a student to the Grade Level Office for further action. All students will sign an iPad Rules and Expectations sheet at the beginning of the year that will detail acceptable use, expectations, "no iPad zones", and the procedures for misuse of the iPad.

ATTENDANCE PROCEDURES AND REGULATIONS

SCHOOL ATTENDANCE
School attendance is very important for a student's success in school. Children who do not attend regularly have difficulty keeping up and also miss out on being part of the social fabric of the school. There may be times when your child is ill. If your child is too ill to attend school, you should contact the school first thing in the morning and keep the school informed if the absence continues, (781) 455-0480. If your child is having difficulty attending school for any reason, please contact the school so that we can see if there is any way we can be of assistance to you.

Massachusetts General Laws are very explicit about the need for students to attend school and about the obligation of schools to account for the attendance of all children. Students who fail to attend school without

parent/guardian or school permission are considered truant, and school districts are required to notify the attendance officer and court system whenever truancy is a problem. Students who miss more than seven days of school or 14 partial days in a six-month period without documentation of a medical illness may be asked to provide medical documentation for any future absences, and may be sent a letter informing them that the Attendance Officer of the Needham Police Department has been notified of the excessive absences. A student **who is absent 20 days during the school year without medical documentation may be retained and repeat that school year.** Undocumented absences must be reported. Extensive absences due to illness will require documentation from a physician.

A student who is not present during at least half of a "school session" (i.e., a 6.5-hour day) shall be marked and counted as absent. Any student entering school after 11:00 a.m. will be considered absent.

ABSENCES
Each day a student is absent from school the parent or guardian must telephone the child's grade level office between 7:35 a.m. and 8:30 a.m. to inform the school of the absence:

Grade 7: 781-455-0493
Grade 8: 781-455-0489

This early morning phone call helps our office staff promptly verify the absence of a student and is essential in enabling the school to identify those students who are absent without parental knowledge or consent. If successful contact has not been made with the home, a note signed by the parent or guardian indicating the reason for the absence must be presented to the grade level secretary on the day the student returns.

Schoolwork missed because of excused tardiness, dismissal, or absence must be made up upon return. Students are expected to contact classmates for missed homework assignments. Requests for grade level offices to gather homework assignments can only be honored on or after the third day of absence. It is the student's responsibility to ask each teacher for make-up assignments. Moreover, excessive absences from school without medical documentation may result in the removal from field trips and extra-curricular activities. The Principal will make a determination if the student can attend a field trip at least 2 weeks prior to the trip.

A student absent from school may only participate in school-sponsored activities (athletics, dances, concerts, etc.) that same day with the principal's permission. A student who anticipates an absence should bring a note from home stating the reason for the absence and the date(s) of the absence. The note should be given to the grade level administrator, and the student should make arrangements with each teacher for make-up work upon returning to school.

***ABSENCES-REPORTING**
In the event a child will be absent for the day, parents or guardians are expected to call the school office before school begins. Parents and guardians must furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. Parents will be contacted on the day of absence or as soon as practical and within three (3) days of the student's absence if the Parent(s) or Guardian has not contacted the school regarding an absence.

***ABSENCES-EXCESSIVE**
Parent(s) or Guardians will be notified when a student has at least five days in which the student has missed two or more classes/periods (unexcused) or who has five or more unexcused absences in the school year. The building principal (or his/her designee) will make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop an action plan to improve the student's attendance. In all circumstances Parents/Guardians are encouraged to contact school staff and work collaboratively with them to correct the reasons that the student is missing school. Excessive, unexcused absences may also result in the school taking legal action to remedy this situation.

DISMISSALS
It is the general policy of the Needham Public Schools that students will not be dismissed from school before the end of the school day. Exceptions to this policy may be granted by the grade level administrator upon the presentation of a written request for dismissal from the child's parent or guardian.

Students who are required be dismissed early from school must report to the grade level office between 7:35 a.m. and 7:50 a.m. to obtain a dismissal slip by producing a note from the parent or guardian requesting the dismissal. The student is then asked to show this note to his/her teacher(s) and report to the main office for pick-up before leaving the school building.

When students feel ill and wish to return home, they must first report to the nurse in the health office. The nurse will contact the home to decide upon whether or not a student should be dismissed and if the parent/guardian can come to pick up the child.

LATE TO SCHOOL
School officially begins at 7:50 a.m. Students who are not in their assigned student advisory group at 7:50 a.m. are considered tardy. Students who are tardy must report to the grade level office for an admit slip. Students who exceed three (3) unexcused tardies to school will serve an office detention each time he/she is late. **Five (5) or more unexcused tardies and/or absences during a trimester will make a student ineligible for Honor Roll.**

LATENESS TO CLASS
A student who is late to class must present a corridor pass from the staff member who detained the student. If the student is late for class and does not have a pass from a staff member, the student is admitted to class and must report to the classroom teacher at 2:20 p.m. or make appropriate arrangements with the teacher for resolving the problem of lateness. Frequent lateness is reported to the grade level administrator.

VACATIONS & ABSENCE DUE TO NON-MEDICAL REASONS
It is important for children to receive continuous instruction on a daily basis while school is in session. Each day of instruction missed sets a child back and creates added pressure on the child and on the school. As a result, vacations are always considered unexcused absences from school. The school calendar is published far in advance of the school year to help families plan trips so that they can coincide with school vacations. Parents/guardians are urged to comply with the school calendar. Since assignments are based upon material which has been previously taught, work must be made up after a child returns. At times, assignments cannot be sent home in advance.

DAILY PROCEDURES & EXPECTATIONS

BEGINNING OF THE SCHOOL DAY
The school building opens at 7:35 a.m. Students who arrive before 7:35 a.m. are asked to wait on the patio at the front of the school. Students who walk to school are encouraged to time their departure from home so as to arrive at school by 7:35 a.m. Bus schedules have been developed to ensure an arrival time between 7:35 a.m. and 7:45 a.m.

Our front doors open at 7:35 a.m. with the sound of a bell. Students have fifteen minutes to enter the building, visit their locker, and make their way to their advisory period for 7:50 a.m. Students who need or wish to see a teacher before 7:35 a.m. are asked to make an appointment in advance and present a pass to the main office. Advisory begins promptly at 7:50 a.m.

END OF THE DAY
Outside Of The Building: At 2:20 p.m. school is officially dismissed. At this time, it is expected that all students who are not staying after school for extra help and/or involved with an after-school activity will leave the school in order to facilitate the opportunity for teachers to work with students who are staying for extra help from 2:20-2:50 p.m. Those students who take the school bus home will board buses with a departure time of approximately 2:25 p.m. The school only supervises the immediate dismissal time period. **There is no staff supervision outside of the building following 2:30 p.m.**

Inside Of The Building: Students are encouraged to participate in extra curricular activities at Pollard. Teachers provide extra assistance for students from 2:20 p.m. until 2:50 p.m. on Tuesdays, Wednesdays, and Thursdays. Students who remain in the school after 2:20 p.m. are expected to be supervised by an adult and asked to leave the building at 2:50pm.

Please Note: There is no formal supervision of students in the hallways after school has dismissed. Staff who do stay are working with students who remain for extra help or who are offering an after-school activity. Any student not with a faculty member will be asked to leave the school building.

DELIVERIES TO CLASSROOMS & COMMUNICATION WITH STUDENTS
From time to time students may forget things that they need in school for the day (i.e., lunch, money, homework, etc.). Families who deliver items to school on behalf of their child are asked to drop off items at the grade level office. Students who anticipate a delivery will be expected to visit the grade level office to pick up the items. On occasion, we also realize that families will deliver items or messages for their child that he/she is not expecting.

In such circumstances grade level secretaries will make every reasonable effort to notify the student of his/her need to report to the office to pick up and item or to retrieve a message. However, as classroom interruptions are strongly discouraged, the ability to fulfill such requests depends on the time of day and the volume of such requests on any given day.

STUDENT ADVISORY PROGRAM

Purpose Of The Advisory Program

The overall purpose of the Student Advisory Program at the middle school level is to create an environment where students feel safe, supported, and understood by their advisors and one other. Each advisee will have an advisor who will support and monitor his/her overall experience and progress in school. The goals are to connect students to students; student to a trusted, charismatic adult; and to conduct deliberate Social/ Emotional Learning (SEL) curriculum developed by the advisory team.

Overview Of The Advisory Program

In the middle school advisory program, 12 to 15 advisees meet with their advisors on a regular basis. The advisor is responsible for in-school and school-to-home communication including taking attendance, distributing report cards, and numerous other routine matters of school business. Advisors should be aware of patterns across disciplines and communicate with other advisors as needed. Advisors are not expected to be the primary disciplinarians, or the contact for classroom specific and guidance related concerns. Individual teachers remain the primary academic contact for their discipline.

Culture

Each advisor will strive to promote a positive culture in their advisory group and throughout the school by:

- Ensuring group norms are developed with the groups, posted in the room, and actively applied.
- Informing students of school-wide and grade level events and encourage participation in all aspects of school life.
- Making introductory contact with families by October 30th.

Participation in the learning process

Each advisor will support the successful participation of advisees in the learning process by:

- Conferencing with individual advisees at each mid and end of term marking period.
- Placing advisee generated academic goals and reflection sheets in advisory folder.
- Conducting one family "conference" at the mid-year around February.
- Monitoring advisee's academic progress across all disciplines.

Personal competency development

Each advisor will develop personal competencies in his/her advisees by:

- Utilizing both structured activities and informal practices
- Having advisees engage in education at least once a week on themes self-awareness, self-assessment, and interpersonal skill development.
- Implementing at least one structured activity (consult binder for thematic ideas) during the week that is advisor-led.

LOCKERS

All students will be assigned a locker at the beginning of the school year. Unless otherwise decided by the school/administration, students will keep this same assigned locker until the end of the school year. It is expected that all students will use a combination lock to secure their personal belongings. The combination of this lock will be recorded by the advisory teacher. A copy of this information will be kept in the grade level office.

Please Note: Lockers assigned to students remain the property of the school, and are therefore, subject to inspection by the administration at any time.

LOST AND FOUND/PERSONAL ITEMS OF VALUE

The *Lost and Found* is located outside the physical education office. Articles found, such as eyeglasses, cell phones, iPads, and MP3's, should be turned into the main office. Articles of clothing will be placed in the bin outside of the physical education office. Students are urged to use nametags on all clothing and to write their names on all book covers. Valuable items or large sums of money should not be brought to school. If it is necessary for these items to be at school, then they should be left at the grade level office for safekeeping during the day. The school simply cannot take responsibility for lost or stolen items when these procedures are not followed.

TRANSPORTATION OF STUDENTS
Around the same time each day approximately 900 students and 120 faculty and staff make their way to the Pollard campus. In order to maintain student and staff safety and to streamline this process with such a large volume of traffic, the following has been established:

AUTOMOBILE:

- If you must transport your child by car, please try to car pool to minimize the number of cars in the area.
- Please do not drop students off along Harris Avenue except between Fair Oaks and Bradford, or well beyond the school near Coulton and Prince.
- The circular driveway in front of the school and the Harris Avenue Parking Lot are off-limits until 8:15 a.m. and between 1:30 p.m. and 3:00 p.m.
- Please do not use the staff parking lot along Harris Avenue or the one located in the rear of the school off of Glenwood Road for student pick-ups or drop-offs.
- The Glenwood Road parking lot is for medical drop-offs only.

BUS:

- Students who are eligible for bus transportation and pay the appropriate fee will be issued both a bus pass for the year and a set of rules and regulations established by the transportation department.
- Students who violate these rules are subject to disciplinary actions including loss of transportation privileges.

VISITORS
With such a large campus and the constant imperative to ensure the safety and security of both students and staff, it is important that all visitors report to the main office to sign in while school is in session. Visitors will be issued a visitor badge that they are asked to wear during their visit. Prior arrangements should always be made before planning to meet with a teacher or an administrator. Unfortunately, due to liability reasons, students not enrolled at Pollard Middle School are not allowed to visit the school or classes during the school day.

NEEDHAM SCHOOL NUTRITION SERVICES INFORMATION

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

Much thought and planning is put into providing a variety of entrée and other lunch menu components, which are delicious, kid-friendly, and nutritious. The menu of the day changes, but every day there are other lunch options available , including a Salad Bar, Chicken Caesar Salad, Pizza, various sandwiches, Hamburgers, Chicken Patties, Bagel & Yogurt or Cheese. Plentiful supplies of many choices of delicious fresh fruits, cut veggie sticks and salads are always available as part of the school lunch. Breakfast is available daily before school with a variety of options.

The menu and nutritional information, as well as allergy and ingredient information, are available on the Nutrition Service Department page of the Needham School District website. www.needham.k12.ma.us.

Meal prices			**Reduced price:**
Lunch:	$2.85	(a few *Gourmet selections: $3.60)	$.40
Breakfast:	$1.50		$.25

Pollard Items for sale:
LUNCH Includes 5 components, per USDA: Meat (or Meat Alternate), Grain, Fruit, Vegetable & milk. The student must take at least 3 components and must take a fruit or vegetable for it to be considered a 'meal'.
BREAKFAST Includes 4 components, per USDA: 2 oz Grain (or 1 Grain and 1 Meat), Fruit (or juice), milk. The student must take 3 components, one being the fruit (or juice).
A la carte See below

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

What do you get with a "LUNCH"? & What is NOT included
Students who qualify for free or reduced price meals are able to get one complete breakfast and lunch for free or reduced price per day.

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

Other **A la carte items** are available at Pollard FOR $ALE, which are NOT included in the LUNCH price. These items that are not included are as follows:
- 2nd Entrée $2.00
- Variety of "A-list" (healthy) Snacks $.50 - $1.00
- Fresh baked Cookie $.50
- 16 oz Water $1.00
- 8 oz water $.50
- 4 oz yogurt $.50

Students who qualify for free or reduced lunch can purchase a la carte items with cash, or money can be deposited into their lunch account for purchases of those items.
Students are not allowed to "go negative" in their lunch account for snacks. (only for LUNCH). Please talk with your child if you want to limit what they buy.

How the automated cafeteria payment system works:
- Every student has their own personal lunch account and PIN number (automatically assigned when enrolled- whether or not they ever use it).
- Parents/Guardians deposit money into the student's account by check via the school cafeteria, on-line (credit card or electronic check), or cash (see **How to prepay** information below).
- Sales are automatically deducted from the student's account. Details of account use are tracked in the system and parents can access this information (see #10 below).
- Pre-payment into the account is strongly encouraged- as it is much faster, however paying with cash is an option.
- Students who qualify for free or reduced price lunches are processed at the cash register like all other students, avoiding any potentially uncomfortable situation for the student. A la carte itens (above) are not free nor available at reduced price. Only the meal.
- All students access their accounts at the cash register by entering their 4-digit PIN number on the PIN pad located at the register. Each child's unique PIN number is confidential and should not be shared. The PIN number stays the same from year to year until High School, when the number is changed to a 5-digit number. You will be notified of this number in the Welcome Back to School letter from Nutriiton

Services. If a student does not remember it, the cashier can access their account through the computer register by their name.

When the lunch account gets low:

- Students are notified at the cash register.
- An automated 'Low Balance Email' is sent on Monday evenings to the parent/guardian of students whose lunch account is at $25.00 or below.
- A second 'Low Balance Email' is sent on Thursday evenings if balance is $15 or below.

Negative Lunch Accounts

- When an account goes below zero, only a complete lunch can be purchased- no a la carte items.
- Negative account balances will be allowed to go to a maximum credit limit of 5 lunches at Pollard If the student's account balance reaches that maximum negative credit limit, they will no longer be able to "charge" a regular lunch.
- The automated "Low Balance Email" that is sent on Monday and Thursday evenings (see above) serve as a further request to deposit money into the lunch account.
- If we have no email address in our lunch account system, a negative balance letter is printed out and mailed to the home, requesting deposit into the lunch account.

Maximum credit limit /Alternate meals

- When the account reaches the maximum credit limit (value of 5 lunches), and there has been no response to the requests for deposit, the student may receive an "alternate" meal consisting of a cheese sandwich, a serving of canned fruit, and a low fat white milk. There is no charge to the account for this alternate meal. The cheese sandwich lunch is meant to provide basic nourishment so the child won't be hungry, but to get attention to replenish the lunch account.
- Nutrition Services personnel usually attempt to make phone calls to parent/guardian about the negative accounts if they believe there may be a problem with account communications previously made, and before they get to the cheese sandwich stage.

Tracking lunch accounts

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

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

How to Prepay:

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

Food Allergies:

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

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

There is lots of information on the Nutrition Services website, as well as pictures of the cafeterias and meals. Check it out!

Call Nutrition Services:

Chef Mehdi Chniouli. Pollard. 781-455-0480 x326

Feel free to call the Nutrition Services Office with any questions or comments: 781-455-0400:

x219 for Mirella Santucci, Nutrition Services Bookkeeper/Secretary
x216 for Ruth Griffin, Nutrition Services Director
x237 for Jen Tuttelman, Nutrition Outreach Coordinator

HEALTH SERVICE POLICIES

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

Health History

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

Required Immunizations

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

Exemption

Only documentation of medical and religious exemptions from immunization requirements is acceptable by the law in Massachusetts. If there are medical reasons why your child has not been immunized, a certificate must be obtained from your physician annually and forwarded to the school nurse. For religious exemption, please write a note to the school nurse.

Physical Examination

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

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

Lead Poisoning Screening and Vision Screening (Kindergarten entry requirement)

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

Tuberculosis (TB) Testing

Documentation of either:

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

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

Medication Policy

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

- The Health Services policy encourages that medication be administered before and after school hours, if possible.

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

Children with Special Health Care Needs

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

Concussions

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

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

- Student sustains head injury during school, extracurricular athletics or activities, or other setting
- Student is removed from "play" from sports, physical education, or other physical activity until medically evaluated
- Student is assessed by school nurse during school day and certified athletic trainer during NHS sports, as available
- Coach, certified athletic trainer, or school nurse completes head injury report
- Parent/Guardian is notified and student is dismissed from school or athletic activity and referred for

medical evaluation
- Medical provider evaluates student and documents diagnosis of traumatic brain injury or concussion
- Parent provides school nurse with documentation of head injury from medical provider and plan of care including orders for brain and physical rest
- School nurse notifies guidance department and teachers/coaching staff of injury and initiates a re-entry meeting with teachers, guidance, special education liaison, parent/guardian, and student (as applicable)
- A graduated academic re-entry plan and accommodations are implemented per protocol unless severity of head injury or prolonged recovery necessitate development of a 504 plan or amendment to IEP
- Nurse will review symptoms with student each day to assess recovery, update return to academics check list, and advise guidance and teachers of student's readiness to progress with return to academics plan
- Teachers, students, parents will maintain an open dialogue regarding work expectations and progress
- Medical provider provides updated documentation about student's medical recovery and clearance for progression to full academic program including physical activity and physical education
- School Nurse notifies guidance and teachers of progression to full academic program without accommodations due to head injury
- School Nurse notifies certified athletic trainer to initiate graduated return to athletics per protocol
- Certified athletic trainer consults with medical provider for authorization to clear student to return to full athletics.

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

Seek medical consultation. If there has been loss of consciousness (even briefly) person should be taken immediately to the hospital or MD office for evaluation. For concussions not involving loss of consciousness, report symptoms to primary care provider (PCP) right away for advice about how to proceed.

Brain and Physical Rest is the main treatment for a concussion. Doing as little as possible will allow symptoms to begin clearing and a graduated return to school and sports will be planned.

Proper evaluation. Make sure to get written clearance from PCP or specialist who understands current concussion management protocols before resuming activities. Progression is very individualized and is determined on a case-by-case basis. Factors affecting progression include: duration and type of symptoms, previous history of concussion, and type of sport/activity participation.

Inform your child's school nurse if he/she has experienced a concussion and to discuss the procedures and plans for your child's return to academics, physical activity, and athletics.

Life-Threatening Food Allergy

The Needham Public Schools (NPS) recognizes the increasing prevalence of student food allergies and the life- threatening nature of allergies for many students. The implementation of the Policy for Life-Threatening Food Allergy aims to minimize the risk of exposure to allergens that pose a threat to students, to assist students with assuming more individual responsibility for their health and safety as they grow older, and to ensure full participation in their educational programs and school sponsored activities. The management of students with food allergies requires the awareness, support, and response of the entire school community.

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

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

- NPS recognizes the increasing prevalence of student food allergies and the life- threatening nature of allergies for many students.
- An individualized health care plan including accommodations for prevention, management and emergency response is developed for each student with a medically diagnosed life-threatening food allergy.
- The school programs are not declared as "allergen free" and foods with known allergens (peanuts, tree nuts, milk, eggs, shell fish, fin fish, soy, wheat) are not banned
- Communication, planning, and education with faculty/staff, parents/guardians, and students will aim to minimize the risk of exposure to allergens that pose a threat to students.
- Non- curriculum related classroom-based celebrations and parties are food free
- Use of food as a reward or incentive during the school day is prohibited unless approved as part of a Individualized Education Program (IEP).
- Inclusion of food for curriculum instruction and related activities or special school events, requires strict adherence to the management protocol
- Sales of competitive foods and beverages (including bake sales/fundraisers) will not be permitted district wide

during the school day and beyond school hours at the preschool-elementary level. Beyond the school day sales of competitive foods are permitted in grades six- twelve.

- NPS Staff employed by the NPS, to supervise and/or coach students participating as members of school-sponsored athletic teams, clubs, and other extracurricular activities beyond the school day, are responsible for implementing the applicable portions of the Food Allergy Policy and related protocols and procedures for the management of students with LTA
- NPS staff are not responsible for implementing the Food Allergy Policy and related protocols and procedures during (1) school sponsored events beyond the school day that are open to the public (e.g. school athletic contests, plays, or ceremonies) or (2) programs or events on NPS property that are sponsored by various parent, community, and private groups.

FIRE EVACUATION PROCEDURES

When the fire alarm sounds, students must pay close attention to the staff member for special instructions and directions. The following guidelines must be observed:

- File out of the room by row quickly and quietly.
- Do not push or run.
- In the event of a blocked exit, file quickly and quietly to the alternative exit.
- Move at least 100 feet away from the building.
- Remain with your teacher and your class for further instructions.
- If you are not with a group when a fire signal sounds, leave the building by the nearest exit, join a group on the school grounds, and report your name to the teacher in charge of the group.

ALICE

As part of the school's emergency planning, we have adopted the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) protocol to respond to emergency situations. There are various reasons as to why we may need to go into and enhanced lockdown or "shelter in place"— these may include weather emergencies, chemical accidents, or potential threats of violence that could make going outdoors dangerous for students and staff. At the beginning and throughout the year, specific discussions will be held with students regarding expectations about how to respond in such an emergency. We will also conduct drills throughout the year to ensure all students are comfortable and prepared. Similar to fire drills, these drills may or may not be announced to students ahead of time.

SCHOOL ANNOUNCEMENTS FOR INCLEMENT WEATHER

During inclement weather, the Superintendent must decide if conditions will be safe for children to come to school. The following plan will be in effect for inclement weather:

"No School" Announcement:

If the conditions are severe, school will be canceled.
The Needham Public Schools utilizes an emergency notification system that will contact your home phone, cell phones, and will also be carried by television channels 4, 5, 7, and FOX25, and the local cable channel. Information regarding schools during inclement weather is also prominently displayed on the Needham Public Schools' website www.needham.k12.ma.us

- All classes and school activities will be canceled for the day, including scheduled adult evening classes, before and after school programs, including Needham Extended Day Program (NEDP), and other school based activities.
- Transportation of students to out-of-district schools will be canceled on Needham's "No School" days. Families may opt out of the emergency notification system for weather related events only:
- Please log onto PowerSchool and click on Update Information.
- On the Student Data Update page, delete the telephone number in the field marked Weather Related School Delays/Cancellations Phone.
- You will receive calls for other school emergencies. Alternatively, you may change the number in that box to a phone number more convenient to you and your family.
- Contact the school secretary if you have a problem with your PowerSchool account.

"Two-Hour Delay" Announcement:

- If conditions are almost safe, but the DPW requires extra time to plow the roads or sand the streets, the school day will be shortened.
- The opening of school and all bus pickups will be delayed two hours. In such a situation our building will open at 9:35 a.m. with school officially starting at 9:50 a.m.

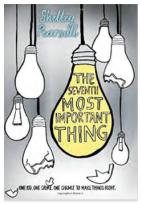
- The “Two-Hour Delayed Opening” announcement will be carried by the same radio and television stations outlined above.
- Lunch will be served at the regular time.
- Afternoon dismissals and all other school activities will take place at their regularly scheduled times.
- Parents/guardians are reminded not to attempt to send their children to school early on Two-Hour Delay days since the area around the school may not be plowed nor will staff be available to supervise early arrivals.

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

Please Note: *With the potential for a very high volume of calls during such conditions, please do not telephone the school’s main office, or the Police, Fire, or Department of Public Works. In order to receive information about any impact on school operations, please listen to the radio and television stations, log-on to their respective websites and/or check the district’s website for specific information.*

SCHOOL LIFE

LIBRARY MEDIA CENTER
At the discretion of a teacher, up to three students at one time may be sent to the Media Center for 15 minutes to pick up a book or other materials needed to complete an assignment. Teachers will supply the student(s) with a library pass indicating the intention of the visit. The student(s) will return to the classroom with the pass signed by the library staff. Students wishing to use the Media Center after school must present a pass signed by a teacher. Students are expected to conduct themselves appropriately in the media center. No food, drinks, or gum are allowed in the Media Center. Complete information on the media center’s policies, rules, and expectations can be viewed at http://pollard.needham.k12.ma.us/media_center/policies.htm. If you have any questions about the media center’s services and/or materials, please call the library assistant at 781-455-0480, x317.



FIELD TRIPS
Attendance on a school-sponsored trip, not a part of required class activities, is not a student’s right but rather a privilege. A student will not be able to attend such a trip if, in the determination of the principal or grade level administrator, the student's pattern of behavior is deemed inappropriate, anti-social or potentially disruptive to the planned trip; the student’s academics are not in good standing; and/or a student’s absences are deemed as excessive (more than 5 in a trimester). Please note that field trip money may not be refundable.

GUIDANCE
All students are encouraged to make appointments with their grade level guidance counselor. The counselor’s office is located in the grade level office. Appointments may be made directly with the individual counselor or through the grade level secretary. Counselors meet with students either individually or in small groups to discuss topics of concern. Counselors also meet with families to discuss topics of concerns regarding their children.

SPECIAL EDUCATION SERVICES
Special education services provide specialized instruction to students who have been identified through testing, as having a disability that prevents them from making effective progress in their classroom. Parents/guardians play a key role in this process by offering their insight and information that helps the TEAM to understand their children. If determined to be eligible for special education services, a TEAM meeting, including families and teachers, develops an Individualized Education Program (IEP) for the student. This program is designed to support the student’s access to the general education curriculum. Special education evaluation and services can only be provided with family permission. If you would like more information or believe your child may have a disability, please contact your child’s teacher or your school’s principal or go to
http://rwd1.needham.k12.ma.us/special_education/

NEEDHAM COMMUNITY EDUCATION (NCE)
Pollard is abuzz after school with a wonderful range of engaging enrichment opportunities. Courses are taught by Needham teachers and talented community members and include offerings in the arts, sports, hobbies, science discovery, community service, etc. Offerings are high quality, reasonably priced, and a healthy choice for middle school students.

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

SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC)
The SEPAC is a self-governed organization of Needham parents and caregivers of children with special needs. The SEPAC provides a forum for parents and caregivers to share information and promote understanding, respect for, and support for all children with special needs in the community. The SEPAC advises school officials on the education and safety of students with disabilities and on the planning, development and evaluation of special education programs within the Schools. Visit the SEPAC web site at: Needhamsepac.org for more information or to be added to their email list.

STUDENT COUNCIL
Under the direction and supervision of faculty advisors, the members of the Pollard Student Council plan activities to enrich school life. The election by the student body of officers and representatives takes place in the fall.

CODE OF DISCIPLINE, DISCIPLINE POLICIES, PROCEDURES, REGULATIONS

RATIONALE AND SCOPE
Pollard Middle School's Code of Discipline is guided by our core values: We dedicate ourselves to *cultivating academic excellence, civic responsibility, and the personal growth of each member of our community*. The discipline code is in effect both at school and at school-sponsored events, whether or not such events take place on school property (including, but not limited to, any and all athletic activities and contests). Even misconduct that does not take place in school or at a school sponsored event can result in discipline if it is of a serious nature and has a direct relationship to the school or causes substantial disruption to the school environment. Parents and teachers/ administrators are partners when a consequence may be issued to ensure that the students learns from the experience, changes the behavior and recovers socially/ emotionally. In the best interest of the child, positive intent should be assumed by all parties.

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

As always, discipline cases are handled individually, respecting the rights, developmental needs and dignity of the student while taking into account the needs and best interest of the entire school community. To respect the confidentiality of all of our students and families, we are not at liberty to discuss the disciplinary actions taken regarding students other than your own.

STUDENT BEHAVIOR AND EXPECTATIONS
Students are expected to conduct themselves in a polite and courteous manner, which respects the rights and privileges of all members of the school community. Members of the school community include students, faculty, substitutes, visitors, guests, and all school employees. Any student whose behavior interferes with classroom instruction or the smooth operation of the school may be denied participation in co-curricular and extra-curricular activities including, but not limited to assemblies, field trips, intramurals, or end-of-year activities.

The following reflects the general expectations for all students in order to help ensure we maintain an environment that is conducive to student learning:

Pollard Middle School Students are expected to:

- Dress in a manner appropriate for school/ dressed for success and ready to learn.
- Address all faculty and staff respectfully and follow all reasonable directions given.
- Refrain from using profanity.
- Arrive at all classes on time, fully prepared for work with writing implements, books, iPads, notebooks, and necessary study materials.
- Cooperate with courtesy and respect in a manner outlined by faculty or staff member.
- Be responsible for all school-owned books, iPads, materials, and equipment.
- Obtain permission before using school and classroom equipment or classmates' materials.
- Follow and comply with the school's Responsible Use Policy.
- Only eat and drink food in the school cafeteria unless permission has been given by a staff member.
- Help keep the campus clean and take personal responsibility for ensuring that all trash is deposited in appropriate garbage bins or recycling containers.
- Receive permission from the principal before selling any items in school. This includes participating in any fundraising efforts.
- Refrain from riding of bicycles, skateboards, or rollerblading on the patio, the bus loading area, or the front driveway at any time.

DRESS CODE

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

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

CORRIDOR BEHAVIOR

In order to establish a climate for courtesy and mutual respect, and for the safety and well being of everyone, students are asked to observe the following:

- Keep to the right side of hallways and stairs whenever possible.
- No running in the corridors or hallways at any time.
- No shoving, pushing, or playing of any kind in the corridor or hallways.
- No yelling, shouting, or abusive language in the school building.
- No banging, slamming, or kicking of locker doors or classroom doors.
- No eating, consuming, or selling food or beverages in the corridors.

CAFETERIA RULES & PROCEDURES

Students have approximately 28 minutes each day to eat lunch in our cafeteria. In order to safely and efficiently provide an enjoyable environment for the number of students that pass through the cafeteria each day the following guidelines are important.

At the beginning of lunch:

- Prior to arriving at lunch all books, binders, and personal items must be placed in a student's locker or in the classroom he/she is attending.
- Once students enter the cafeteria, those who are buying their lunch should form orderly lines by each door to the serving areas. Once in line students are expected to be respectful and courteous to the cafeteria staff and those other faculty on duty; wait patiently to make their way through the service area; and not "cut" the line.
- Students who purchase lunch can sit immediately in their seats.

- Students are encouraged to deposit funds in their personal lunch account with a check to speed-up the checkout process. When the fund balance is low, students will be given a notification to bring home to their parents/ guardians.

During lunch:

- Students are expected to sit at their tables throughout the entire lunch period.
- The exceptions to this include leaving their seats to buy seconds or to request permission of the supervisor to use the lavatory.
- Students should assume responsibility for the table at which they are seated. The cleanliness and upkeep of each table is the responsibility of the entire group sitting at the table.
- At the end of lunch, tables must be cleared and cleaned. In addition, the floor area must be left clean and tidy.
- Students must consume or dispose of all food and beverages before leaving the cafeteria.
- A supervisor will dismiss the table as a group to allow students to go outside or leave at the end of lunch.

BUS CONDUCT

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

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

The bus pass will be revoked if, in the opinion of the principal, such action is necessary for the general safety and well being of other students. In cases where a student's conduct jeopardizes the safety and well being of other students that student my immediately be excluded from the bus.

ELECTRONIC DEVICES AND CELL PHONES

The use of cell phones and other personal technology (with the exception of electronic readers) are prohibited in the school between the hours of 7:35 a.m. and 2:50 p.m. Other than electronic readers, such devices should remain out of sight, locked in lockers, and turned off during these hours. Violations of this prohibition will result in disciplinary action. Furthermore, use of audio/video recording devices is particularly prohibited without the express consent of the teacher or administration. A violation of this prohibition may be considered a serious infraction and may lead to suspension. Students should also be aware that a secret audio recording (recording of individual without his/her knowledge) could result in criminal charges under Massachusetts General Laws ch. 272, §99F.

USE OF SCHOOL PROPERTY & FACILITIES OUTSIDE OF SCHOOL HOURS

Students are encouraged to participate in extra curricular activities at Pollard Middle School. Students who remain after school should be under the supervision of a coach or faculty member, or be participating in a school-sponsored activity or project. Students are prohibited from remaining in the building or on school grounds without supervision, and such conduct may lead to discipline. In particular:

- Students who are not supervised will be asked to leave the building.
- Students should not loiter in the corridors or cafeteria after school.
- Students should not loiter on school grounds, the steps, or in the parking lots.

INVESTIGATION (Interviews & Searches)

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

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

Minor Infractions:
For minor infractions students are generally required to meet with a teacher or administrator after school or to attend detention. Minor infractions may include the following:

- Disregard for the rules of the school.
- Discipline referrals from faculty or staff.
- Violations of the school policies.
- Behavior in the corridors and common areas, which does not adhere to the established expectations for conduct.
- Cafeteria misconduct.
- Violation of the electronic devices expectations for the school.

Serious Infractions:
Infractions of the nature described in the following examples will result in disciplinary action which could include short-term or long-term suspensions (up to 90 days). The administration will determine the consequences for serious infractions of the Code of Discipline.

- *Repeated minor infractions or habitual disregard of rules
- Forgery and/or cheating
- Repeated truancy
- Refusing to give his/her name to a faculty member or any school department personnel
- Leaving the school building or grounds without authorization while school is in session
- Accumulated detentions not served
- Insubordination
- Throwing objects, including snowballs
- Smoking and/or use of chewing tobacco
- Use of language (written or spoken) that is disruptive to the educational environment
- Theft
- Destruction or defacement of school property
- Assault (includes not only harmful or offensive touching of another person, but also the immediate threat of such touching)
- Violations of the District's Policy Prohibiting Bullying, including cyber bullying, and/or retaliation (see page 30)
- Violations of the District's Policy Prohibiting Hazing (see page 31)
- Harassment of other students and staff because of their gender, race, ethnicity, color, national origin, ancestry, religion, age, sexual orientation, gender identity or disability
- Threats or intimidation to any student or school department personnel
- Safety Threats/false alarms
- Fire setting/arson
- Possession of a dangerous weapon
- Possession, use, or being under the influence of alcohol or other drugs (See also, M.G.L. ch. 71, §37H at page 38)
- Commission of an act that may result in serious bodily injury

SELECTED POLICIES AND LAWS RELATING TO STUDENT CONDUCT: PROCEDURES FOR SUSPENSION

General Notes Regarding Suspension:
A student who has been suspended whether in school or out-of-school may not participate in any extra curricular or co-curricular activities until he/she has returned to school and completes a full day of attendance.

Any student suspended from school will be given the opportunity to make up schoolwork as needed to make academic progress. If the student is excluded from school for more than ten (10) consecutive days for any reason, the student will have an opportunity to receive education services in order to make academic progress through the school-wide education service plan and will be so informed at the time of the suspension.

Except in the case of the "Statutory Offenses" as described in M.G.L. ch. 71, §37H and 37H1/2 as described on page 38, students may not be suspended more than 90 days in a school year and school staff will avoid suspensions of more than 10 days until alternatives such positive behavioral interventions and supports have been tried as appropriate. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

RESTORATIVE JUSTICE

Restorative justice is a manner of repairing harm caused by behavior of one or more students. Students who perform the behavior must repair the harm to the victim(s). This confidential process is voluntary and involves the support of the family, community members, and the police. A restorative justice approach to discipline will be considered on a case-by-case manner by the school administration.

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

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

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

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
4. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

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

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

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

1. Notice: The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the

following:

a) the disciplinary offense;
b) the basis for the charge;
c) the potential consequences, including the potential length of the student's suspension;
d) the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
e) the date, time, and location of the hearing;
f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

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

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

C. Procedures For Long -Term Suspension

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

1. Notice: The notice will include all of the components for a short-terms suspension in Section B above, plus the following:
   a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
   b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
   c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
   d) the right to cross-examine witnesses presented by the school district;
   e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
   f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.

2. Format of Hearing: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school

communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:

    a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
    b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

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

D. <u>Exception For Emergency Removal</u>

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.
The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.
The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

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

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

E. <u>Appeal To The Superintendent</u>

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than <u>10 cumulative school days for the school year</u>, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7)

additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section C above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section C above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

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

Conduct Which May Lead To Expulsion (Statutory Offenses)

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

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

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

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

Gun Free Policy

In accordance with the Gun Free Schools Act of 1994, any student who is determined to have a 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). 20 U.S.C. S8921

STATUTORY OFFENSES: DUE PROCESS AND PROVISIONS OF LAW:

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse),

or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.
2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.
3. A letter will be mailed to the parent/guardian of the suspended student stating:
    a. The reason for the suspension
    b. A statement of the effective date and duration of the suspension
    c. A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

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

STATUTE: CONTROLLED SUBSTANCES, DANGEROUS WEAPONS & ASSAULTS ON EDUCATIONAL PERSONNEL (MASS. GEN. LAWS, CHAPTER 71 SECTION 37H)

a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but limited to, a gun or a knife; or a controlled substance as defined in chapter 94 C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
c. Any student who is charged with a violation of either paragraph a or b shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, a Principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph a or b.
d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have 10 days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
e. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

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

Notwithstanding the provisions of section 84 and sections 16 and 17 on chapter 76;

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal of a school in which the student is enrolled

may suspend such student for a period of time determined appropriate by said Principal if said Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his/her request for an appeal no later than 5 calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parents/guardians within 3 calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal of a school in which the student is enrolled may expel said student if such Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.
   The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the superintendent, in writing, of his/her request for an appeal no later than 5 calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parents/guardians within 3 calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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

GUN FREE POLICY

In accordance with the Gun Free Schools Act of 1994, any student who is determined to have a 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). 20 U.S.C. S8921

NOTIFICATION TO THE POLICE AND OTHER AUTHORITIES

School officials may impose school-based discipline for misconduct in accordance with our disciplinary code and procedures. Separate from any school-based discipline, if the misconduct involves suspected criminal activity of a serious nature, school administrators may notify the police or other appropriate authorities. Acts likely to be reported include but are not limited to assaults that are sexual in nature or that result in serious injury, serious disruption to the school assembly, destruction of property (including graffiti, arson or vandalism), theft, hate crimes and other civil rights violations, bomb threats and other threats of a serious nature, possession or use of a dangerous weapon, possession or distribution of alcohol or a controlled substance as defined by law, or coming onto school property under the influence of alcohol or other drugs. The school staff will also consult with police officials under the district's policy addressing bullying to determine whether to report conduct prohibited by that policy. It is the prerogative of school officials to impose discipline for violations of school rules and policies,

whether or not police or other authorities take action. Likewise, the police and other authorities, rather than school staff, are responsible for making decisions as to the course of their investigation process and proceeding with criminal charges. [See also, M.G.L. ch. 71, §§37H1/2 at page 27 allowing the Principal to suspend/expel students charged/convicted of felonies in some circumstances.]

Discipline of Special Education Students

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

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

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

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

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

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

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

Discipline of Students Whose Eligibility for Special Education is Suspected

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

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

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

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

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

NEEDHAM PUBLIC SCHOOLS BULLYING POLICY

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

reasonable attempt to intervene with situations where bullying might happen outside of school, but the ramifications are brought into the school building.

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

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

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

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

Definitions

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

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

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to himself or of damage to his 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.

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

Cyber-bullying, as defined in M.G.L. c.71, s. 37O is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

- the creation of a web page or blog in which the creator assumes the identity of another person;
- the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying; and
- the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

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

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

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

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

Bullying and Retaliation Are Prohibited and Will Lead to Discipline

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

Reporting Obligations

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

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

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

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

Reporting to Parents/Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will notify the parent/guardian of the target and of the aggressor of this finding and of the school's procedures for responding to it. If the alleged target and alleged aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the school principal or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Needham Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

Reporting to Administrator of Another School District or School: If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Needham Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Needham Public Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

Investigation

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

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

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

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

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

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

Determination

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

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation where appropriate:

- Holding parent conferences;
- Enhancing adult supervision on school premises.
- Limiting or denying student access to a part, or area, of a school.
- Excluding from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities.
- Providing relevant educational activities for individual students or groups of students. Guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may be helpful in providing such programs.
- Personalized Action Plan and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.

- Arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (Such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of power.)
- Providing counseling (or other appropriate services) or referral to such services for the target and/or the student aggressor and/or for appropriate family members of said students.
- Transferring student's classroom or school.

Closing the Complaint and Follow-Up

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

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

The district will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.

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

POLICY PROHIBITING HAZING

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

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

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

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

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

Section 18: Whoever knows that another person is the victim of hazing as defined section seventeen an is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars (See M.GL. c. 269, S17-19).

LEGAL NOTICES AND SELECTED POLICIES
NOTICE OF NON-DISCRIMINATION

All students, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness, have equal access to the general education program.

The Needham Public Schools does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

Ref: Title VI: 42 U.S.C. 2000d; 34 CFR 100.3(a),(b); EEOA: 20 U.S.C. 1703(f); Title IX: 20 U.S.C. 1681; 34 CFR 106.31, 106.34, 106.35; Section 504: 29 U.S.C. 794; 34 CFR 104.4; Title II: 42 U.S.C. 12132; 28 CFR 35.130; IDEA 2004: 20 U.S.C. 1400; 34 CFR 300.110; NCLB: Title III, Part A, Sec. 3121(c)(1)(C); Title X, Part C, Secs. 721, 722(g)(4); Mass. Const. amend. art. 114; M.G.L. c. 71A, s. 7; c. 76, s. 5; 603 CMR 26.03 as amended by Chapter 199 of the Acts of 2011

Students or staff who engage in harassment based upon protected classifications or who otherwise create an environment that is discriminatory based upon these classifications will be subject to disciplinary action.

POLICY PROHIBITING HARASSMENT

Needham Public Schools are committed to maintaining a school environment free of harassment based on race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness. Consistent with our Policy Addressing Bullying, Needham Public Schools specifically prohibits all conduct that creates an intimidating, hostile environment for others. However, such conduct based upon the protected classifications described above requires particular attention.

Definitions

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, sex, gender identity, religion, national origin or sexual orientation, when such communication or conduct is sufficiently serious to deny or limit the ability of an individual to participate in or benefit from their educational programs or school sponsored-events. By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals.

Sexual harassment includes not only the types of conduct listed above that is based upon gender, but can also includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

Harassment and Retaliation Prohibited

Harassment in the school environment is unlawful and is absolutely prohibited. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has filed a complaint of harassment or who cooperates in an investigation of possible harassment is unlawful and is prohibited. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

Reporting & Investigating Incidents Of Harassment:

Needham Public Schools will promptly investigate every complaint of harassment. If you believe that you may have been harassed, or if you witness or learn about the harassment of another individual, you should inform the principal or the Title IX Coordinator for the district immediately.

For Parents or Students:

TOM DENTON
Director of Guidance Pre-K-12
Needham Public Schools
609 Webster Street
Needham, MA 02494
Tel: (781) 455-0800 x 2130
tom_denton@needham.k12.ma.us

For Faculty & Staff:

TOM CAMPBELL
Director of Personnel Resources
Needham Public Schools
1330 Highland Avenue
Needham, MA 02492
Tel: (781) 455-0400 x 208
tom_campbell@needham.k12.ma.us

These individuals have responsibility for accepting, investigating and resolving complaints of discrimination (including harassment) in a timely manner. They are also responsible for ensuring that all staff and students are trained and/or notified annually about these requirements and procedures.

If you do not wish to discuss your claim with either of these investigators, notify the Superintendent of Schools at 781-455-0400 x 203.

The Title IX Coordinator will promptly investigate any complaint of harassment. Such investigation may include identification and questioning of witnesses and other appropriate actions. Confidentiality of grievant and or respondents and witnesses will be maintained, to the extent consistent with the Needham High School's obligations relating to investigation of complaints and the due process rights of individuals affected.

If the investigator determines that harassment has occurred, he/she will take action to end the harassment, and take appropriate steps to make sure that it is not repeated. Such steps may range from counseling to discipline, which could include suspension or expulsion.

State and Federal Agencies

The Needham Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can address the issue as appropriate. Inquiries concerning the applicability of the aforementioned federal laws and regulations to Needham Public Schools also may be referred to the United States Department of Education Office for Civil Rights (OCR), 33 Arch Street, Boston, MA 02110 (telephone 617-289-0111) (TTY: 1-877-521-2172)

A grievant may file a complaint with OCR, generally,

- within 180 calendar days of the alleged discrimination or harassment, or
- within 60 calendar days of receiving notice of Needham Public School's final disposition on a complaint filed through Needham Public Schools, or
- within 60 calendar days of receiving a final decision by the Massachusetts Department of Education, Bureau of Special Education Appeals, or
- instead of filing a complaint with Needham Public Schools.

Inquiries relative to state law may be referred to the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-5023 (telephone 781-338-3000) (TTY 1-800-439-2370) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-994-6000) (TTY 617-994-6196).

DISTRICT MEETINGS, PROGRAMS, ACTIVITIES

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

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

with a disability(ies) to the Superintendent's Office:

Needham Public Schools
1330 Highland Avenue
Needham, MA 02492
(781) 455-0400 x 203

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

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

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

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

- A communication option will be offered that reflects the individual's preference: interpretation by a sign language interpreter or oral interpreter; live transcription services; or another method, which could include written notes. This assistance will be arranged through the Massachusetts Commission for the Deaf and Hard of Hearing. Please contact the Director of Student Support Services for more information: (781) 455-0400 x 213.

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

SPECIAL EDUCATION SERVICES

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

STUDENT RECORDS

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

- The **right to access** the student's education records. Parents or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H ("Section 37H") law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the principal on an annual basis. Information about these procedures can be obtained from the building principal.
- (b) The **right to request amendment** of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.
- (c) The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and

clerical staff who are employed by or under agreement with the Needham Public Schools and who need access to a record in order to fulfill their duties. The Needham Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials.

- As required by law, the Needham Public Schools routinely releases (1) the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request, (2) the name and address of students to third party mail service that has been approved by the Department of Elementary and Secondary Education upon the request of a Charter School and (3) directory information, without consent. Directory information consists of the following: the student's name, parents' names, address, parent's email address, telephone listing, date of birth, major field of study, dates of attendance, weight and height of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible student objects to the release of any of the above information, the parent or eligible student may state that objection in writing to the Director of Student Support Services no later than October 1 of each school year**.** Absent receipt of a written objection for the parent or eligible student by that date, this information will be released without further notice or consent**.**
- (d) The **right to file a complaint** concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 75 Pleasant Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.
- (e) **Destruction of Records:** Regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information is destroyed, the parent must be notified and have an opportunity to receive a copy of any of the information.
- (f) **Temporary Records** consist of all the information not kept on the transcript. This information includes the student's standardized test scores and evaluations by teachers, counselors, and other staff members. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal laws or any incident reports in which the student was charged with any suspendable act. In accordance with Department of Education regulations, a student's temporary record will be destroyed up to 7 years after leaving school provided prior notice is given to the student.

HOMELESS CHILDREN AND YOUTH

The **McKinney-Vento Act** is designed to remove barriers to enrollment and retention in school of homeless children and youth. A homeless child is defined broadly as "any child or youth without a fixed, regular, and adequate residence." These students include those who are "doubled up" with friends or relatives (sharing the housing of others due to loss of housing, economic hardship), runaways, those awaiting placement by DCF, unaccompanied youths, as well as others.

Students who are homeless have the right to continue to attend the same school ("school of origin") they attended prior to the loss of housing and to be transported to their school of origin from their temporary housing for as long as they are homeless presuming that it would be in the student' best interest. In the alternative, the student may choose to attend school in the district where their temporary housing is located. In the event a homeless student does not have the documents usually required for enrollment, such as proof of residency, school records, or proof of immunizations, the district's Homeless Education Coordinator will assist students in obtaining these records and further provide for school attendance while doing so.

Any questions about the programming available to homeless students and their families should be directed to the Director of Student Support Services (Responsible for Homeless Education Coordination) who can be reached at (781)-455-0400 x213.

PHYSICAL RESTRAINT OF STUDENTS & TIME OUT PROCEDURE

Physical Restraint

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

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

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

Time-out

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

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

Additional information, including a copy of applicable state regulations, can be obtained from Mary Lammi, Director of Student Support Services, who can be reached at 781-455-0400 x213.

RESPONSIBLE USE OF DIGITAL RESOURCES

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

Student email

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

Student Roles and Responsibilities

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

- Resources must be used in a manner consistent with the mission of NPS
- Network and account security is the responsibility of all members of the NPS community. Any security risks should be reported to a teacher or network administrator
- Students will not use the internet or any technology resource to perform any act that can be construed as illegal or unethical
- Students will immediately report any suspicious or unusual activity to the supervising teacher or other appropriate staff member
- Computers not owned and managed by NPS may not be connected to the NPS network without specific permission
- Devices, including student owned devices, that disrupt the educational process or operation of the NPS are prohibited and will be removed. Such devices may be held and searched.
- Students will not deliberately damage any of the District's systems or cause the loss of other users' work
- Students will not override or encourage others to override any firewalls, desktop management or security measures established on the network.

Respect and protect the intellectual property of others

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

Safety and privacy of self and others

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

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

Respect and practice the principles of community

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

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

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

Notification of Student Access to Digital Tools

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

Khan Academy

Khan Academy is a free online resource that allows students to learn anytime, anywhere, with material that is uniquely appropriate for them. Students can explore new topics and practice their skills by using interactive practice and tutorials. Teachers will use this app when they feel appropriate; not all teachers will use this app. When used in class teachers will assist with log-in.
Website: www.khanacademy.org
Terms of Service: www.khanacademy.org/about/tos
Privacy Policy: www.khanacademy.org/about/privacy-policy

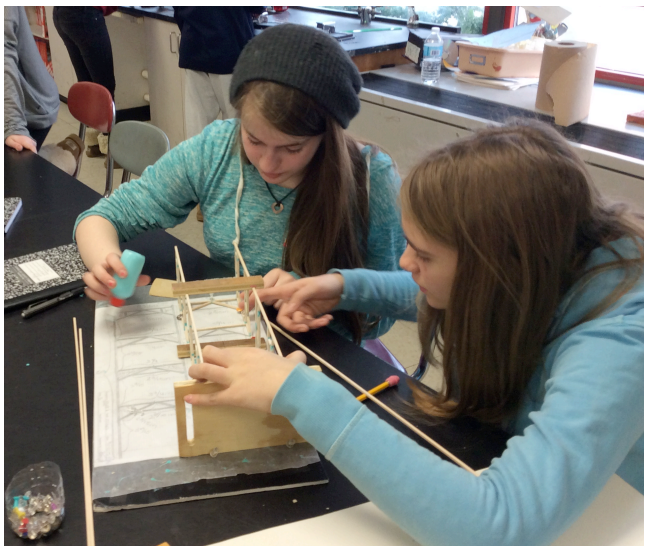
Quizlet

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

Website: https://quizlet.com/
Terms of Service: https://quizlet.com/tos
Privacy Policy: https://quizlet.com/privacy

Newsela
Newsela is a resource that provides teachers, parents, and students with over 1,000 current event articles scaled at five different reading comprehension levels. Newsela uses leveled articles and real-time assessments to build comprehension. Articles are aligned to curriculum standards and often include lesson plan components such as writing prompts and quizzes.
Website: https://newsela.com/
Terms of Service: https://newsela.com/pages/terms-of-use/
Privacy Policy: https://newsela.com/pages/privacy-policy/

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



Needham School Committee
June 6, 2017

Agenda Item: **Action**

Rescind School Committee Policy EBBB

Background Information:

This policy is outdated and has been replaced by the district Emergency Response Plan.

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee rescinds Policy EBBB: Accident Reports – Pupils.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: EBBB

Policy for:	Revision
ACCIDENT REPORTS: PUPILS	2
Date Approved by School Committee: 3/28/89 — Signature of Chairman: Mary Ellen Heid	Page 1 of 2

1) An Accident Report should be completed in duplicate by the teacher or principal who is made aware of the accident. One copy of this report should be filed by the principal; the other should be sent to the Superintendent of Schools immediately. There may be times when it will be necessary to telephone the Superintendent. He/she should be kept informed. The Superintendent will forward his copy of the Accident Report to the school physician for review and filing.

2) In those cases involving injury to a person, the following procedures should be followed:

   a) If it is a serious injury, do not move the individual. Keep him/her warm and protected; follow proper first aid procedure if you are qualified or send for a school nurse or other qualified person to administer first aid.

   b) If it is a catastrophic situation, the principal, or any other authorized person, shall call Emergency, 911, or the police, 444-1212 and emergency procedures employed.

   c) When it is necessary to transport the injured person to the hospital because of a catastrophic situation, do so only by police ambulance. A member of the staff shall accompany the person. The parents, guardian, or other proper person shall be contacted.

   Once the hospital has admitted the injured person and the proper contacts have been made, the school personnel's immediate responsibility has been fulfilled, but be alert to the possibility of giving aid, as required, in other ways.

Transportation of the sick is a parent's responsibility, whether a cab or private car is provided.

3) In those cases involving damage to a building or any other public property, the principal or any proper person shall attempt to ascertain responsibility for the damage. In those cases where the damage is intentional and the offender in known, he/she will be subject to the Needham Public Schools vandalism policy.

Reference: Needham School Committee Policy ECAB: Vandalism

Needham School Committee
June 6, 2017

Agenda Item: **Action**

Vote Name of New School

Action Recommended:

Upon recommendation of the Chair, the School Committee will take appropriate action regarding the name of the new school on Central Avenue.

Needham School Committee
June 6, 2017

Agenda Item: **School Committee Comments**

Background Information:

- Members of the School Committee will have an opportunity to report on events, information, and matters of interest not on the agenda.

Members of the School Committee available for comment:

Heidi Black
Aaron Pressman
Connie Barr
Michael Greis
Andrea Longo Carter
Susan Neckes
Matthew Spengler

Needham School Committee
June 6, 2017

Agenda Item: **Information Items**

- FY17 Third Quarter School Operating Budget Projection
- FY18 Revolving Funds Budget Requests

NEEDHAM PUBLIC SCHOOLS

1330 HIGHLAND AVENUE • NEEDHAM, MASSACHUSETTS • 02492-2692
TELEPHONE (781) 455-0400 X 207 • FOR TTY SERVICE (781) 455-0424 • FAX (781) 455-0417
E-MAIL anne_gulati@needham.k12.ma.us

INTEROFFICE MEMORANDUM

TO: Needham School Committee

FROM: Anne Gulati, Director of School Financial Operations

SUBJECT: FY17 Third Quarter School Operating Budget Projection

DATE: May 22, 2017

	Operating Budget Activity Through March 31, 2017							Projected Activity Through June 30, 2017		
Expenditure Category	TM Budget (1)	Budget Transfers (2)	Amended Budget	QIII Actual	YTD Actual	Addtl Encumbered	Balance Remaining	Proj Addtl Expese	Proj Addtl Budget Txfr	Projected Balance
Salaries	55,679,870	363	55,680,233	12,948,731	33,663,920	20,696,617	1,319,696	484,647	-	835,049
Purch of Svc & Expense	9,505,294	(363)	9,504,931	1,743,972	4,918,974	4,422,436	163,522	256,813	-	(93,291)
Capital Outlay	4,750	-	4,750	-	4,750	-	-	11,765	-	(11,765)
Totals	65,189,914	0	65,189,914	14,692,702	38,587,644	25,119,053	1,483,217	753,225	-	729,993

(1) Approved May 2016 Town Meeting.
(2) Cumulative Fiscal Year Transfers To Date

Less Projected Uses of Funds	
One-Time Transportation Subsidy (Approved FY18 Transportation Budget)	100,000
Emery Grover Building Improvements (Prepurchase)	44,900
FY18 One-Time Budget Purchases from FY17 Year End Funds	33,544
FY18 0.41 FTE Anticipated Positions In Excess of Budget (Prepurchase)	17,656
Payroll Time Entry System + Installation + IV Installation	60,000
District VOIP Phone System Installation - Year 1 Equipment (Prepurchase)	35,000
Convert Door Access Card Readers to Common System (Prepurchase)	30,000
Projected Balance Remaining to Turn Back to Town *	408,893

* Potential funding source to Implement SPED Reserve Fund

Budgetary projections have been completed for all school operating accounts, including salaries, special education (SpEd) out-of-district tuitions, SpEd professional services, transportation and legal expenses. The following expenditure projections are intended to supplement the regular FY17 QIII Financial Report, dated April 19, 2017.

Based on the aforementioned projections, the School Department anticipates a June 30, 2017 ending budget balance of approximately $729,993, largely resulting from employee turnover and extended position vacancies. It also reflects the fact that only about one third of the budget savings generated by pre-purchasing special education out-of-district tuitions in FY16 will be needed to balance the FY17 tuition budget; budget funds generally will be sufficient to cover expenditures in this area.

On a preliminary basis, the School Department proposes to use approximately $301,100 of the anticipated ending balance to meet the following needs:

- $100,000 to provide a one-time transportation subsidy in FY17, which was approved as part of the FY18 Transportation Budget;

- $44,900 to make certain improvements to the Emery Grover School Administration Building;
- $33,544 to purchase equipment, including $23,304 in one-time needs requested during the FY18 budget process and for the Superintendent recommended funding from year-end savings, as available;
- $17,656 to temporarily expand three part-time bookkeeper positions (0.41 FTE) to 20 hours per week, to assist with recruitment and retention (although the School Department hopes that some of this additional authorization will not be needed if the positions can be combined and filled);
- $60,000 to purchase and install a new Payroll Time Entry System before June 30:
- $35,000 to begin a phased project to replace the District's aged phone system with VOIP technology; and
- $30,000 to replace existing door access card readers with the same system used by other Town offices and Public Safety providers.

In addition, the School Department proposes to utilize the surplus pre-purchase funds mentioned above to create a working reserve, with which to pay future unbudgeted and unanticipated increases in special education expenditures. As the School Department has discovered, special education tuition expenditures are highly volatile and can vary up or down from budget by substantial margin. To create the reserve, the District would leave $400,000 of its Circuit Breaker reimbursement unspent and would utilize $400,000 of its remaining pre-purchase funds to cover the special education tuition expenditures that normally would have been paid by the Circuit Breaker reimbursement. The $400,000 in unspent Circuit Breaker funds would remain in the Circuit Breaker account and would be carried forward into FY18. By DESE regulation, these funds would need to be spent by June 30, 2018 and would serve as a working reserve against unbudgeted and unexpected increases in FY18 tuition expenses. The creation of this reserve would replace the practice of pre-purchasing special education tuitions for this purpose.

A second recommendation would be to utilize the authority granted by the Municipal Modernization Act under MGL Ch 40 s 13 E to create a second special education reserve fund that would pay for *extraordinary* unbudgeted special education costs, including out-of-district tuitions and transportation. This fund would be created in FY19 or FY20 by Town Meeting, potentially using unspent school operating budget balances that have been returned to the Town. Toward that end, the School Department proposes that $250,000 of its anticipated turn bac in FY17 be earmarked for this purpose, as noted in the chart above.

The following provides more detailed information about several of the major school accounts, including salaries, SpEd out-of-district tuitions, SpEd professional services and summer school expenditures, transportation and legal expenses.

Salaries and Wages:

Net budgetary surplus in the various salary accounts is projected to be $835,049, which represents an operating variance of 1.5%. This amount represents a potential estimate of funds remaining after all wages, lane changes, longevity, alternative longevity, sick buy back, substitutes, vacancies, extended family/medical (FMLA) leaves, stipends, and other miscellaneous payments have been accounted for.

The $835,049 estimated surplus is within the 2% 'normal' range for budgetary turn back, and is similar to balances generated in prior years. This ending balance reflects the effect of position turnover and extended vacancies that occurred during the 2016/17 School Year; projected savings from family medical leaves; and savings from unearned lane changes in FY17.

The estimated net budgetary surplus resulting from staff turnover and position vacancies is $647,232, which is comparable to prior years (although less than last year, when an extraordinary amount of employee turnover occurred and a large number of positions were left vacant for an extended period of time before being re-filled.) As is typical, most of the estimated turnover savings were realized at the beginning of the year, upon completion of the FY17 hiring season. These initial turnover savings, which totaled $508,800, were identified in October during the process of building the FY18 budget and were backed out of the FY18 budget request. (This amount compares to an FY16 initial savings amount of $630,566 and an FY15 initial savings of $707,420.) By the end of the year, we estimate that an additional $138,432 in turnover savings will result from regular operations. These additional savings are comparable to our prior year experience of between $150,000 - $250,000, but are much less last year's extraordinary additional turnover savings estimate of $707,265. (The FY15 'school year' turnover amount was $174,277.)

The projected savings from family medical leaves are estimated to be $251,818, which is higher than past years. (In FY16, QIII net budget savings from FMLA leaves were estimated at $175,820.) In FY17, we project that 62 employees will take family medical leave and will be replaced by a substitute. These leaves are projected to result in 2,434 days of leave without pay, or $667,792 in budget savings. The cost of substitutes is estimated to be $507,507 (excluding contract professionals), for net savings of $160,284. The substitute expense is lower than normal, since some subs for hard-to-fill medical therapeutic positions were hired on a contract basis, the cost of which is reflected in the special education contractual services account. Since the substitute budget includes a set aside of $91,534 to pay family medical leave expenses, which will go unused, net budget savings are estimated to be $251,818.

Additionally, savings from unearned lanes totals $137,442. (FY16 unearned lanes totaled $100,498.) Each year, the School Department budgets for lane changes, which teachers are eligible to receive under the Unit A contract for academic credits earned in continuing education programs. These savings reflect planned lane changes, which were not awarded because teachers did not meet the credit requirements for various reasons.

Although these salary estimates are based on best available information, total earnings could vary substantially from the projected amount, given imperfect information and the fact that some salary expenses are extremely difficult to project. This year, we have prepared our projections through the combined use of the payroll encumbrance feature of the new Infinite Visions financial system and traditional manual calculations. Given the newness of the Infinite Visions program, readers are cautioned that the final ending balance may vary up or down from the projected amount, due to an imperfect implementation of the system during its second year of operation and the resulting variances that exist between the amount of funds encumbered and the amount actually remaining to pay. In addition, some salary expenses are inherently difficult to project. The expenses, which are the most difficult to estimate include: the use of teacher substitutes, the cost of family and medical leaves, as well as the number and length of position vacancies. Additionally, although teachers are paid a fixed wage that is spread evenly over twenty-six pay periods, aides and clerical staff are paid on an hourly basis for time worked, which can never be exactly anticipated. Moreover, school employees often receive hard-to-predict supplemental wages for project-based work, co-curricular stipends, and other assignments.

Finally, these salary budget savings are net of position changes, which were made on a temporary basis through June 30, 2017 to meet unbudgeted staffing needs. These position changes, which totaled $158,126 (or 5.97 FTE), are summarized in the chart below.

Adopted FTE (2016/17)		718.16	44.47	491.36	111.25	71.09	$ Totals
Temporary Position Changes							
Personnel	HR Assistant FTE Correction	(0.01)				(0.01)	-
Transportation	Bookkeeper FTE Correction	0.04				0.04	-
Transportation	Monitors (Student Needs)	0.17				0.17	3,454
Newman	Classroom Teacher - Shift from Grant	0.10		0.10			7,569
High Rock	Office Aide Reduction	(0.03)				(0.03)	(925)
NHS	Temporary NHS Bookkeeper	0.23				0.23	8,627
Psychology/ HR	Psychologist Reduction	(0.20)		(0.20)			20,159
SPED - District	OT/PT (Temporary)	0.09		0.09			1,103
SPED - Hillside	SPED Teacher	0.40		0.40			25,921
SPED - NHS	SPED Teacher (Convert TA to Teacher)	0.30		0.30			18,518
Science Ctr - Brm	Library Resource Support	0.19			0.19		9,944
Science Ctr - All	Weekend Animal Care	(0.08)			(0.08)		(320)
SPED - All	Teaching Assistants	4.45			4.45		61,565
SPED - All	Teaching Assistants - Shift from Grant	1.96			1.96		57,329
SPED - Newman	Teaching Assistant - Move to METCO	(1.00)			(1.00)		(23,508)
ETC - District	Computer Technician Vacancy	(0.50)			(0.50)		(34,600)
Media - Hillside	Librarian (Elementary Scheduling)	0.10		0.10			9,204
Media - NHS	Program Specialist	0.03			0.03		(1,075)
Phys Ed - Hillside	Phys Ed Teacher (Elementary Scheduling)	0.10		0.10			5,230
Perf Arts - All	Accompanist	(0.36)			(0.36)		(9,453)
Perf Arts - Elementary	Music Teacher	(0.01)		(0.01)			(617)
Subtotal Increase/(Decrease)		5.97	-	0.88	4.69	0.40	158,126
	Revised FTE (2016/17)	724.13	44.47	492.24	115.94	71.49	

Non-Salary Accounts:

Projected expenditure activity in some of the largest budgetary accounts is discussed below. These accounts, which tend to generate large budget variances, include: out-of-district special education tuition, special education professional services, transportation, and legal expenses.

Special Education Out-of-District Tuition:

As noted above, we estimate that budget funds will generally be sufficient to cover expenditures in the special education out-of-district tuition accounts, and that the pre-purchase budget savings of $638,832 (resulting from the use of FY16 budget funds to pay FY17 tuition expenditures) will be needed only to cover the structural budget deficit of $195,372 in this area.

As evident in the chart on the next page, which compares tuition estimates at various points during the year to budget, total funds available to pay special education out-of-district expenditures are $5,282,749, a net reduction of $166,964 from budget. These funding sources include $3,899,596 in operating budget funds, $1,367,465 in estimated Circuit Breaker reimbursement and $15,688 in federal grant funds. These funding sources decrease $166,964 from budget, owing to a reduction in the level of anticipated Circuit Breaker reimbursement. (The District budgeted $1,550,117 based on a 70% reimbursement rate, but will receive $1,367,465, reflecting lower than anticipated claims at the 70% reimbursement amount.)

Expenditures for out-of-district tuition expenditures are projected to be $5,492,047, a decrease of $153,038 from budget. This expenditure amount is based on May 3, 2017 updated projections of financial activity through June 30.

Before the pre-purchase funds are considered, the balance in the tuition accounts is estimated at ($209,298), which generally reflects the ($195,372) structural budget deficit in this area. When the pre-purchase tuition savings are added, the account balance improves to a surplus estimate of $429,534.

OOD Tuition Reconciliation
based on 5/3/17 data file

	FY17 Budget	*11/4/16* FY17 Proj	*1/4/17* FY17 Proj	*2/3/2017 draft* FY17 Proj	*3/10/17* FY17 Proj	*4/11/17* FY17 Proj	*5/3/17* FY17 Proj	*Inc / (Dec)* Proj vs. Budget
Special Educatoin Out-of-District Tuition Detail								
Sources of Funding:								-
Tuition Expense Budget	3,899,596	3,899,596	3,899,596	3,899,596	3,899,596	3,899,596	3,899,596	-
Circuit Breaker Estimate	1,550,117	1,367,465	1,367,465	1,367,465	1,367,465	1,367,465	1,367,465	(182,652)
94-142 Grant Resources	-					15,688	15,688	15,688
Subtotal Sources	5,449,713	5,267,061	5,267,061	5,267,061	5,267,061	5,282,749	5,282,749	(166,964)
Uses of Funding:								
Settlement Agreements	-	71,063	71,063	71,063	75,302	76,202	76,202	76,202
Tuition Obligation	5,645,085	6,028,406	5,796,909	5,862,226	5,776,389	5,507,444	5,415,845	(229,240)
Subtotal Uses	5,645,085	6,099,469	5,867,972	5,933,289	5,851,691	5,583,646	5,492,047	(153,038)
% change since last projection		*8%*	*-4%*	*1%*	*-1%*	*-5%*	*-1.6%*	
Net SPED Surplus/(Deficit)	**(195,372)**	**(832,408)**	**(600,911)**	**(666,227)**	**(584,630)**	**(316,585)**	**(209,298)**	**(13,926)**
FY17 Prepaids	-	639,337	639,337	639,337	639,337	639,337	638,832	638,832
Operating Expense Impact	**(195,372)**	**(193,071)**	**38,426**	**(26,890)**	**54,707**	**322,752**	**429,534**	**624,905**
Gen Ed Detail								
Tuition Budget	12,962	12,962	12,962	12,962	12,962	12,962	12,962	-
Tuition Obligation	12,962	12,684	12,684	10,723	10,723	9,350	9,350	(3,612)
Net RegEd Surplus/(Deficit)	**(0)**	**278**	**278**	**2,239**	**2,239**	**3,612**	**3,612**	**3,612**
Net Total Surplus/(Deficit)	**(195,372)**	**(192,793)**	**38,704**	**(24,651)**	**56,946**	**326,364**	**433,146**	**628,517**

The School Department proposes to utilize the surplus pre-purchase funds in this account to create a working reserve, with which to pay future unbudgeted and unanticipated increases in special education expenditures. To create the reserve, the District would put aside $400,000 of its Circuit Breaker reimbursement and would utilize $400,000 of its unspent pre-purchase funds to cover the special education tuition expenditures that otherwise would have been paid by the Circuit Breaker reimbursement. The $400,000 in unspent Circuit Breaker funds would remain in the Circuit Breaker account and would be carried forward into FY18. By DESE regulation, these funds would need to be spent by June 30, 2018 and would serve as a working reserve against unbudgeted and unexpected increases in FY18 tuition expenses. The creation of this reserve would replace the practice of pre-purchasing special education tuitions for this purpose.

As a second recommendation, the District proposes that Town Meeting create a second special education reserve fund to pay for *extraordinary* unbudgeted special education costs, including out-of-district tuitions and transportation, not able to be covered by the Circuit Breaker 'reserve.' This fund would be created in FY19 or FY20 by Town Meeting, using unspent school operating budget balances that have been returned to the Town. Toward that end, the School Department proposes that $250,000 of its anticipated budgetary turn back in FY17 be earmarked for this purpose.

Looking forward to next school year, the May 2017 expenditure projection for FY18 tuition is for $5,789,524, a $523,433 increase in anticipated expenses over the budgeted amount of $5,266,091. However, the updated estimate for Circuit Breaker reimbursement is a reduction of $145,633, based on the anticipated final claim amount for FY17 with a 70% reimbursement rate. As a result, the projected budget deficit for FY18 is $453,460, a $669,066 swing from budget. The planned Circuit Breaker 'reserve' of $400,000 would be used to cover this projected deficit.

FY18 SpEd Out-of-District Tuition Sources/Uses	Projected Expenditures	Operating Budget	Circuit Breaker @ 70%	Surplus/ (Deficit)
FY18 Budget (Jan 2017)	5,266,091	3,924,596	1,557,100	215,605
FY18 Projection (May 2017)	5,789,524	3,924,596	1,411,468	(453,460)
Increase/(Decrease)	**523,433**	**-**	**(145,633)**	**(669,066)**

Special Education Professional Contractual Services:

FY 2016/17 Medical Therapeutic Expenditures	Budget FY17	5/4/17 Projection	Budget
Direct Service	$389,715	$564,718	(175,003)
Evaluations	$42,000	$69,102	(27,102)
Home Hospital	$8,000	$35,503	(27,503)
Program Consultation	$74,373	$73,963	410
Misc (Inclusion Wkshop, JE 94-142)	-	$22,819	(22,819)
Total	**$514,088**	**$766,104**	**(252,016)**

The professional services account provides funding for medical/therapeutic staff (including occupational and physical therapists, licensed clinical practitioners, and home hospital tutors.) Estimated expenditures for this account are expected to exceed budget by a total of $252,016 in FY17. Approximately $122,275 of this amount reflects the use of staffing agencies to obtain hard-to-hire credentialed substitutes in the following areas: Board Certified Behavioral Analysts (BCBAs), Speech/Language Pathologists and Psychiatrists. (Needham attempts to fill these positions through the regular hiring process before using placement agencies.) Remaining expenditures reflect therapeutic and evaluation services provided to students during the year.

Transportation:

The chart below depicts projected contractual costs for regular buses and special education out of district vans.

FY 2016/17 Contractual Transportation Services	SPED Contractual	Regular Contractual
Revenues	1,488,094	471,879
Expenditures	1,279,013	441,443
Surplus/(Deficit)	**209,081**	**30,436**

Contractual transportation expenditures are expected to be under budget in both the special and regular education service areas. These expenditures are based on identified placements and estimates of remaining

transportation needs through the end of the year. (Billing for these services is done on a delayed basis, which is typically 1-2 months in arrears.)

Legal Services:
The legal services account is expected to be under budget by a significant margin in FY17, reflecting reduced usage in the areas of special education, labor and general school law. Only $74,951 of the $125,321 total budget is expected to be spent for legal representation in FY17, excluding the cost of settlements (which are discussed under special education tuitions above.)

FY 2016/17 Legal Services	$
Budget	125,321.00
Projected Expenditures	$74,950.64
Surplus/(Deficit)	50,370.36

ALG/alg

Revolving Fund FY18 Budget Request

Fund Name:	**High Rock Lost Books (2350-3262)**
Fund Manager:	**High Rock Principal**
Executive Summary:	**No Change in Replacement Costs for $75.00/Hardcover Book and $10.00/Paperback Book**

Fund Description:

This pass-through account funds the replacement of lost or damaged textbooks at High Rock School.

Enabling Legislation:

MGL Chapter 44, Section 53.

Critical Issues:

The average cost of replacement textbooks is $75.00/hardcover books and $10.00/paperback books. The FY18 budget reflects the anticipated purchase of two hardcover and two paperback textbooks at $75/book and $10.00/book, respectively.

Support for District Vision, Mission, Goals, Objectives:

The High Rock Lost Book account supports District Goal 1, related to advancing standards based learning.

Description of Revenues:

The FY18 budget includes $170 in revenue, representing the estimated sale of two hardcover books at $75.00 and two paperback books at $10.00.

Staffing:

No staff members are paid through this revolving fund.

Expenses:

Expenses for FY18 are the textbooks replacements, representing the purchase of two hardcover books at $75.00 and two paperback books at $10.00.

FY18 Proposed Budget:

Attached.

Revolving Fund Name: High Rock Lost Books
Revolving Fund Contact: High Rock Principal

Revenues													FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY17 Proj	FY18 Budget
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																		
2350	3262	90	00	0000	000	00	520	980	0000	00		Carry-Over Revenue	$228	$238	$238	$238	$238	$238
Current Year Revenue Collections																		
2350	3262	90	00	0000	000	00	432	000	0000	00		Current Year Revenue Collections	$10	$0	$0	$170	$170	$170
Revenue Collected for Next Fiscal Year																		
2350	3262	90	00	0000	000	00	432	000	0000	00		Pre-Collection Next FY Revenue	$0	$0	$0	$0	$0	$0
												Subtotal Revenues	**$238**	**$238**	**$238**	**$408**	**$408**	**$408**

Expenditures

Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	Ext Obj	Building	Object Code Description	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY17 Proj	FY18 Budget
2350	3262	90	26	1230	099	99	520	010	5110	01	High Rock	Central Admin/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2110	099	99	520	010	5110	01	High Rock	Curriculum Dir/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2120	099	99	520	010	5110	01	High Rock	Dept Head (Non Supv)/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2220	099	99	520	010	5110	01	High Rock	Curr Ldr/Academic Dept Head/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2305	099	99	520	010	5110	01	High Rock	Certified Classroom Teacher/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2310	099	99	520	010	5110	01	High Rock	Certified Teacher Specialist/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2315	099	99	520	010	5110	01	High Rock	Instr. Coord-Team Leader/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2320	099	99	520	010	5110	01	High Rock	Medical/Therapeutic/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2440	099	99	520	010	5110	01	High Rock	Other Instructional	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2325	099	99	520	010	5110	03	High Rock	Classroom Subs/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2330	099	99	520	010	5110	03	High Rock	Instr. Asst - Paraprofessional/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2353	099	99	520	010	5110	01	High Rock	Prof Dev Summer/Aftr School/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2355	099	99	520	010	5110	03	High Rock	Prof Dev Subs	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2357	099	99	520	010	5110	01	High Rock	Prof Dev School Year/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2110	099	99	520	010	5110	02	High Rock	Secy to Curr Dir/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2120	099	99	520	010	5110	02	High Rock	Secy to Dep Head (Non Sup)/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2210	099	99	520	010	5110	02	High Rock	Other Building Secy/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2220	099	99	520	010	5110	02	High Rock	Secy to Acad Dept Head/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	1420	099	99	520	010	5110	02	High Rock	Human Resources & Benefits/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	4110	099	99	520	010	5110	03	High Rock	Custodians/ Salary	$0	$0	$0	$0	$0	$0
2350	3262	90	26	5200	099	99	520	010	5110	99	High Rock	Fringe	$0	$0	$0	$0	$0	$0
2350	3262	90	26	4220	099	99	520	020	5241	04	High Rock	R&M Bldgs / Services	$0	$0	$0	$0	$0	$0
2350	3262	90	26	4210	099	99	520	020	5241	04	High Rock	R&M Grounds / Services	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2451	099	99	520	020	5255	04	High Rock	R&M Technology/ Services	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2420	099	99	520	020	5247	04	High Rock	R&M Instr Equip/ Services	$0	$0	$0	$0	$0	$0
2350	3262	90	26	5350	099	99	520	020	5270	04	High Rock	Lease Rental/ Services	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2440	099	99	520	020	5300	04	High Rock	Professional Technical/ Services	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2440	099	99	520	020	5330	04	High Rock	Transportation	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2440	099	99	520	020	5341	04	High Rock	Postage	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2440	099	99	520	020	5345	04	High Rock	Printing & Binding	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2440	099	99	520	020	5346	04	High Rock	Advertising	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2440	099	99	520	020	5380	04	High Rock	Other Services	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2110	099	99	520	030	5420	05	High Rock	Offices Supplies	$0	$0	$0	$0	$0	$0
2350	3262	90	26	4220	099	99	520	030	5430	05	High Rock	R&M Bldgs / Supplies	$0	$0	$0	$0	$0	$0
2350	3262	90	26	4110	099	99	520	030	5450	05	High Rock	Custodial / Supplies	$0	$0	$0	$0	$0	$0
2350	3262	90	26	4210	099	99	520	030	5460	05	High Rock	Groundskeeping/ Supplies	$0	$0	$0	$0	$0	$0
2350	3262	90	26	3400	099	99	520	030	5490	05	High Rock	Food Services/ Supplies	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2430	099	99	520	030	5510	05	High Rock	Educational Supplies	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2415	099	99	520	030	5512	05	High Rock	Teaching Aids/ Clsrm Ref	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2410	099	99	520	030	5517	05	High Rock	Textbooks & Workbooks	$0	$0	$0	$170	$170	$170
2350	3262	90	26	2420	099	99	520	030	5522	05	High Rock	Instr. Equipment/ Supplies	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2453	099	99	520	030	5523	05	High Rock	A/V Hardware	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2455	099	99	520	030	5524	05	High Rock	Instructional Software	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2451	099	99	520	030	5525	05	High Rock	Instructional Tech. Supplies	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2440	099	99	520	030	5580	05	High Rock	Other Supplies	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2357	099	99	520	030	5710	06	High Rock	In State Travel/ Conferences	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2357	099	99	520	030	5720	06	High Rock	Out of State Travel/ Conferences	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2357	099	99	520	030	5730	06	High Rock	Dues & Memberships	$0	$0	$0	$0	$0	$0
2350	3262	90	26	2440	099	99	520	030	5780	06	High Rock	Other Expenses	$0	$0	$0	$0	$0	$0
2350	3262	90	26	7300	099	99	520	200	5850	99	High Rock	Capital Equip > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3262	90	26	7500	099	99	520	200	5851	99	High Rock	Motor Vehicles > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3262	90	26	7350	099	99	520	200	5856	99	High Rock	Captial Tech. > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3262	90	26	7300	099	99	520	200	5870	99	High Rock	Repl. Equipment> $5000 Per Unit	$0	$0	$0	$0	$0	$0
												Subtotal Expenditures	**$0**	**$0**	**$0**	**$170**	**$170**	**$170**
												Anticipated Ending Fund Bal.	**$238**	**$238**	**$238**	**$238**	**$238**	**$238**

* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

Revolving Fund FY18 Budget Request

Fund Name:	**Staff Development Revolving Fund (2553-3111)**
Fund Manager:	**Director of Personnel**
Executive Summary:	**Fee Based on Program Offerings**

Fund Description:

This accounts funds voluntary fee-based staff development activities for teachers and other Needham Public School staff. A Professional Development Handbook is published each year, which offers a wide variety of workshops and courses for professional staff. Fees are charged for those activities, which are voluntary (e.g., not required), and offset the cost of providing the professional development activity.

Enabling Legislation:

MGL Chapter 71, Section 71E.

Critical Issues:

The Business Office and the Personnel Department have completed a comprehensive analysis of this fund, to ensure that course fees are properly aligned to planned course expenditures, and that professional development expenses are being charged to the correct operating or revolving budget account. Program costs associated with educating fee-paying students are charged to the revolving account, while program costs associated with educating non fee-paying students are paid by the Operating Budget.

Support for District Vision, Mission, Goals, Objectives:

This program supports District Goal 3, related to providing high-quality professional development opportunities to staff.

Description of Revenues:

Responsive Classroom Course for Elementary Teachers: In-District participants fee $80/person, out of District participant's fee of $450/person. The course will be offered in August of 2017 and March of 2018, the expected enrollment is thirty (30) in-District and three (3) out-of-District participants, for projected revenue of $3,750.

Advanced Responsive Classroom Course for Elementary Teachers: In-District participants fee $80/person, out of District participant's fee of $450/person. The course will be offered in the Summer of 2018, the expected enrollment is twenty (20) in-District and three (3) out-of-District participants, for projected revenue of $2,950.

Additional courses are added as needed throughout the year. A pass-through materials fee is assessed when students wish to keep their workbooks. Sales tax is collected on the sale of materials for private use and remitted to the state.

Staffing:

No permanent staff members are paid from this fund. The revolving fund pays temporary wages for one instructor totaling $3,600, all additional payroll for instructors will be paid from the Professional Development Operating Budget. The cost of the instructors for Responsive Classroom and Advanced Responsive Classroom is $3,600 per session per instructor.

Expenses:

Expenses for this fund total $3,049 and include $2,224 in course materials and $825 in custodial expenses.

FY18 Proposed Budget:

Attached.

Revolving Fund Name Staff Development Revolving Fund
Revolving Fund Conta Director of Personnel

Revenues													FY14 Actual	FY15 Actual	FY16 Budget	FY17 Budget	FY17 Proj	FY18 Budget
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																		
2553	3111	080	00	0000	000	00	520	980	0000	00		Carry-Over Revenue	$31,373	$24,240	$5,994	$5,399	$5,149	$9
Current Year Revenue Collections																		
2553	3111	080	00	0000	000	00	432	000	0000	00		Current Year Revenue Collections	$4,885	$2,998	$5,455	$13,800	$5,110	$6,700
Revenue Collected for Next Fiscal Year																		
2553	3111	080	00	0000	000	00	432	000	0000	00		Pre-Collection Next FY Revenue	$0	$0	$0	$0	$0	$0
												Subtotal Revenues	**$36,258**	**$27,238**	**$11,449**	**$19,199**	**$10,259**	**$6,709**

Expenditures

Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	Ext Obj	Building	Object Code Description	FY14 Actual	FY15 Actual	FY16 Budget	FY17 Budget	FY17 Proj	FY18 Budget
2553	3111	080	10	1230	099	99	520	010	5110	01	District	Central Admin/ Salary	$0	$0	$0	$14,400	$7,200	$3,600
2553	3111	080	10	2110	099	99	520	010	5110	01	District	Curriculum Dir/ Salary	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2120	099	99	520	010	5110	01	District	Dept Head (Non Supv)/ Salary	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2220	099	99	520	010	5110	01	District	Curr Ldr/Academic Dept Head/ Sal	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2305	099	99	520	010	5110	01	District	Certified Classroom Teacher/ Salar	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2310	099	99	520	010	5110	01	District	Certified Teacher Specialist/ Salary	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2315	099	99	520	010	5110	01	District	Instr. Coord-Team Leader/ Salary	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2320	099	99	520	010	5110	01	District	Medical/Therapeutic/ Salary	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2440	099	99	520	010	5110	01	District	Other Instructional	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2325	099	99	520	010	5110	03	District	Classroom Subs/ Salary	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2330	099	99	520	010	5110	03	District	Instr. Asst - Paraprofessional/ Salar	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2353	099	99	520	010	5110	01	District	Prof Dev Summer/Aftr School/ Sala	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2355	099	99	520	010	5110	03	District	Prof Dev Subs	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2357	099	99	520	010	5110	01	District	Prof Dev School Year/ Salary	$3,600	$0	$0	$0	$0	$0
2553	3111	080	10	2110	099	99	520	010	5110	02	District	Secy to Curr Dir/ Salary	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2120	099	99	520	010	5110	02	District	Secy to Dep Head (Non Sup)/ Sala	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2210	099	99	520	010	5110	02	District	Other Building Secy/ Salary	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2220	099	99	520	010	5110	02	District	Secy to Acad Dept Head/ Salary	$0	$0	$0	$0	$0	$0
2553	3111	080	10	1420	099	99	520	010	5110	02	District	Human Resources & Benefits/ Sala	$0	$0	$0	$0	$0	$0
2553	3111	080	10	4110	099	99	520	010	5110	03	District	Custodians/ Salary	$0	$0	$0	$0	$0	$0
2553	3111	080	10	5200	099	99	520	010	5110	99	District	Fringe	$0	$0	$0	$0	$0	$0
2553	3111	080	10	4220	099	99	520	020	5241	04	District	R&M Bldgs / Services	$0	$0	$0	$0	$0	$0
2553	3111	080	10	4210	099	99	520	020	5241	04	District	R&M Grounds / Services	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2451	099	99	520	020	5255	04	District	R&M Technology/ Services	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2420	099	99	520	020	5247	04	District	R&M Instr Equip/ Services	$0	$0	$0	$0	$0	$0
2553	3111	080	10	5350	099	99	520	020	5270	04	District	Lease Rental/ Services	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2357	099	99	520	020	5300	04	District	Professional Technical/ Services	$7,372	$15,000	$4,182	$0	$0	$0
2553	3111	080	10	2440	099	99	520	020	5330	04	District	Transportation	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2440	099	99	520	020	5341	04	District	Postage	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2440	099	99	520	020	5345	04	District	Printing & Binding	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2440	099	99	520	020	5346	04	District	Advertising	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2440	099	99	520	020	5380	04	District	Other Services	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2110	099	99	520	030	5420	05	District	Offices Supplies	$0	$0	$0	$0	$0	$0
2553	3111	080	10	4220	099	99	520	030	5430	05	District	R&M Bldgs / Supplies	$0	$0	$0	$0	$0	$0
2553	3111	080	10	4110	099	99	520	030	5450	05	District	Custodial / Supplies	$0	$0	$0	$0	$0	$0
2553	3111	080	10	4210	099	99	520	030	5460	05	District	Groundskeeping/ Supplies	$0	$0	$0	$0	$0	$0
2553	3111	080	10	3400	099	99	520	030	5490	05	District	Food Services/ Supplies	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2357	099	99	520	030	5510	05	District	Educational Supplies	$383	$0	$0	$2,663	$2,224	$2,224
2553	3111	080	10	2415	099	99	520	030	5512	05	District	Teaching Aids/ Clsrm Ref	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2410	099	99	520	030	5517	05	District	Textbooks & Workbooks	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2420	099	99	520	030	5522	05	District	Instr. Equipment/ Supplies	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2453	099	99	520	030	5523	05	District	A/V Hardware	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2455	099	99	520	030	5524	05	District	Instructional Software	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2451	099	99	520	030	5525	05	District	Instructional Tech. Supplies	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2357	099	99	520	030	5580	05	District	Other Supplies	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2357	099	99	520	030	5710	06	District	In State Travel/ Conferences	$663	$0	$0	$0	$0	$0
2553	3111	080	10	2357	099	99	520	030	5720	06	District	Out of State Travel/ Conferences	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2357	099	99	520	030	5730	06	District	Dues & Memberships	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2357	099	99	520	030	5780	06	District	Other Expenses	$0	$6,244	$0	$950	$825	$825
2553	3111	080	10	7300	099	99	520	200	5850	99	District	Capital Equip > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2553	3111	080	10	7500	099	99	520	200	5851	99	District	Motor Vehicles > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2553	3111	080	10	7350	099	99	520	200	5856	99	District	Captial Tech. > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2553	3111	080	10	7300	099	99	520	200	5870	99	District	Repl. Equipment> $5000 Per Unit	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2357	099	99	520	010	5110	99	District	Prof Dev School Year/ Salary	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2440	099	99	520	020	5300	99	District	Professional Technical/ Services	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2440	099	99	520	030	5580	99	District	Other Supplies	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2357	099	99	520	030	5710	99	District	In State Travel/ Conferences	$0	$0	$0	$0	$0	$0
2553	3111	080	10	2440	099	99	520	030	5780	99	District	Other Expenses	$0	$0	$2,118	$0	$0	$0
												Subtotal Expenditures	**$12,018**	**$21,244**	**$6,300**	**$18,013**	**$10,249**	**$6,649**
												Anticipated Ending Fund Bal.	**$24,240**	**$5,994**	**$5,149**	**$1,186**	**$9**	**$60**

* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

Revolving Fund FY18 Budget Request

Fund Name:	**High School Textbook Recovery (2350-3423)**
Fund Manager:	**High School Principal**
Executive Summary:	**No Change to $17 Replacement Fee for Paperbacks; No Change for $100 Replacement Fee for Hardcover Books**

Fund Description:

This pass-through account funds the replacement cost of lost High School textbooks and paperback books. The amount assessed to students is based on the replacement cost of the materials.

Enabling Legislation:

MGL Chapter 44, Section 53.

Critical Issues:

There are no critical issues for this fund.

Support for District Vision, Mission, Goals, Objectives:

The NHS Textbook Recovery account supports District Goal 1, related to advancing standards based learning.

Description of Revenues:

Revenues represent funds from students to replace lost High School textbooks. The FY18 projected revenue of $1,225 reflects the sale of 8 hardcover books (at $100/book) and 25 paperback books (at $17/each.)

Staffing:

No salaries are paid from this fund.

Expenses:

Expenses for FY18 are $1,225 for replacement textbooks. Prior year accumulated fund balance will continue to be used, as needed.

FY18 Proposed Budget:

Attached.

Revolving Fund Name: High School Textbook Recovery
Revolving Fund Contact: High School Principal

Revenues													FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY17 Proj	FY18 Budget
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																		
2350	3423	090	00	0000	000	00	520	980	0000	00		Carry-Over Revenue	$5,224	$3,432	$4,156	$2,381	$6,505	$3,303
Current Year Revenue Collections																		
2350	3423	090	00	0000	000	00	432	000	0000	00		Current Year Revenue Collections	$2,213	$724	$2,432	$1,225	$1,225	$1,225
Revenue Collected for Next Fiscal Year																		
2350	3423	090	00	0000	000	00	432	000	0000	00		Pre-Collection Next FY Revenue	$0	$0	$0	$0	$0	$0
												Subtotal Revenues	**$7,437**	**$4,156**	**$6,588**	**$3,606**	**$7,730**	**$4,528**

Expenditures

Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	Ext Obj	Building	Object Code Description	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY17 Proj	FY18 Budget
2350	3423	090	40	1230	099	99	520	010	5130	99	NHS	Coaches	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2110	099	99	520	010	5110	99	NHS	Curriculum Dir/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2120	099	99	520	010	5110	99	NHS	Dept Head (Non Supv)/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2220	099	99	520	010	5110	99	NHS	Curr Ldr/Academic Dept Head/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2305	099	99	520	010	5110	99	NHS	Certified Classroom Teacher/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2310	099	99	520	010	5110	99	NHS	Certified Teacher Specialist/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2315	099	99	520	010	5110	99	NHS	Instr. Coord-Team Leader/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2320	099	99	520	010	5110	99	NHS	Medical/Therapeutic/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2440	099	99	520	010	5110	99	NHS	Other Instructional	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2325	099	99	520	010	5110	99	NHS	Classroom Subs/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2330	099	99	520	010	5110	99	NHS	Instr. Asst - Paraprofessional/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2353	099	99	520	010	5110	99	NHS	Prof Dev Summer/Aftr School/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2355	099	99	520	010	5110	99	NHS	Prof Dev Subs	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2357	099	99	520	010	5110	99	NHS	Prof Dev School Year/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2110	099	99	520	010	5110	99	NHS	Secy to Curr Dir/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2120	099	99	520	010	5110	99	NHS	Secy to Dep Head (Non Sup)/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2210	099	99	520	010	5110	99	NHS	Other Building Secy/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2220	099	99	520	010	5110	99	NHS	Secy to Acad Dept Head/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	1420	099	99	520	010	5110	99	NHS	Human Resources & Benefits/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	4110	099	99	520	010	5110	99	NHS	Custodians/ Salary	$0	$0	$0	$0	$0	$0
2350	3423	090	40	5200	099	99	520	010	5110	99	NHS	Fringe	$0	$0	$0	$0	$0	$0
2350	3423	090	40	4220	099	99	520	020	5241	99	NHS	R&M Bldgs / Services	$0	$0	$0	$0	$0	$0
2350	3423	090	40	4210	099	99	520	020	5241	99	NHS	R&M Grounds / Services	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2451	099	99	520	020	5255	99	NHS	R&M Technology/ Services	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2420	099	99	520	020	5247	99	NHS	R&M Instr Equip/ Services	$0	$0	$0	$0	$0	$0
2350	3423	090	40	5350	099	99	520	020	5270	99	NHS	Lease Rental/ Services	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2440	099	99	520	020	5300	99	NHS	Professional Technical/ Services	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2440	099	99	520	020	5330	99	NHS	Transportation	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2440	099	99	520	020	5341	99	NHS	Postage	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2440	099	99	520	020	5345	99	NHS	Printing & Binding	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2440	099	99	520	020	5346	99	NHS	Advertising	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2440	099	99	520	020	5380	99	NHS	Other Services	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2110	099	99	520	030	5420	99	NHS	Offices Supplies	$0	$0	$0	$0	$0	$0
2350	3423	090	40	4220	099	99	520	030	5430	99	NHS	R&M Bldgs / Supplies	$0	$0	$0	$0	$0	$0
2350	3423	090	40	4110	099	99	520	030	5450	99	NHS	Custodial / Supplies	$0	$0	$0	$0	$0	$0
2350	3423	090	40	4210	099	99	520	030	5460	99	NHS	Groundskeeping/ Supplies	$0	$0	$0	$0	$0	$0
2350	3423	090	40	3400	099	99	520	030	5490	99	NHS	Food Services/ Supplies	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2430	099	99	520	030	5510	99	NHS	Educational Supplies	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2415	099	99	520	030	5512	99	NHS	Teaching Aids/ Clsrm Ref	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2410	099	99	520	030	5517	99	NHS	Textbooks & Workbooks	$4,005	$0	$83	$1,225	$4,427	$1,225
2350	3423	090	40	2420	099	99	520	030	5522	99	NHS	Instr. Equipment/ Supplies	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2453	099	99	520	030	5523	99	NHS	A/V Hardware	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2455	099	99	520	030	5524	99	NHS	Instructional Software	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2451	099	99	520	030	5525	99	NHS	Instructional Tech. Supplies	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2440	099	99	520	030	5580	99	NHS	Other Supplies	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2357	099	99	520	030	5710	99	NHS	In State Travel/ Conferences	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2357	099	99	520	030	5720	99	NHS	Out of State Travel/ Conferences	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2357	099	99	520	030	5730	99	NHS	Dues & Memberships	$0	$0	$0	$0	$0	$0
2350	3423	090	40	2440	099	99	520	030	5780	99	NHS	Other Expenses	$0	$0	$0	$0	$0	$0
2350	3423	090	40	7300	099	99	520	200	5850	99	NHS	Capital Equip > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3423	090	40	7500	099	99	520	200	5851	99	NHS	Motor Vehicles > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3423	090	40	7350	099	99	520	200	5856	99	NHS	Captial Tech. > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3423	090	40	7300	099	99	520	200	5870	99	NHS	Repl. Equipment> $5000 Per Unit	$0	$0	$0	$0	$0	$0
												Subtotal Expenditures	**$4,005**	**$0**	**$83**	**$1,225**	**$4,427**	**$1,225**
												Anticipated Ending Fund Bal.	**$3,432**	**$4,156**	**$6,505**	**$2,381**	**$3,303**	**$3,303**

* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

Revolving Fund FY18 Budget Request

Fund Name:	**H.S. Lockers (2350-3422)**
Fund Manager:	**High School Principal**
Executive Summary:	**No Change to Locker Fee of $4.00**

Fund Description:

This revolving fund collects a locker fee from each new student who wishes to purchase a lock for the high school lockers. The student can keep this lock for four years. Not all students purchase locks. The revenue is used to replace damaged locks and lockers.

Enabling Legislation:

MGL Chapter 71, Section 47.

Critical Issues:

The NHS has an existing inventory of locks and fund balance, which will allow the locks to be sold below cost to students in FY18.

Support for District Vision, Mission, Goals, Objectives:

The activities of this revolving fund support District Goal #4, related to maintaining school infrastructure, including facilities.

Description of Revenues:

FY18 budgeted revenues are $1,199 reflecting lock sales to 300 incoming freshman students at $3.76/lock plus tax, or $4.00/lock.

Staffing:

No staff members are paid from this fund.

Expenses:

Expenses for FY18 are the cost of 200 new locks at $5.50/lock, $1,100, as well as the remittance of sales tax, at the rate of 6.25% ($71), payable to the State. Total estimated expenses are $1,277. (The High School estimates that it will have existing inventory of 100 locks that will be available for sale in FY18.)

FY18 Proposed Budget:

Attached.

Revolving Fund Name:	**High School Lockers**
Revolving Fund Contact:	**High School Principal**

Revenues													**FY14 Actual**	**FY15 Actual**	**FY16 Actual**	**FY17 Budget**	**FY17 Proj**	**FY18 Budget**
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																		
2350	3422	080	00	0000	000	00	520	980	0000	00		Carry-Over Revenue	$91	$1,602	$2,927	$3,563	$3,563	$3,490
Current Year Revenue Collections																		
2350	3422	080	00	0000	000	00	432	000	0000	00		Current Year Revenue Collections	$1,612	$1,408	$1,744	$1,199	$1,032	$1,199
Revenue Collected for Next Fiscal Year																		
2350	3422	080	00	0000	000	00	432	000	0000	00		Pre-Collection Next FY Revenue	$0	$0	$0	$0	$0	$0
												Subtotal Revenues	**$1,703**	**$3,010**	**$4,671**	**$4,761**	**$4,595**	**$4,688**

Expenditures

Fund	**Dept**	**Pgm**	**Bldg**	**DOE Fun**	**Subj**	**Gr**	**Act**	**TM**	**Object Code**	**Ext Obj**	**Building**	**Object Code Description**	**FY14 Actual**	**FY15 Actual**	**FY16 Actual**	**FY17 Budget**	**FY17 Proj**	**FY18 Budget**
2350	3422	080	40	1230	99	99	520	010	5130	99	NHS	Coaches	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2110	99	99	520	010	5110	99	NHS	Curriculum Dir/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2120	99	99	520	010	5110	99	NHS	Dept Head (Non Supv)/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2220	99	99	520	010	5110	99	NHS	Curr Ldr/Academic Dept Head/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2305	99	99	520	010	5110	99	NHS	Certified Classroom Teacher/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2310	99	99	520	010	5110	99	NHS	Certified Teacher Specialist/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2315	99	99	520	010	5110	99	NHS	Instr. Coord-Team Leader/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2320	99	99	520	010	5110	99	NHS	Medical/Therapeutic/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2440	99	99	520	010	5110	99	NHS	Other Instructional	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2325	99	99	520	010	5110	99	NHS	Classroom Subs/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2330	99	99	520	010	5110	99	NHS	Instr. Asst - Paraprofessional/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2353	99	99	520	010	5110	99	NHS	Prof Dev Summer/Aftr School/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2355	99	99	520	010	5110	99	NHS	Prof Dev Subs	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2357	99	99	520	010	5110	99	NHS	Prof Dev School Year/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2110	99	99	520	010	5110	99	NHS	Secy to Curr Dir/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2120	99	99	520	010	5110	99	NHS	Secy to Dep Head (Non Sup)/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2210	99	99	520	010	5110	99	NHS	Other Building Secy/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2220	99	99	520	010	5110	99	NHS	Secy to Acad Dept Head/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	1420	99	99	520	010	5110	99	NHS	Human Resources & Benefits/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	4110	99	99	520	010	5110	99	NHS	Custodians/ Salary	$0	$0	$0	$0	$0	$0
2350	3422	080	40	5200	99	99	520	010	5110	99	NHS	Fringe	$0	$0	$0	$0	$0	$0
2350	3422	080	40	4220	99	99	520	020	5241	99	NHS	R&M Bldgs / Services	$0	$0	$0	$0	$0	$0
2350	3422	080	40	4210	99	99	520	020	5241	99	NHS	R&M Grounds / Services	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2451	99	99	520	020	5255	99	NHS	R&M Technology/ Services	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2420	99	99	520	020	5247	99	NHS	R&M Instr Equip/ Services	$0	$0	$0	$0	$0	$0
2350	3422	080	40	5350	99	99	520	020	5270	99	NHS	Lease Rental/ Services	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2440	99	99	520	020	5300	99	NHS	Professional Technical/ Services	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2440	99	99	520	020	5330	99	NHS	Transportation	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2440	99	99	520	020	5341	99	NHS	Postage	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2440	99	99	520	020	5345	99	NHS	Printing & Binding	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2440	99	99	520	020	5346	99	NHS	Advertising	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2440	99	99	520	020	5380	99	NHS	Other Services	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2110	99	99	520	030	5420	99	NHS	Offices Supplies	$0	$0	$0	$0	$0	$0
2350	3422	080	40	4220	99	99	520	030	5430	99	NHS	R&M Bldgs / Supplies	$0	$0	$0	$0	$0	$0
2350	3422	080	40	4110	99	99	520	030	5450	99	NHS	Custodial / Supplies	$0	$0	$0	$0	$0	$0
2350	3422	080	40	4210	99	99	520	030	5460	99	NHS	Groundskeeping/ Supplies	$0	$0	$0	$0	$0	$0
2350	3422	080	40	3400	99	99	520	030	5490	99	NHS	Food Services/ Supplies	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2430	99	99	520	030	5510	99	NHS	Educational Supplies	$0	$0	$0	$1,082	$0	$0
2350	3422	080	40	2415	99	99	520	030	5512	99	NHS	Teaching Aids/ Clsrm Ref	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2410	99	99	520	030	5517	99	NHS	Textbooks & Workbooks	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2420	99	99	520	030	5522	99	NHS	Instr. Equipment/ Supplies	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2453	99	99	520	030	5523	99	NHS	A/V Hardware	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2455	99	99	520	030	5524	99	NHS	Instructional Software	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2451	99	99	520	030	5525	99	NHS	Instructional Tech. Supplies	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2440	99	99	520	030	5580	99	NHS	Other Supplies	$0	$0	$1,012	$0	$1,056	$1,206
2350	3422	080	40	2357	99	99	520	030	5710	99	NHS	In State Travel/ Conferences	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2357	99	99	520	030	5720	99	NHS	Out of State Travel/ Conferences	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2357	99	99	520	030	5730	99	NHS	Dues & Memberships	$0	$0	$0	$0	$0	$0
2350	3422	080	40	2440	99	99	520	030	5780	99	NHS	Other Expenses	$101	$83	$97	$71	$49	$71
2350	3422	080	40	7300	99	99	520	200	5850	99	NHS	Capital Equip > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3422	080	40	7500	99	99	520	200	5851	99	NHS	Motor Vehicles > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3422	080	40	7350	99	99	520	200	5856	99	NHS	Captial Tech. > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3422	080	40	7300	99	99	520	200	5870	99	NHS	Repl. Equipment> $5000 Per Unit	$0	$0	$0	$0	$0	$0
												Subtotal Expenditures	**$101**	**$83**	**$1,108**	**$1,153**	**$1,105**	**$1,277**
												Anticipated Ending Fund Bal.	**$1,602**	**$2,927**	**$3,563**	**$3,609**	**$3,490**	**$3,412**

* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

Revolving Fund FY18 Budget Request

Fund Name:	**Pollard Lost Books (2350-3313)**
Fund Manager:	**Pollard Principal**
Executive Summary:	**No Change to Lost Book Fees of $75/Hardcover Book and $10/Paperback Book**

Fund Description:

This pass-through account funds the replacement of lost or damaged textbooks at Pollard Middle School.

Enabling Legislation:

MGL Chapter 44, Section 53.

Critical Issues:

The average cost of replacement textbooks is $75/hardcover books and $10/paperback books, based on current and prior year experience at the Pollard Middle Schools. The FY18 budget reflects the anticipated purchase of 5 hardcover and 15 paperback textbooks at $75/book and $10/book, respectively.

Support for District Vision, Mission, Goals, Objectives:

The Pollard Lost Book account supports District Goal 1, related to advancing standards based learning.

Description of Revenues:

The FY18 budget includes $575 in revenue, representing the sale of estimated 5 hardcover books at $75 and 15 paperback books at $10.

Staffing:

No staff is paid through this revolving fund.

Expenses:

Expenses for FY18 total $575 and represent the estimated purchase of 5 replacement hardcover books at $75 and 15 paperback books at $10.

FY18 Proposed Budget:

Attached.

Revolving Fund Name:	**Pollard Lost Books**
Revolving Fund Contact:	**Pollard Principal**

Revenues													**FY14 Actual**	**FY15 Actual**	**FY16 Actual**	**FY17 Budget**	**FY17 Proj**	**FY18 Budget**
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																		
2350	3313	90	00	0000	000	00	520	980	0000	00		Carry-Over Revenue	$1,583	$1,773	$1,898	$1,898	$1,958	$1,958
Current Year Revenue Collections																		
2350	3313	90	00	0000	000	00	432	000	0000	00		Current Year Revenue Collections	$190	$125	$60	$575	$575	$525
Revenue Collected for Next Fiscal Year																		
2350	3313	90	00	0000	000	00	432	000	0000	00		Pre-Collection Next FY Revenue	$0	$0	$0	$0	$0	$0
												Subtotal Revenues	**$1,773**	**$1,898**	**$1,958**	**$2,473**	**$2,533**	**$2,483**

Expenditures

Fund	**Dept**	**Pgm**	**Bldg**	**DOE Fun**	**Subj**	**Gr**	**Act**	**TM**	**Object Code**	**Ext Obj**	**Building**	**Object Code Description**	**FY14 Actual**	**FY15 Actual**	**FY16 Actual**	**FY17 Budget**	**FY17 Proj**	**FY18 Budget**
2350	3313	90	30	1230	099	99	520	010	5110	01	Pollard	Central Admin/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2110	099	99	520	010	5110	01	Pollard	Curriculum Dir/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2120	099	99	520	010	5110	01	Pollard	Dept Head (Non Supv)/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2220	099	99	520	010	5110	01	Pollard	Curr Ldr/Academic Dept Head/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2305	099	99	520	010	5110	01	Pollard	Certified Classroom Teacher/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2310	099	99	520	010	5110	01	Pollard	Certified Teacher Specialist/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2315	099	99	520	010	5110	01	Pollard	Instr. Coord-Team Leader/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2320	099	99	520	010	5110	01	Pollard	Medical/Therapeutic/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2440	099	99	520	010	5110	01	Pollard	Other Instructional	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2325	099	99	520	010	5110	03	Pollard	Classroom Subs/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2330	099	99	520	010	5110	03	Pollard	Instr. Asst - Paraprofessional/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2353	099	99	520	010	5110	01	Pollard	Prof Dev Summer/Aftr School/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2355	099	99	520	010	5110	03	Pollard	Prof Dev Subs	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2357	099	99	520	010	5110	01	Pollard	Prof Dev School Year/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2110	099	99	520	010	5110	02	Pollard	Secy to Curr Dir/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2120	099	99	520	010	5110	02	Pollard	Secy to Dep Head (Non Sup)/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2210	099	99	520	010	5110	02	Pollard	Other Building Secy/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2220	099	99	520	010	5110	02	Pollard	Secy to Acad Dept Head/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	1420	099	99	520	010	5110	02	Pollard	Human Resources & Benefits/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	4110	099	99	520	010	5110	03	Pollard	Custodians/ Salary	$0	$0	$0	$0	$0	$0
2350	3313	90	30	5200	099	99	520	010	5110	99	Pollard	Fringe	$0	$0	$0	$0	$0	$0
2350	3313	90	30	4220	099	99	520	020	5241	04	Pollard	R&M Bldgs / Services	$0	$0	$0	$0	$0	$0
2350	3313	90	30	4210	099	99	520	020	5241	04	Pollard	R&M Grounds / Services	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2451	099	99	520	020	5255	04	Pollard	R&M Technology/ Services	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2420	099	99	520	020	5247	04	Pollard	R&M Instr Equip/ Services	$0	$0	$0	$0	$0	$0
2350	3313	90	30	5350	099	99	520	020	5270	04	Pollard	Lease Rental/ Services	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2440	099	99	520	020	5300	04	Pollard	Professional Technical/ Services	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2440	099	99	520	020	5330	04	Pollard	Transportation	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2440	099	99	520	020	5341	04	Pollard	Postage	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2440	099	99	520	020	5345	04	Pollard	Printing & Binding	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2440	099	99	520	020	5346	04	Pollard	Advertising	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2440	099	99	520	020	5380	04	Pollard	Other Services	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2110	099	99	520	030	5420	05	Pollard	Offices Supplies	$0	$0	$0	$0	$0	$0
2350	3313	90	30	4220	099	99	520	030	5430	05	Pollard	R&M Bldgs / Supplies	$0	$0	$0	$0	$0	$0
2350	3313	90	30	4110	099	99	520	030	5450	05	Pollard	Custodial / Supplies	$0	$0	$0	$0	$0	$0
2350	3313	90	30	4210	099	99	520	030	5460	05	Pollard	Groundskeeping/ Supplies	$0	$0	$0	$0	$0	$0
2350	3313	90	30	3400	099	99	520	030	5490	05	Pollard	Food Services/ Supplies	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2430	099	99	520	030	5510	05	Pollard	Educational Supplies	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2415	099	99	520	030	5512	05	Pollard	Teaching Aids/ Clsrm Ref	$0	$0	$0	$200	$200	$150
2350	3313	90	30	2410	099	99	520	030	5517	05	Pollard	Textbooks & Workbooks	$0	$0	$0	$375	$375	$375
2350	3313	90	30	2420	099	99	520	030	5522	05	Pollard	Instr. Equipment/ Supplies	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2453	099	99	520	030	5523	05	Pollard	A/V Hardware	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2455	099	99	520	030	5524	05	Pollard	Instructional Software	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2451	099	99	520	030	5525	05	Pollard	Instructional Tech. Supplies	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2440	099	99	520	030	5580	05	Pollard	Other Supplies	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2357	099	99	520	030	5710	06	Pollard	In State Travel/ Conferences	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2357	099	99	520	030	5720	06	Pollard	Out of State Travel/ Conferences	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2357	099	99	520	030	5730	06	Pollard	Dues & Memberships	$0	$0	$0	$0	$0	$0
2350	3313	90	30	2440	099	99	520	030	5780	06	Pollard	Other Expenses	$0	$0	$0	$0	$0	$0
2350	3313	90	30	7300	099	99	520	200	5850	99	Pollard	Capital Equip > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3313	90	30	7500	099	99	520	200	5851	99	Pollard	Motor Vehicles > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3313	90	30	7350	099	99	520	200	5856	99	Pollard	Captial Tech. > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3313	90	30	7300	099	99	520	200	5870	99	Pollard	Repl. Equipment> $5000 Per Unit	$0	$0	$0	$0	$0	$0
												Subtotal Expenditures	**$0**	**$0**	**$0**	**$575**	**$575**	**$525**
												Anticipated Ending Fund Bal.	**$1,773**	**$1,898**	**$1,958**	**$1,898**	**$1,958**	**$1,958**

* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

Revolving Fund FY18 Budget Request

Fund Name:	**Fine & Performing Arts School Performing Groups (2350-3653)**
Fund Manager:	**Director of Fine & Performing Arts**
Executive Summary:	**No Change to Participation Fee of $100 or Sibling Rate of $35**

Fund Description:

School Performing Groups include the Middle School Treble Choir, the Middle School Jazz Ensemble, the Middle School Wind Ensemble, the Elementary Honors Band, the Elementary Honors Chorus, and the Town Orchestra. All of these groups are co-curricular and provide advanced performing ensemble experiences for the students. All students receive their fundamental music education through the operating budget, which funds all daytime curricular music ensemble classes.

School Performing Groups provide an outlet for our most dedicated singers, string musicians and band musicians. It enables these students to have an advanced multi-grade music performance experience. These groups have also become critical to our music program as an additional outlet for students to perform when, due to daytime curricular scheduling, they cannot be assigned to a curricular performing ensemble class that they are eligible for. The middle school groups serve students in Grades 6 through 8, with the elementary groups serving students in Grades 4 and 5.

Enabling Legislation:

MGL chapter 71, Section 47

Critical Issues:

In FY16 the participation fee was raised to the current $100 to reflect increasing costs of transportation, stipends, and more families requiring financial assistance. As a result of that increase, in addition to an increase in enrollment, current revenue is projected to be balanced to current operational expenditures. In FY17, the Stipend Committee approved raising the Honors Band stipend to the same level as the other elementary honors groups to ensure equity. In addition, this past year we had a number of donations made specifically to support these groups, with which we handled some transportation costs. As a result, the fund appears to be well balanced with enough of a financial cushion in case of sudden need. No fee increase is recommended at this time. However, as contracted stipends and other expenses rise, we will carefully monitor expenditures in this account to ensure it remains balanced.

Support for District Vision, Mission, Goals, Objectives:

This program supports the District's core value of scholarship, and the District's mission of creating excited learners and inspiring excellence by offering advanced music performance opportunities for our students, District-wide. These advanced level ensembles cannot be scheduled during the regular school day due to cross grade scheduling difficulties and student/teacher availability. By offering these co-curricular ensembles, music students are able to achieve the advanced level music standards that are articulated in the National Music Education standards. The addition of a Middle School Honors Wind Ensemble in FY10 completed the final piece needed to ensure that all of our Middle School music students, regardless of their choice of instrument, will have an advanced group to aspire towards, and to challenge their abilities.

Description of Revenues:

Revenues for this account come almost exclusively from student participation fees. The following enrollments are projected in FY18.

Enrollment	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Pollard Treble Choir, Jazz, Honors Wind Ensemble	151	152	155	155	135*	135*	140*
Elem. Honors Band, Chorus and Town Orchestra	108	94	100	100	100	120	100

*Number reflects up to 10 financial aid students and/or sibling students enrolled

Total projected student fees for FY18 are $24000, based on 240 students paying $100/each.

Staffing:

Staffing includes the Middle School Jazz Ensemble, Town Orchestra and Honors Wind Ensemble directors, each of whom receive a stipend of $2,594. The Treble Choir Director receives a stipend of $5,189. The Elementary Honors Band and Chorus Directors each receive a stipend of $2,594. Stipends are set by Schedule C of the Unit A Contract. Accompanists are paid at the rate of $20.84 per hour.

Expenses:

In addition to the director stipends ($18,157), expenses include accompanists ($1,500), transportation for performances ($1,550), music ($900), performance/festival fees ($1,200) and miscellaneous expenses ($130). Total projected expenses are $23,437.

FY18 Proposed Budget:

Attached.

Attachment A

Revolving Fund Name: Fine & Performing Arts School Performing Groups
Revolving Fund Contact: Director of Fine & Performing Arts

Revenues													FY14 Actuals	FY15 Actuals	FY16 Actuals	FY17 Budget	FY17 Proj	FY18 Budget
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																		
2350	3653	080	00	0000	000	00	520	980	0000	00		Carry-Over Revenue	$11,602	$4,503	$1,996	$571	$4,275	$5,599
Current Year Revenue Collections																		
2350	3653	080	00	0000	000	00	432	000	0000	00		Current Year Revenue Collections	$20,808	$19,665	$23,250	$25,500	$22,056	$24,000
Revenue Collected for Next Fiscal Year																		
2350	3653	080	00	0000	000	00	432	000	0000	00		Pre-Collection Next FY Revenue	$0	$0	$0	$0	$0	$0
												Subtotal Revenues	**$32,410**	**$24,168**	**$25,246**	**$26,071**	**$26,331**	**$29,599**

Expenditures

Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	Ext Obj	Building	Object Code Description	FY14 Actuals	FY15 Actuals	FY16 Actuals	FY17 Budget	FY17 Proj	FY18 Budget
2350	3653	080	10	2440	075	99	520	010	5110	01	District	Other Instructional	$0	$0	$0	$7,938	$0	$7,781
2350	3653	080	10	2325	075	99	520	010	5110	03	District	Classroom Subs/ Salary	$0	$0	$0	$0	$0	$0
2350	3653	080	10	2330	075	99	520	010	5110	03	District	Instr. Asst - Paraprofessional/ Salary	$0	$0	$0	$630	$0	$500
2350	3653	080	10	2420	075	99	520	020	5247	04	District	R&M Instr Equip/ Services	$0	$0	$0	$240	$0	$0
2350	3653	080	10	2440	075	99	520	020	5330	04	District	Transportation	$0	$0	$0	$1,200	$0	$500
2350	3653	080	10	2410	075	99	520	030	5517	05	District	Textbooks & Workbooks	$0	$0	$462	$650	$0	$500
2350	3653	080	10	2440	075	99	520	030	5780	06	District	Other Expenses	$0	$0	$0	$350	$0	$300
2350	3653	080	21	2305	075	99	520	010	5110	01	Broadmeadow	Certified Classroom Teacher/ Salary	$757	$721	$865	$0	$1,694	$0
2350	3653	080	21	2440	075	99	520	020	5380	04	Broadmeadow	Other Services	$400	$0	$740	$0	$400	$0
2350	3653	080	21	2410	075	99	520	030	5517	05	Broadmeadow	Textbooks & Workbooks	$0	$572	$0	$0	$274	$0
2350	3653	080	21	2420	075	99	520	030	5522	05	Broadmeadow	Instr. Equipment/ Supplies	$0	$0	$0	$0	$0	$0
2350	3653	080	21	2440	075	99	520	030	5580	05	Broadmeadow	Other Supplies	$0	$0	$0	$0	$194	$0
2350	3653	080	22	2305	075	99	520	010	5110	01	Eliot	Certified Classroom Teacher/ Salary	$786	$1,209	$1,091	$0	$1,038	$0
2350	3653	080	22	2440	075	99	520	020	5380	04	Eliot	Other Services	$2,145	$0	$0	$0	$0	$0
2350	3653	080	22	2410	075	99	520	030	5517	05	Eliot	Textbooks & Workbooks	$450	$51	$0	$0	$0	$0
2350	3653	080	22	2420	075	99	520	030	5522	05	Eliot	Instr. Equipment/ Supplies	$103	$0	$0	$0	$0	$0
2350	3653	080	22	2440	075	99	520	030	5780	06	Eliot	Other Expenses	$0	$0	$0	$0	$0	$0
2350	3653	080	23	2305	075	99	520	010	5110	01	Hillside	Certified Classroom Teacher/ Salary	$668	$701	$865	$0	$1,038	$0
2350	3653	080	23	2440	075	99	520	020	5380	04	Hillside	Other Services	$55	$0	$0	$0	$0	$0
2350	3653	080	23	2110	075	99	520	030	5420	05	Hillside	Offices Supplies	$0	$0	$0	$0	$0	$0
2350	3653	080	23	2410	075	99	520	030	5517	05	Hillside	Textbooks & Workbooks	$98	$0	$0	$0	$0	$0
2350	3653	080	23	2440	075	99	520	030	5780	06	Hillside	Other Expenses	$0	$0	$0	$0	$0	$0
2350	3653	080	24	2305	075	99	520	010	5110	01	Mitchell	Certified Classroom Teacher/ Salary	$668	$681	$865	$0	$1,038	$0
2350	3653	080	24	2440	075	99	520	020	5380	04	Mitchell	Other Services	$95	$0	$0	$0	$0	$0
2350	3653	080	24	2410	075	99	520	030	5517	05	Mitchell	Textbooks & Workbooks	$0	$0	$0	$0	$0	$0
2350	3653	080	24	2420	075	99	520	030	5522	05	Mitchell	Instr. Equipment/ Supplies	$256	$0	$0	$0	$0	$0
2350	3653	080	24	2440	075	99	520	030	5780	06	Mitchell	Other Expenses	$0	$0	$0	$0	$0	$0
2350	3653	080	25	2305	075	99	520	010	5110	01	Newman	Certified Classroom Teacher/ Salary	$905	$781	$926	$0	$1,100	$0
2350	3653	080	25	2440	075	99	520	020	5380	04	Newman	Other Services	$150	$0	$0	$0	$0	$0
2350	3653	080	25	2110	075	99	520	030	5420	05	Newman	Offices Supplies	$0	$0	$0	$0	$0	$0
2350	3653	080	25	2410	075	99	520	030	5517	05	Newman	Textbooks & Workbooks	$0	$0	$0	$0	$0	$0
2350	3653	080	25	2420	075	99	520	030	5522	05	Newman	Instr. Equipment/ Supplies	$0	$0	$0	$0	$0	$0
2350	3653	080	25	2440	075	99	520	030	5580	05	Newman	Other Supplies	$0	$125	$0	$0	$0	$0
2350	3653	080	26	2305	075	99	520	010	5110	01	High Rock	Certified Classroom Teacher/ Salary	$0	$40	$0	$0	$0	$0
2350	3653	080	26	2440	075	99	520	020	5380	04	High Rock	Other Services	$0	$0	$0	$0	$0	$0
2350	3653	080	26	2420	075	99	520	030	5522	05	High Rock	Instr. Equipment/ Supplies	$0	$0	$0	$0	$0	$0
2350	3653	080	26	2440	075	99	520	030	5780	06	High Rock	Other Expenses	$578	$250	$0	$0	$0	$0
2350	3653	080	30	2305	075	99	520	010	5110	01	Pollard	Certified Classroom Teacher/ Salary	$11,978	$10,737	$10,767	$10,585	$11,231	$10,376
2350	3653	080	30	2330	075	99	520	010	5110	03	Pollard	Instr. Asst - Paraprofessional/ Salary	$0	$0	$0	$1,086	$0	$1,000
2350	3653	080	30	5350	075	99	520	020	5270	04	Pollard	Lease Rental/ Services	$0	$0	$0	$0	$0	$0
2350	3653	080	30	2440	075	99	520	020	5300	04	Pollard	Professional Technical/ Services	$0	$0	$0	$0	$0	$0
2350	3653	080	30	2440	075	99	520	020	5330	04	Pollard	Transportation	$0	$0	$0	$1,500	$0	$1,050
2350	3653	080	30	2440	075	99	520	020	5341	04	Pollard	Postage	$0	$0	$0	$0	$0	$0
2350	3653	080	30	2440	075	99	520	020	5345	04	Pollard	Printing & Binding	$0	$0	$0	$100	$0	$0
2350	3653	080	30	2440	075	99	520	020	5346	04	Pollard	Advertising	$0	$0	$0	$0	$0	$0
2350	3653	080	30	2440	075	99	520	020	5380	04	Pollard	Other Services	$1,736	$1,564	$2,250	$0	$0	$0
2350	3653	080	30	2410	075	99	520	030	5517	05	Pollard	Textbooks & Workbooks	$151	$914	$184	$400	$0	$400
2350	3653	080	30	2420	075	99	520	030	5522	05	Pollard	Instr. Equipment/ Supplies	$0	$0	$0	$0	$0	$0
2350	3653	080	30	2357	075	99	520	030	5730	06	Pollard	Dues & Memberships	$0	$0	$0	$130	$0	$130
2350	3653	080	30	2440	075	99	520	030	5780	06	Pollard	Other Expenses	$600	$550	$0	$950	$100	$900
2350	3653	080	40	2305	075	99	520	010	5110	99	NHS	Certified Classroom Teacher/ Salary	$0	$0	$1,957	$0	$2,625	$0
2350	3653	080	40	2440	075	99	520	020	5380	99	NHS	Other Services	$2,000	$0	$0	$0	$0	$0
2350	3653	080	40	2410	075	99	520	030	5517	99	NHS	Textbooks & Workbooks	$240	$0	$0	$0	$0	$0
2350	3653	080	40	2420	075	99	520	030	5522	99	NHS	Instr. Equipment/ Supplies	$116	$0	$0	$0	$0	$0
2350	3653	080	40	2440	075	99	520	030	5580	99	NHS	Other Supplies	$133	$0	$0	$0	$0	$0
2350	3653	080	40	2440	075	99	520	030	5780	99	NHS	Other Expenses	$200	$0	$0	$0	$0	$0
2350	3653	080	40	2305	075	99	520	010	5110	01	NHS	Certified Classroom Teacher/ Salary	$2,640	$2,653	$0	$0	$0	$0
2350	3653	080	40	2420	075	99	520	030	5522	05	NHS	Instr. Equipment/ Supplies	$0	$50	$0	$0	$0	$0
2350	3653	080	40	2440	075	99	520	020	5380	04	NHS	Other Services	$0	$323	$0	$0	$0	$0
2350	3653	080	40	2440	075	99	520	030	5780	06	NHS	Other Expenses	$0	$250	$0	$0	$0	$0
												Subtotal Expenditures	**$27,907**	**$22,172**	**$20,971**	**$25,759**	**$20,732**	**$23,437**
												Anticipated Ending Fund Bal.	**$4,503**	**$1,996**	**$4,275**	**$312**	**$5,599**	**$6,162**

* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

Fund balance used to purchase music, equipment, or maintenance as needed prior to student fees arriving.

Revolving Fund FY18 Budget Request

Fund Name:	**Fine & Performing Arts Fee-Based Music Instruction (2350-3654)**
Fund Manager:	**Director of Fine & Performing Arts**
Executive Summary:	**Increase the Private Music Instructor Fee from $768/32weeks to $832/32weeks. Maintain the $100 Elementary Group Lesson Registration Fee and the $60 Private Lesson Registration Fee.**

Fund Description:

This program provides elementary school beginning instrumental music group instruction and private music instruction for students. In addition to the registration fees, this fund also takes in and disburses all private lesson fees. Revenues from this fund are also used to support the extra curricular components of the instrumental music program for these students through graduation.

Enabling Legislation:

MGL chapter 71, Section 47

Critical Issues:

The critical issue at this time is the need to increase the compensation for our Private Music instructors to remain competitive with hiring the finest instructors as compared to neighboring community pay rates. For example, in FY17 two bordering communities to Needham were compensating their private music instructors at rates ranging from $54 to $60 per hour. Our FY17 rate of only $48 per hour puts us at a disadvantage in attracting and maintaining the highest quality teachers. As such, this budget requests that the Private Music Instructor Fee go up to $832/32 lessons, or the equivalent of $52 per hour. Though still lower than our neighbors, it is a much more comparable rate than the current one.

One other major change for FY18 is a large reduction of SMARTMUSIC accounts we will be purchasing for our band/string students in 6th grade. This is due to the fact that with the one-to-one iPads now in use the teachers are using the updated student class software to provide online electronic feedback that SMART music was being used for. We will still purchase some subscriptions for particularly challenged students, but not for most. This reduces expenditures by about $4,000 in that category.

Support for District Vision, Mission, Goals, Objectives:

This program directly supports the NPS mission to create "excited learners" and "inspire excellence" along with the District's value of "Scholarship learning: every student engaged in dynamic and challenging academic experiences". The program enables the District to provide elementary instrumental music instruction to students in grades 3, 4 and 5 taught by highly qualified, licensed instructors, and to meet the national and state standards/frameworks in music. It also provides convenient, quality private music instruction for our students within our facilities at reasonable cost.

Description of Revenues:

This program is funded by a combination of fees from the Group Lesson Program, held before school, and the Private Lesson Program, held after school. In FY18, revenues for the Group Lesson Program are projected to be $30,000, which is based on 300 students participating at a fee of $100 per student. FY18 revenues from the

Private Lesson Program are expected to total $214,080, based on 240 students enrolling @ $832/student plus paying the $60 registration fee. (The private lesson program fee covers 32 30-minute lessons @ $26.00/lesson.)

Group Lesson Program (Elementary students – before school)

	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Enrollment	330	300	302	277	280	280	270	270	300
Fee	$85	$85	$100	$100	$100	$100	$100	$100	$100

Private Lesson Program (Gr. 4 – 12 students – held after school)

	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Enrollment	200	218	240	260	240	240	240	240	240
Fee	$35 Reg Fee $704/32wks Instructor	$50 Reg Fee $704/32wks Instructor	$50 Reg Fee $704/32wks Instructor	$50 Reg Fee $752/32wks Instructor	$50 Reg Fee $752/32wks Instructor	$50 Reg Fee $752/32wks Instructor	$50 Reg Fee $768/32wks Instructor	$60 Reg Fee $768/32wks Instructor	$60 Reg Fee $832/32wks Instructor

Comparative fees from other districts are presented below:

Group Lessons	Rate	# Lessons	Fee
Wellesley	$ 30.00 30-min lesson	15 *per semester*	$ 450.00
Newton FY17	$ 25.00 30-min lesson	14 *per semester*	$ 350.00
Newton FY18	$ 27.00 30-min lesson	14 *per semester*	$ 378.00
Weston	$ 24.43 30-min lesson		

Group Lessons		# lessons	Fee	# lessons	Fee
Needham current	$ 24.00 30-min lesson	16 *per semester*	$ 384.00	32 *full year*	$ 768.00
Needham proposed	$ 26.00 30-min lesson	16 *per semester*	$ 416.00	32 *full year*	$ 832.00

Staffing:

Staffing for this fund is comprised of a Program Coordinator for the Private Lesson Program ($3,823), accompanists @ $9,277 (who receive an hourly rate of $20.84 to accompany school groups and $120 per private lesson recital, of which there are 20) and 28 private lesson instructors paid at the rate of $26.00 per 30 minute lesson ($199,680.) Note that the Group Lesson teachers are certified music teachers paid through the operating budget as part of their normal curricular teaching duties. This program also supports 10% of the Department Bookkeeper's salary ($4,846) given the administrative needs of this program.

Expenses:

Program expenses total $244,216 and include expenses of the Elementary Group Lesson Program and the Private Lesson Program.

- The expenses of the Elementary Group Lesson Program include accompanists ($6,877), instrument repairs/tunings/maintenance ($6,340), transportation ($4,400), music books ($1,500), printing costs for program promotion ($850), music festival fees ($2,400), Smartmusic subscriptions ($2,240), Mass Music Educator Membership ($810) and instruments and supplies that enable these students to continue participation in the instrumental music program through graduation ($4,050). Refunds for children who withdraw prior to completing their lessons and scholarships are budgeted at $2,500. Financial aid for up to 15 students ($1,500) ($100 fee waiver)
- Expenses of the Private lesson Program include private lesson instructors ($199,680), Program Coordinator Stipend ($3,823), and the cost of accompanists for recitals ($2,400.) This program also supports 10% of the FPA Department Bookkeeper's salary ($4,846.)

Scholarship assistance to families with multiple children involved, or those in financial need, is provided form available fund balance.

FY18 Proposed Budget:

Attached.

Revolving Fund Name: Fine & Performing Fee-Based Music Instruction
Revolving Fund Contact: Director of Fine and Performing Arts

Revenues												FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY17 Proj	FY18 Budget
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																	
2350	3654	80	00	0000	000	00	520	980	0000	00		Carry-Over Revenue	$26,087	$26,630	$27,952	$31,608	$33,499	$24,330
Current Year Revenue Collections																	
2350	3654	80	00	0000	000	00	432	000	0000	00		Current Year Revenue Collections	$233,282	$216,584	$214,178	$225,720	$183,083	$244,080
Revenue Collected for Next Fiscal Year																	
2350	3654	80	00	0000	000	00	432	000	0000	00		Pre-Collection Next FY Revenue	$0	$0	$0	$0	$0	$0
												Subtotal Revenues	**$259,369**	**$243,214**	**$242,131**	**$257,328**	**$216,582**	**$268,410**

Expenditures

Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	Ext Obj	Building	Object Code Description	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY17 Proj	FY18 Budget
2350	3654	80	10	1230	090	99	520	010	5110	01	District	Central Admin/ Salary	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2110	090	99	520	010	5110	01	District	Curriculum Dir/ Salary	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2120	090	99	520	010	5110	01	District	Dept Head (Non Supv)/ Salary	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2220	090	99	520	010	5110	01	District	Curr Ldr/Academic Dept Head/ Salary	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2305	090	99	520	010	5110	01	District	Certified Classroom Teacher/ Salary	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2310	090	99	520	010	5110	01	District	Certified Teacher Specialist/ Salary	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2315	090	99	520	010	5110	01	District	Instr. Coord-Team Leader/ Salary	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2320	090	99	520	010	5110	01	District	Medical/Therapeutic/ Salary	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2440	090	99	520	010	5110	01	District	Other Instructional	$201,435	$188,824	$180,278	$197,153	$152,438	$212,780
2350	3654	80	10	2325	090	99	520	010	5110	03	District	Classroom Subs/ Salary	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2330	090	99	520	010	5110	03	District	Instr. Asst - Paraprofessional/ Salary	$0	$0	$0	$0	$563	$0
2350	3654	80	10	2353	090	99	520	010	5110	01	District	Prof Dev Summer/Aftr School/ Salary	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2355	090	99	520	010	5110	03	District	Prof Dev Subs	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2357	090	99	520	010	5110	01	District	Prof Dev School Year/ Salary	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2110	090	99	520	010	5110	02	District	Secy to Curr Dir/ Salary	$4,869	$5,508	$4,570	$4,776	$4,677	$4,846
2350	3654	80	10	2110	090	99	520	010	5146	02	District	Secy to Dep Head (Non Sup)/ Salary	$45	$95	$75	$0	$75	$0
2350	3654	80	10	2210	090	99	520	010	5110	02	District	Other Building Secy/ Salary	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2220	090	99	520	010	5110	02	District	Secy to Acad Dept Head/ Salary	$0	$0	$0	$0	$0	$0
2350	3654	80	10	1420	090	99	520	010	5110	02	District	Human Resources & Benefits/ Salary	$0	$0	$0	$0	$0	$0
2350	3654	80	10	4110	090	99	520	010	5110	03	District	Custodians/ Salary	$0	$0	$0	$0	$0	$0
2350	3654	80	10	5200	090	99	520	010	5110	99	District	Fringe	$0	$0	$0	$0	$0	$0
2350	3654	80	10	4220	090	99	520	020	5241	04	District	R&M Bldgs / Services	$0	$0	$0	$0	$0	$0
2350	3654	80	10	4210	090	99	520	020	5241	04	District	R&M Grounds / Services	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2451	090	99	520	020	5255	04	District	R&M Technology/ Services	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2420	090	99	520	020	5247	04	District	R&M Instr Equip/ Services	$0	$0	$0	$5,340	$0	$6,340
2350	3654	80	10	5350	090	99	520	020	5270	04	District	Lease Rental/ Services	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2440	090	99	520	020	5300	04	District	Professional Technical/ Services	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2440	090	99	520	020	5330	04	District	Transportation	$799	$3,678	$1,376	$2,400	$1,953	$4,400
2350	3654	80	10	2440	090	99	520	020	5341	04	District	Postage	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2440	090	99	520	020	5345	04	District	Printing & Binding	$0	$0	$0	$850	$0	$850
2350	3654	80	10	2440	090	99	520	020	5346	04	District	Advertising	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2440	090	99	520	020	5380	04	District	Other Services	$4,901	$3,776	$8,024	$7,280	$7,871	$2,240
2350	3654	80	10	2110	090	99	520	030	5420	05	District	Offices Supplies	$0	$0	$0	$0	$0	$0
2350	3654	80	10	4220	090	99	520	030	5430	05	District	R&M Bldgs / Supplies	$0	$0	$0	$0	$0	$0
2350	3654	80	10	4110	090	99	520	030	5450	05	District	Custodial / Supplies	$0	$0	$0	$0	$0	$0
2350	3654	80	10	4210	090	99	520	030	5460	05	District	Groundskeeping/ Supplies	$0	$0	$0	$0	$0	$0
2350	3654	80	10	3400	090	99	520	030	5490	05	District	Food Services/ Supplies	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2430	090	99	520	030	5510	05	District	Educational Supplies	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2415	090	99	520	030	5512	05	District	Teaching Aids/ Clsrm Ref	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2410	090	99	520	030	5517	05	District	Textbooks & Workbooks	$0	$0	$0	$2,000	$0	$1,500
2350	3654	80	10	2420	090	99	520	030	5522	05	District	Instr. Equipment/ Supplies	$5,482	$0	$185	$4,050	$231	$4,050
2350	3654	80	10	2453	090	99	520	030	5523	05	District	A/V Hardware	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2455	090	99	520	030	5524	05	District	Instructional Software	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2451	090	99	520	030	5525	05	District	Instructional Tech. Supplies	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2440	090	99	520	030	5580	05	District	Other Supplies	$9,846	$1,003	$1,575	$0	$3,041	$0
2350	3654	80	10	2357	090	99	520	030	5710	06	District	In State Travel/ Conferences	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2357	090	99	520	030	5720	06	District	Out of State Travel/ Conferences	$0	$0	$0	$0	$0	$0
2350	3654	80	10	2357	090	99	520	030	5730	06	District	Dues & Memberships	$0	$0	$0	$675	$0	$810
2350	3654	80	10	2440	090	99	520	030	5780	06	District	Other Expenses	$5,361	$12,377	$12,549	$5,800	$21,404	$6,400
2350	3654	80	10	7300	090	99	520	200	5850	99	District	Capital Equip > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3654	80	10	7500	090	99	520	200	5851	99	District	Motor Vehicles > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3654	80	10	7350	090	99	520	200	5856	99	District	Captial Tech. > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3654	80	10	7300	090	99	520	200	5870	99	District	Repl. Equipment> $5000 Per Unit	$0	$0	$0	$0	$0	$0
												Subtotal Expenditures	**$232,739**	**$215,262**	**$208,631**	**$230,324**	**$192,252**	**$244,216**
												Anticipated Ending Fund Bal.	**$26,630**	**$27,952**	**$33,499**	**$27,004**	**$24,330**	**$24,194**

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

Revolving Fund FY18 Budget Request

Fund Name:	**Fine & Performing Arts Sales to Students (2350-3655)**
Fund Manager:	**Director of Fine & Performing Arts**
Executive Summary:	**Increase in Recorder Package Fee from $10.75 to $11.00, Increase the "Book Only" Fee from $4.95 to $5.00 and keep the "Neck-Strap Only" Fee at $1.25. Increase Symphony or Opera Fee from $18.00 to $20.00.**

Fund Description:

The Fine & Performing Arts Sales to Students Revolving Account includes revenue and expenses from the sale of recorders to Grade 3 students and the annual Grade 4 student trip to Symphony Hall to hear the Boston Symphony Orchestra Young Persons Concert.

The Boston Symphony Orchestra experience ensures that all Needham 4th grade students will hear a professional, world-class symphony orchestra in one of our country's premier concert halls, Symphony Hall. In FY11, a trip to the Boston Lyric Opera Company was added, that has proved to be an extremely positive, age-appropriate way to introduce students to this major musical art form. In FY12, the Boston Lyric Opera Company discontinued their program, but the Opera trip remains an option via this fund should another opportunity come forward in the local area. (In the meantime, we have been fortunate to be able to bring in opera professionals at no cost to present clinics for our 5th grade choruses.)

Enabling Legislation:

MGL Chapter 71, Section 47

Critical Issues:

The critical issue facing this account is the increasing cost of transportation for the Symphony trip (need to take more buses), and an increase in financial assistance requests. As a result, a modest increase is being proposed to the Symphony trip fee. The recorder package fee is also being increased slightly to account for increased financial requests.

Support for District Vision, Mission, Goals, Objectives:

The primary activities supported by this account relate directly to the enhancement of the approved curriculum. The recorders are an integral part of the 3rd grade program that gives all students a basic instrumental music experience. These activities support the district's vision by helping to "create excited learners" and keeps students engaged in dynamic and challenging experiences that stimulate thinking and creativity and connects our curriculum to world at large.

Description of Revenues:

Recorders (3rd)	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Enrollment	470	425	425	450	400	420	447	470	407
Fee	$5.00	$8.75	$8.75	$8.75	$8.75	$8.75	$10.25	$10.75	$11.00

Symphony (4th)	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Enrollment	420	470	440	420	450	420	420	450	475
Fee	$15.00	$15.00	$17.50	$17.00	$17.00	$18.00	$18.00	$18.00	$20.00
Opera (5th)	**FY10**	**FY11**	**FY12**	**FY13**	**FY14**	**FY15**	**FY16**	**FY17**	**FY18**
Enrollment		418	485	435	420	420	420	420	460
Fee		$17.50	$17.00	$17.00	$17.00	$18.00	$18.00	$18.00	$20.00

Visual Art Portfolio	FY14	FY15	FY16	FY17	FY18
Enrollment	420	430	0	NA	NA
Fee	$5.25	$5.25	0	NA	NA

FY18 revenues are budgeted at $13,977, and consist of recorder sales ($4,477), and BSO ticket sales ($9,500). The recorder fee increases from $10.75 to $11.00 to reflect a possible price increase in the cost of purchasing the recorders, as well as the inclusion of Massachusetts sales tax (of 6.25%.) NOTE: This budget calculation is based on there being NO opera trip again in 2018, but we keep the fee approval in the process in case the option comes up.

Staffing:

No staff members are paid from this fund.

Expenses:

Expenses for this fund total $13,274 and include the cost of the Boston Symphony tickets ($4,750 or 475 tickets x $10/each) and transportation to the symphony for the Grade 4 students of ($4,200 or 12 buses x $350/each.) Finally, this fund covers the cost of purchasing student recorder packages, or $4,070, or $10.00 x 407. Expenses also include the payment of Massachusetts sales tax, at a rate of 6.25%, on the recorders ($254).

The quantity of BSO and Opera tickets, as well as the recorders, is greater than the number of student sales, to allow for unanticipated enrollment increases as well as financial scholarship needs.

FY18 Proposed Budget:

Attached.

Revolving Fund Name: Fine & Performing Arts Sales to Students
Revolving Fund Contact: Director of Fine & Performing Arts

Revenues													FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY17 Proj	FY18 Budget
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																		
2350	3655	90	00	0000	000	00	520	980	0000	00		Carry-Over Revenue	$2,694	$1,741	$2,809	$2,228	$302	$774
Current Year Revenue Collections																		
2350	3655	90	00	0000	000	00	432	000	0000	00		Current Year Revenue Collections	$12,462	$10,379	$11,146	$20,713	$11,687	$13,977
Revenue Collected for Next Fiscal Year																		
2350	3655	90	00	0000	000	00	432	000	0000	00		Pre-Collection Next FY Revenue	$0	$0	$0	$0	$0	$0
												Subtotal Revenues	**$15,156**	**$12,120**	**$13,954**	**$22,941**	**$11,989**	**$14,751**

Expenditures

Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	Ext Obj	Building	Object Code Description	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY17 Proj	FY18 Budget
2350	3655	90	10	2440	075	99	520	020	5330	04	District	Transportation	$0	$0	$0	$7,200	$0	$4,200
2350	3655	90	10	2440	075	99	520	030	5780	06	District	Other Expenses	$0	$188	$232	$288	$177	$254
2350	3655	90	21	2440	075	99	520	020	5380	04	Broadmeadow	Other Services	$825	$0	$1,169	$0	$900	$0
2350	3655	90	21	2430	075	99	520	030	5510	05	Broadmeadow	Educational Supplies	$2,062	$1,861	$1,736	$2,000	$1,624	$1,090
2350	3655	90	21	2415	075	99	520	030	5512	05	Broadmeadow	Teaching Aids/ Clsrm Ref	$0	$0	$0	$0	$0	$0
2350	3655	90	21	2410	075	99	520	030	5517	05	Broadmeadow	Textbooks & Workbooks	$0	$0	$74	$0	$0	$0
2350	3655	90	21	2420	075	99	520	030	5522	05	Broadmeadow	Instr. Equipment/ Supplies	$0	$0	$0	$1,042	$0	$870
2350	3655	90	21	2440	075	99	520	030	5780	06	Broadmeadow	Other Expenses	$2	$0	$0	$0	$0	$0
2350	3655	90	22	2330	075	99	520	010	5110	03	Eliot	Instr. Asst - Paraprofessional/ Salary	$0	$0	$0	$0	$0	$0
2350	3655	90	22	2440	075	99	520	020	5380	04	Eliot	Other Services	$550	$0	$860	$0	$600	$0
2350	3655	90	22	2430	075	99	520	030	5510	05	Eliot	Educational Supplies	$1,492	$722	$775	$600	$1,127	$740
2350	3655	90	22	2410	075	99	520	030	5517	05	Eliot	Textbooks & Workbooks	$0	$0	$322	$0	$0	$0
2350	3655	90	22	2420	075	99	520	030	5522	05	Eliot	Instr. Equipment/ Supplies	$0	$0	$0	$483	$0	$600
2350	3655	90	22	2440	075	99	520	030	5780	06	Eliot	Other Expenses	$1	$644	$0	$0	$0	$0
2350	3655	90	23	2330	075	99	520	010	5110	03	Hillside	Instr. Asst - Paraprofessional/ Salary	$0	$0	$0	$0	$0	$0
2350	3655	90	23	2440	075	99	520	020	5380	04	Hillside	Other Services	$550	$550	$825	$0	$900	$0
2350	3655	90	23	2430	075	99	520	030	5510	05	Hillside	Educational Supplies	$1,442	$1,583	$841	$750	$1,296	$880
2350	3655	90	23	2410	075	99	520	030	5517	05	Hillside	Textbooks & Workbooks	$0	$0	$248	$0	$0	$0
2350	3655	90	23	2420	075	99	520	030	5522	05	Hillside	Instr. Equipment/ Supplies	$0	$0	$0	$531	$0	$720
2350	3655	90	23	2440	075	99	520	030	5780	06	Hillside	Other Expenses	$1	$0	$0	$0	$0	$0
2350	3655	90	24	2330	075	99	520	010	5110	03	Mitchell	Instr. Asst - Paraprofessional/ Salary	$0	$0	$0	$0	$0	$0
2350	3655	90	24	2440	075	99	520	020	5380	04	Mitchell	Other Services	$630	$5	$1,156	$0	$600	$0
2350	3655	90	24	2430	075	99	520	030	5510	05	Mitchell	Educational Supplies	$1,732	$1,715	$1,430	$900	$1,390	$810
2350	3655	90	24	2410	075	99	520	030	5517	05	Mitchell	Textbooks & Workbooks	$0	$0	$81	$0	$0	$0
2350	3655	90	24	2420	075	99	520	030	5522	05	Mitchell	Instr. Equipment/ Supplies	$0	$0	$0	$637	$0	$840
2350	3655	90	24	2440	075	99	520	030	5780	06	Mitchell	Other Expenses	$1	$0	$0	$0	$0	$0
2350	3655	90	25	2305	075	99	520	010	5110	01	Newman	Certified Classroom Teacher/ Salary	$0	$0	$0	$0	$0	$0
2350	3655	90	25	2330	075	99	520	010	5110	03	Newman	Instr. Asst - Paraprofessional/ Salary	$0	$0	$0	$0	$0	$0
2350	3655	90	25	2440	075	99	520	020	5380	04	Newman	Other Services	$825	$5	$1,375	$0	$900	$0
2350	3655	90	25	2430	075	99	520	030	5510	05	Newman	Educational Supplies	$2,022	$2,037	$2,279	$1,000	$1,702	$1,230
2350	3655	90	25	2420	075	99	520	030	5522	05	Newman	Instr. Equipment/ Supplies	$0	$0	$0	$897	$0	$1,040
2350	3655	90	26	2440	075	99	520	020	5345	04	High Rock	Printing & Binding	$0	$0	$0	$0	$0	$0
2350	3655	90	26	2440	075	99	520	020	5346	04	High Rock	Advertising	$0	$0	$0	$0	$0	$0
2350	3655	90	26	2440	075	99	520	020	5380	04	High Rock	Other Services	$1,275	$0	$0	$0	$0	$0
2350	3655	90	26	2440	075	99	520	030	5780	06	High Rock	Other Expenses	$0	$0	$0	$0	$0	$0
2350	3655	90	30	2440	075	99	520	020	5346	04	Pollard	Advertising	$0	$0	$0	$0	$0	$0
2350	3655	90	30	2440	075	99	520	020	5380	04	Pollard	Other Services	$0	$0	$0	$0	$0	$0
2350	3655	90	40	2440	075	99	520	020	5380	99	NHS	Other Services	$0	$0	$250	$0	$0	$0
2350	3655	90	40	3510	075	99	520	010	5110	99	NHS	Certified Classroom Teacher/ Salary	$0	$0	$0	$0	$0	$0
2350	3655	90	40	3510	075	99	520	010	5110	99	NHS	Instr. Asst - Paraprofessional/ Salary	$0	$0	$0	$0	$0	$0
												Subtotal Expenditures	**$13,413**	**$9,311**	**$13,652**	**$16,328**	**$11,215**	**$13,274**
												Anticipated Ending Fund Bal.	**$1,743**	**$2,809**	**$302**	**$6,613**	**$774**	**$1,477**

* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

Revolving Fund FY18 Budget Request

Fund Name:	**Fine & Performing Arts Graphic Arts (2350-3656)**
Fund Manager:	**Director of Fine & Performing Arts**
Executive Summary:	**No Change to Graphic Arts Price List**

Fund Description:

The Graphics Art Department serves as a provider of real world, hands-on, industry level training for our students in the areas of professional design, production, and printing. The Graphics Arts department provides graphic printing of various types, primarily for the school department community. This department teaches students enrolled in the upper level digital and graphics design courses, along with summer interns, to produce a variety of needed items including: programs of studies, annual reports, tickets, invitations, brochures, business cards and special events programs. The Graphic Arts Department also designs and imprints apparel for sports teams, music ensembles and clubs.

Enabling Legislation:

MGL chapter 71, Section 47

Critical Issues:

There are no critical issues at this time. We are pleased to report that our Publications Manager continues to do an excellent job improving the efficiency of the program, by expanding capabilities while maintaining cost efficiencies, and more fully integrating contemporary design and graphics instructional strategies into the program. In FY16 a major repair of the department's primary heavy duty printer took place that cost the district over $5,900. In FY17, this printer is being upgraded via capital operating funds to further increase cost efficiencies. For FY18, we proposed to maintain fees as they are, while we continue to monitor supply costs and printing patterns resulting from program changes.

Support for District Vision, Mission, Goals, Objectives:

This fund serves to provide real world, hands-on, industry level training and experiences for our students enrolled in upper level digital and graphics design classes. These experiences focus on the areas of professional design, production, and printing. These experiences continue into the summer by providing internships for upper level students. In doing this, the fund also provides cost effective and efficient printing services for the School Department. This supports District Goal #3.1 (Developmentally Appropriate Learning and Experiences.)

Description of Revenues:

Revenues from this fund are derived from two sources: internal (school) printing jobs – such as printing school handbooks, programs, posters, and producing t-shirts and other apparel for various student activity groups; and external (non-school) printing jobs – including invitations, t-shirts, other graphic jobs. Fees vary by the type of job, according to published price lists. FY18 revenues are projected to be $62,000 based on estimated collections of $30,000 from internal printing jobs and $32,000 from external printing jobs. FY18 revenue estimates are conservative, and reflect FY17 projected collections.

Staffing:

Salaries for this fund include printing interns who receive $10.59/hr ($3,177), $15.89/hr ($4,767) or $19.77/hr ($791). Interns are primarily used during the summer and school breaks. The Graphic Art Production Director receives a Unit A Contractual stipend ($24,502), which is fully funded through this budget.

Expenses:

Expenses paid from this fund are: the aforementioned staff salaries, equipment repair/maintenance ($4,000); paper, toner and binding supplies ($13,000); as well as t-shirts and specialty items for printing ($12,000). Total program expenses are budgeted to be $62,237.

Equipment replacement for FY18 will continue to be funded from the School Operating Budget, following a recommendation by the Town Manager to shift $9,900 from the Town's Capital Improvements Fund to the School Operating Budget since FY16.

The fund maintains a healthy carryover balance to ensure continuity should there be a sudden major need for equipment repair/purchase, or a lessening of printing "jobs" in any particular school year.

FY18 Proposed Budget:

Attached.

Revolving Fund Name: Fine & Performing Arts Graphic Arts
Revolving Fund Contact: Director of Fine & Performing Arts

Revenues				FY14 Actual	FY15 Actuals	FY16 Actuals	FY17 Budget	FY17 Proj	FY18 Budget
Beginning Fund Balance (Carry-Over Revenue from Prior Year)									
2350	3656	90	Carry-Over Revenue	$38,390	$26,117	$30,459	$19,569	$23,423	$23,626
Current Year Revenue Collections									
2350	3656	90	Current Year Revenue Collections	$65,119	$61,969	$63,368	$62,000	$60,000	$62,000
Revenue Collected for Next Fiscal Year									
2350	3656	90	Pre-Collection Next FY Revenue	$0	$0	$0	$0	$0	$0
			Subtotal Revenues	**$103,509**	**$88,086**	**$93,827**	**$81,569**	**$83,423**	**$85,626**

Expenditures

Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	Ext Obj	Building	Object Code Description	FY14 Actual	FY15 Actuals	FY16 Actuals	FY17 Budget	FY17 Proj	FY18 Budget
2350	3656	90	10	2305	090	99	520	010	5110	01	District	Certified Classroom Teacher/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	10	2440	090	99	520	010	5110	01	District	Other Instructional	$0	$0	$0	$0	$0	$0
2350	3656	90	10	2330	090	99	520	010	5110	03	District	Instr. Asst - Paraprofessional/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	10	2451	090	99	520	020	5255	04	District	R&M Technology/ Services	$0	$0	$0	$0	$0	$0
2350	3656	90	10	2440	090	99	520	020	5380	04	District	Other Services	$0	$0	$0	$0	$0	$0
2350	3656	90	10	2420	090	99	520	030	5522	05	District	Instr. Equipment/ Supplies	$0	$0	$0	$0	$0	$0
2350	3656	90	10	2440	090	99	520	030	5580	05	District	Other Supplies	$0	$0	$0	$0	$0	$0
2350	3656	90	10	2440	090	99	520	030	5780	06	District	Other Expenses	$0	$0	$0	$0	$0	$0
2350	3656	90	40	1230	090	99	520	010	5130	99	NHS	Coaches	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2110	090	99	520	010	5110	99	NHS	Curriculum Dir/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2120	090	99	520	010	5110	99	NHS	Dept Head (Non Supv)/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2220	090	99	520	010	5110	99	NHS	Curr Ldr/Academic Dept Head/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2305	090	99	520	010	5110	99	NHS	Certified Classroom Teacher/ Salary	$23,631	$20,087	$24,104	$24,992	$24,992	$24,502
2350	3656	90	40	2310	090	99	520	010	5110	99	NHS	Certified Teacher Specialist/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2315	090	99	520	010	5110	99	NHS	Instr. Coord-Team Leader/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2320	090	99	520	010	5110	99	NHS	Medical/Therapeutic/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2440	090	99	520	010	5110	99	NHS	Other Instructional	$0	$0	$0	$10,454	$0	$8,735
2350	3656	90	40	2325	090	99	520	010	5110	99	NHS	Classroom Subs/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2330	090	99	520	010	5110	99	NHS	Instr. Asst - Paraprofessional/ Salary	$12,351	$9,138	$14,009	$0	$7,269	$0
2350	3656	90	40	2353	090	99	520	010	5110	99	NHS	Prof Dev Summer/Aftr School/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2355	090	99	520	010	5110	99	NHS	Prof Dev Subs	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2357	090	99	520	010	5110	99	NHS	Prof Dev School Year/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2110	090	99	520	010	5110	99	NHS	Secy to Curr Dir/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2120	090	99	520	010	5110	99	NHS	Secy to Dep Head (Non Sup)/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2210	090	99	520	010	5110	99	NHS	Other Building Secy/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2220	090	99	520	010	5110	99	NHS	Secy to Acad Dept Head/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	40	1420	090	99	520	010	5110	99	NHS	Human Resources & Benefits/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	40	4110	090	99	520	010	5110	99	NHS	Custodians/ Salary	$0	$0	$0	$0	$0	$0
2350	3656	90	40	5200	090	99	520	010	5110	99	NHS	Fringe	$0	$0	$0	$0	$0	$0
2350	3656	90	40	4220	090	99	520	020	5241	99	NHS	R&M Bldgs / Services	$0	$0	$0	$0	$0	$0
2350	3656	90	40	4210	090	99	520	020	5241	99	NHS	R&M Grounds / Services	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2451	090	99	520	020	5255	99	NHS	R&M Technology/ Services	$0	$0	$0	$6,000	$0	$4,000
2350	3656	90	40	2420	090	99	520	020	5257	99	NHS	R&M Instr Equip/ Services	$0	$0	$0	$0	$0	$0
2350	3656	90	40	5350	090	99	520	020	5270	99	NHS	Lease Rental/ Services	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2440	090	99	520	020	5300	99	NHS	Professional Technical/ Services	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2440	090	99	520	020	5330	99	NHS	Transportation	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2440	090	99	520	020	5341	99	NHS	Postage	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2440	090	99	520	020	5345	99	NHS	Printing & Binding	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2440	090	99	520	020	5346	99	NHS	Advertising	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2440	090	99	520	020	5380	99	NHS	Other Services	$13,869	$13,788	$8,074	$0	$3,000	$0
2350	3656	90	40	2110	090	99	520	030	5420	99	NHS	Offices Supplies	$0	$0	$0	$0	$0	$0
2350	3656	90	40	4220	090	99	520	030	5430	99	NHS	R&M Bldgs / Supplies	$0	$0	$0	$0	$0	$0
2350	3656	90	40	4110	090	99	520	030	5450	99	NHS	Custodial / Supplies	$0	$0	$0	$0	$0	$0
2350	3656	90	40	4210	090	99	520	030	5460	99	NHS	Groundskeeping/ Supplies	$0	$0	$0	$0	$0	$0
2350	3656	90	40	3400	090	99	520	030	5490	99	NHS	Food Services/ Supplies	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2430	090	99	520	030	5510	99	NHS	Educational Supplies	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2415	090	99	520	030	5512	99	NHS	Teaching Aids/ Clsrm Ref	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2410	090	99	520	030	5517	99	NHS	Textbooks & Workbooks	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2420	090	99	520	030	5522	99	NHS	Instr. Equipment/ Supplies	$261	$649	$1,721	$0	$0	$0
2350	3656	90	40	2453	090	99	520	030	5523	99	NHS	A/V Hardware	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2455	090	99	520	030	5524	99	NHS	Instructional Software	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2451	090	99	520	030	5525	99	NHS	Instructional Tech. Supplies	$106	$0	$0	$0	$0	$0
2350	3656	90	40	2440	090	99	520	030	5580	99	NHS	Other Supplies	$4,299	$961	$7,201	$29,000	$10,686	$25,000
2350	3656	90	40	2357	090	99	520	030	5710	99	NHS	In State Travel/ Conferences	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2357	090	99	520	030	5720	99	NHS	Out of State Travel/ Conferences	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2357	090	99	520	030	5730	99	NHS	Dues & Memberships	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2440	090	99	520	030	5780	99	NHS	Other Expenses	$22,874	$13,003	$15,295	$0	$13,850	$0
2350	3656	90	40	7300	090	99	520	200	5850	99	NHS	Capital Equip > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3656	90	40	7500	090	99	520	200	5851	99	NHS	Motor Vehicles > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3656	90	40	7350	090	99	520	200	5856	99	NHS	Captial Tech. > $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3656	90	40	7300	090	99	520	200	5870	99	NHS	Repl. Equipment> $5000 Per Unit	$0	$0	$0	$0	$0	$0
2350	3656	90	40	2420	090	99	520	020	5257	99	NHS	R&M Instr Equip/ Services	$0	$0	$0	$0	$0	$0
												Subtotal Expenditures	**$77,392**	**$57,627**	**$70,405**	**$70,446**	**$59,797**	**$62,237**
												Anticipated Ending Fund Bal.	**$26,117**	**$30,459**	**$23,423**	**$11,123**	**$23,626**	**$23,389**

* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

Pre-purchase of materials for production items.

Revolving Fund FY18 Budget Request

Fund Name:	**Fine & Performing Arts Theatrical Productions (2350-3657)**
Fund Manager:	**Director of Fine & Performing Arts**
Executive Summary:	**No Change in Ticket Prices: HS Musical: $15 Adults & $10 Students; MS Musical: $10; HS/MS plays and student production: $5. No Change in $35 NHS Musical Costumes/ Materials Fee. No Change in Costumes Coordinator, Theater Facility Manager**

Fund Description:

This fund consolidates all school based theatrical productions within the District. This includes the High School and Middle School musicals, as well as the High School and Middle School plays. The musicals are annual productions that involve over 160 students in Grades 6-12 in a variety of roles, including acting, chorus, dance, instrumental, lighting/sound, set design/construction and costumes. In FY17, the High School produced *Pirates of Penzance* and the Middle School produced *Emma*. The plays are traditional one or two-act plays that focus on acting, directing, and theater tech, and are meant to ensure that students are exposed to theater in the tradition of Shakespeare and Miller. Unlike the musicals, traditional plays put the focus on character development and telling a story dramatically, without substantive enhancements of music and dance. These cater to a different type of student than our musicals and are vital to maintaining a comprehensive Performing Arts Department. Recent plays have included *Needham Neverending, Noises Off, Our Town, The Odd Couple, Spoon River Anthology, Romeo & Juliet, Inherit the Wind, The Crucible*, *The Seusification of Romeo & Juliet, Hounds of the Baskervilles* and in FY17 *Almost, Maine* and *Number the Stars*. The process of selecting musicals and plays for FY18 occurs during the Summer and Fall of 2017.

In addition, this budget continues to include an annual Independent Study Senior Student Theatrical Production, should a qualified student be accepted. In FY17, the Independent Study Senior production is scheduled to be "You're a Good Man, Charlie Brown."

Enabling Legislation:

MGL chapter 71, Section 47

Critical Issues:

There are no critical issues facing this account at this time. One unique aspect of FY17 was that The Pirates of Penzance (NHS Musical) is in the public domain, thus there were no rental/royalty fees associated with its performances, thus saving this account over $2000 in projected expenses. The use of the Newman Auditorium for the NHS Musical, and recent upgrades to the Pollard auditorium, continue to provide both programmatic and financial benefits to this program. The savings in equipment rentals, along with full inclusion in FY14 of all theatrical productions in this account, has resulted, starting in FY13, with a continued sustainable fund balance. The accumulated fund balances have made it possible for us to maintain relatively low ticket costs for students and adults as compared to comparable school based productions elsewhere. One recent improvement in this program was the inclusion of an additional operating budget stipend to provide for a "Student Directed Theater Advisor" who will oversee the Students Acting to Make a Difference (SAMD) Fall production and the Spring student directed production. (This stipend was funded by converting a Marching Band stipend position in FY16.)

Thanks to the financial health of this account, in FY17, we were able to add a Theatrical Production revolving account stipend for Costumes Coordinator, which has already improved the inventory, storage and maintenance

of the many costumes and other assorted items that are added each year for the variety of productions. Over the course of time, thanks to this, we should see a reduction in costume costs for a variety of our productions.

Support for District Vision, Mission, Goals, Objectives:

The High School/ Middle School musicals provide age-appropriate comprehensive professional level musical theatrical experiences for our students. The High School/Middle School plays offer this same opportunity to students, but in a purely dramatic format, in contrast to a musical. These productions support the mission to "create excited learners" and "inspire excellence". They also support the District value of "Scholarship: Learning" by engaging students in dynamic and challenging experiences that stimulate creativity and connect students with world culture, both past and present. With the musicals and plays requiring collegial effort by a diverse population of staff, students and parents, it directly relates to the goal of having students committed to their community. The provision for stipend support for the annual SAMD production, as well the Independent Study student produced/directed production supports the development of independent learners and self-directed young adults.

Description of Revenues:

FY18 revenues are projected to be $30,825, based on selling 750 high school musical tickets at $15 each ($11,250), 300 high school musical student tickets at $10 each ($3,000), and 1,100 middle school musical tickets at $10 each ($11,000). Additionally, we anticipate selling 800 high school /middle school play tickets at $5 each ($4,000.) Finally, revenues of $1,575 are anticipated from the collection of the $35 per student costume/materials fee from 45 students for the high school musical only.

	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Ticket Price HS Musical	$17.50	$15	$15	$15	$15	$15	$15	$15
Ticket Price HS Musical (Student)			$10	$10	$10	$10	$10	$10
Ticket Price MS Musical	$10	$10	$10	$10	$10	$10	$10	$10
Ticket Price HS Traditional Play		$5	$5	$5	$5	$5	$5	$5
Costume Fee		$35	$35	$35	$35	$35	$35	$35

For FY18, we propose to hold ticket prices at their current levels: $10 for the middle school musical; $5 for high school / middle school plays; and $15 adults/$10 students for the high school musical.

Staffing:

No permanent staff members are paid from this fund. At the Middle School, the revolving fund will pay temporary wages (totaling $2,000) to pit orchestra musicians, accompanists and some additional stage, set and production advisors as needed. At the High School, the fund pays the Unit A co-curricular stipend of the Production Manager, ($1,730), plus up to $4,000 for pit orchestra musicians and accompanists. A High School Theater Assistant Manager ($1,730) was added in FY13, funded via tickets sales, to assist with the growing traditional high school plays. This budget also includes funding for the newest stipend position via these revolving funds: Costumes Coordinator ($865).

The operating budget separately pays additional Unit A co-curricular stipends (totaling $19,887) to individuals involved with the High School musical, including two musical directors ($10,378), a set advisor ($2,593), a choreographer ($1,730), and a theatre arts advisor ($2,593), and a Student Directed Theater Advisor ($2,593) responsible for overseeing the annual SAMD production and the Independent Study theater show in June. Additionally, the operating budget funds $10,375 for directors involved with the Middle School productions.

Expenses:

Expenses for this fund total $31,225 and include the aforementioned staff costs, as well as costume rentals/cleaning ($2,750), script royalties and equipment rentals ($7,500), printing expenses ($3,100) programs, posters and signs, ($3,150) for fire/custodial detail and ($4,000) for set construction, and ($400) in dues.
The FY18 expense budget continues the prior year focus on careful monitoring of costs, greater utilization of saved set materials, and costumes, and use of volunteers to help with the production. In addition, $10,325 in salary (stipends, accompanists) expenses are included, as described above.

FY18 Proposed Budget:

Attached.

Attachment A

Revolving Fund Name: Fine & Performing Arts Theatrical Productions
Revolving Fund Contact: Director of Fine & Performing Arts

Revenues													FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY17 Proj	FY18 Budget
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																		
2350	3657	080	00	0000	000	00	520	980	0000	00		Carry-Over Revenue	$15,866	$21,475	$22,245	$27,448	$27,097	$30,400
Current Year Revenue Collections																		
2350	3657	080	00	0000	000	00	432	000	0000	00		Current Year Revenue Collections	$28,456	$27,733	$33,283	$31,750	$29,000	$30,825
Revenue Collected for Next Fiscal Year																		
2350	3657	080	00	0000	000	00	432	000	0000	00		Pre-Collection Next FY Revenue	$0	$0	$0	$0	$0	$0
												Subtotal Revenues	**$44,322**	**$49,208**	**$55,528**	**$59,198**	**$56,097**	**$61,225**

Expenditures

Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	Ext Obj	Building	Object Code Description	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY17 Proj	FY18 Budget
2350	3657	080	30	2305	075	99	520	010	5110	01	Pollard	Certified Classroom Teacher/ Salary	$0	$0	$0	$2,000	$1,640	$2,000
2350	3657	080	30	2330	075	99	520	010	5110	03	Pollard	Instr. Asst - Paraprofessional/ Salary	$160	$413	$525	$0	$0	$0
2350	3657	080	30	5350	075	99	520	020	5270	04	Pollard	Lease Rental/ Services	$0	$0	$0	$4,000	$400	$4,000
2350	3657	080	30	2440	075	99	520	020	5345	04	Pollard	Printing & Binding	$0	$0	$0	$1,800	$1,800	$1,650
2350	3657	080	30	2440	075	99	520	020	5380	04	Pollard	Other Services	$188	$4,469	$5,354	$2,050	$2,258	$1,950
2350	3657	080	30	2440	075	99	520	030	5580	05	Pollard	Other Supplies	$0	$1,671	$1,087	$1,500	$773	$1,500
2350	3657	080	30	2440	075	99	520	030	5780	06	Pollard	Other Expenses	$0		$0	$0	$278	$0
2350	3657	080	40	1230	075	99	520	010	5130	99	NHS	Coaches	$0		$0	$0	$0	$0
2350	3657	080	40	2110	075	99	520	010	5110	99	NHS	Curriculum Dir/ Salary	$0		$0	$0	$0	$0
2350	3657	080	40	2120	075	99	520	010	5110	99	NHS	Dept Head (Non Supv)/ Salary	$0		$0	$0	$0	$0
2350	3657	080	40	2220	075	99	520	010	5110	99	NHS	Curr Ldr/Academic Dept Head/ Salary	$0		$0	$0	$0	$0
2350	3657	080	40	2305	075	99	520	010	5110	99	NHS	Certified Classroom Teacher/ Salary	$5,457	$6,842	$7,219	$10,055	$7,361	$8,325
2350	3657	080	40	2330	075	99	520	010	5110	99	NHS	Instr. Asst - Paraprofessional/ Salary	$825	$0	$1,250	$0	$0	$0
2350	3657	080	40	5350	075	99	520	020	5270	99	NHS	Lease Rental/ Services	$0	$0	$0	$6,800	$2,200	$6,250
2350	3657	080	40	2440	075	99	520	020	5300	99	NHS	Professional Technical/ Services	$0	$0	$0	$0	$0	$0
2350	3657	080	40	2440	075	99	520	020	5330	99	NHS	Transportation	$0	$0	$0	$0	$0	$0
2350	3657	080	40	2440	075	99	520	020	5341	99	NHS	Postage	$0	$0	$0	$0	$0	$0
2350	3657	080	40	2440	075	99	520	020	5345	99	NHS	Printing & Binding	$0	$0	$0	$1,750	$1,500	$1,450
2350	3657	080	40	2440	075	99	520	020	5346	99	NHS	Advertising	$0	$0	$0	$0	$0	$0
2350	3657	080	40	2440	075	99	520	020	5380	99	NHS	Other Services	$8,509	$6,813	$7,877	$1,700	$1,800	$1,600
2350	3657	080	40	2430	075	99	520	030	5510	99	NHS	Educational Supplies	$0	$0	$0	$0	$0	$0
2350	3657	080	40	2415	075	99	520	030	5512	99	NHS	Teaching Aids/ Clsrm Ref	$0	$0	$0	$0	$0	$0
2350	3657	080	40	2410	075	99	520	030	5517	99	NHS	Textbooks & Workbooks	$2,705	-$24	$0	$0	$1,862	$0
2350	3657	080	40	2420	075	99	520	030	5522	99	NHS	Instr. Equipment/ Supplies	$126	$0	$134	$0	$0	$0
2350	3657	080	40	2440	075	99	520	030	5580	99	NHS	Other Supplies	$1,102	$1,995	$4,813	$3,000	$428	$2,500
2350	3657	080	40	2440	075	99	520	030	5780	99	NHS	Other Expenses	$3,775	$4,786	$172	$0	$3,396	$0
												Subtotal Expenditures	**$22,847**	**$26,964**	**$28,431**	**$34,655**	**$25,697**	**$31,225**
												Anticipated Ending Fund Bal.	**$21,475**	**$22,245**	**$27,097**	**$24,543**	**$30,400**	**$30,000**
															$4,853			

* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.